

## 1. INTRODUCTION

World Renew (WR) staff, partner staff, volunteers, consultants and other associated personnel, are personally and collectively responsible for upholding and promoting the highest ethical and professional standards in their work. This Concise Code of Conduct (or an approved equivalent) must be signed by all personnel engaging with World Renew work as outlined in the World Renew Code of Conduct Policy. This includes, but is not limited to, staff of partners implementing WR funded projects, partner staff working on DRS project sites, volunteers, consultants and suppliers.

## 2. STANDARDS OF BEHAVIOUR

I agree to the following standards of behaviour:

### i. Dignity and non-discrimination

I will respect and promote fundamental human rights without discrimination and will not use humanitarian or development assistance, or advocacy programmes, to further a particular religious or partisan political standpoint. I will make my decisions on the basis of needs and make no adverse distinction on the basis of race, creed, nationality, gender, religious belief, class or political opinion. I will treat all people with whom I work fairly, with respect, courtesy, and dignity, and according to international and local laws and standards.

### ii. Prevention of Sexual Exploitation and Abuse

Recognising World Renew's zero-tolerance policy for sexual exploitation and abuse, I will help create and maintain an environment that prevents sexual exploitation, abuse of power and any other forms of abuse. I will never exploit the vulnerability of any target group or abuse a position to withhold development or humanitarian assistance. I will never give preferential treatment in order to solicit sexual favours, gifts, payments of any kind, or advantage and I will never engage in sexual relationships with members of crisis-affected populations. I will never exchange money,

employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behavior.

### iii. Anti-harassment

I will never commit any act or form of harassment which results in physical, sexual or psychological harm or suffering to individuals, especially vulnerable adults and children. I will never engage in any behaviour, deliberate or otherwise, that makes the recipient feel persecuted, vulnerable or powerless.

### iv. Child Safeguarding

Understanding World Renew's commitment to safeguarding children, I will promote a culture in which children are treated with dignity and respect and will follow practices that minimise the risk of abuse or accidental harm to children. I will never engage in any sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. I will never condone or participate in behaviour with children which is unsafe, abusive or illegal.

### v. Anti-Fraud & Corruption

Recognising World Renew's zero-tolerance policy for fraud and corruption, I will declare any known or potential conflicts of interest to my supervisor, and I will never steal, misuse or misappropriate World Renew funds or property, ensuring that financial and other resources are used solely for their intended purpose. I will never use or accept a bribe in the form of money, goods and/or services.

### vi. Ethical Business Practices

Recognising World Renew's commitment to ethical Business Practices, I will conduct all business in accordance with internationally accepted practices and procedures and uphold the highest standards of accountability and transparency in relation to finances, management and governance. I will strive for the highest health and safety standards in all aspects of my work and I will never use illegal labour, child labour and/or forced labour.

**vii. Safety & Security**

Understanding the importance of my actions on the safety and security of myself and others around me, I will adhere to relevant safety and security policies and procedures in my context. I will never use, or have in my possession, any weapons or ammunition of any kind while on duty and I will never operate a vehicle under the influence of alcohol, drugs or any illegal substance. I will never drink alcohol or use any substance in a way that affects my ability to carry out my role, or that impacts on the reputation of World Renew.

**viii. Data Security**

Understanding the risks related to the misuse of personal data and images, I will always seek to obtain written, informed consent of individuals when taking a photograph or film and explain the general way in which it will be used. For children, consent from a parent/guardian is also required. I will always ensure that personal information collected from communities and crisis affected populations is kept safe, secure and confidential.

**ix. Environmental Stewardship**

Recognising World Renew’s commitment to creation stewardship, and the associated programmatic strategies of environmental stewardship, resilience and restoration, I will consider the impact of my work on the environment and use resources in an environmentally responsible way.

**3. OBLIGATION TO REPORT:**

I will report immediately any knowledge, concerns or substantial suspicions of breaches of this Code of Conduct to my WR contact/supervisor/complaints focal point or by email to [complaints@worldrenew.net](mailto:complaints@worldrenew.net)

**4. SIGNATURE**

I, the undersigned, confirm that I have read and understood the contents of the World Renew Concise Code of Conduct and I accept the consequences of any violation of any of the provisions under this Code of Conduct.

I understand that breaching this Code of Conduct constitutes grounds for disciplinary measures, up to and including termination of employment and/or services.

Knowingly withholding information about any reports, concerns or substantial suspicions of breaches to this Code of Conduct also constitutes grounds for disciplinary measures.

**NAME:**

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**POSITION:**

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**SIGNATURE:**

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**DATE AND PLACE OF SIGNATURE:**

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