

### Oxfam's Joint Code of Conduct

It is important for us to ensure that the conduct of all people connected to our work is in keeping with the organisation's beliefs, values and aims.

The aim of this Code of Conduct is to give you guidance regarding the key issues that you need to be aware of, and the standards by which you would be expected to behave in certain circumstances. The Code applies to everyone associated with Oxfam, regardless of location, and in accepting your contract/agreement with Oxfam, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code is designed for your guidance and protection, although a breach may result in the termination of our contract/agreement with you/your organisation and, in some cases, may lead to criminal prosecution.

Whilst recognising that local laws and cultures differ considerably from one country to another, Oxfam is an International Non-Governmental Organisation (INGO), and therefore the Code of Conduct is based on International and UN standards. The Code reflects Oxfam's fundamental mission and values, and seeks to ensure that those representing the work of Oxfam avoid using possible unequal power relationships for their own benefit.

### Oxfam International

Oxfam is a group of organizations working together internationally to find lasting solutions to poverty and injustice.

#### Aim:

That all human beings have the basic right to:

- earn a decent living to support themselves and their families
- enjoy basic education and health care
- get help in life-threatening disasters
- speak out for their rights
- be treated as equal.

### Code of Conduct: Standards and Values

I will:

#### **1. Uphold the integrity and reputation of Oxfam by ensuring that my professional and personal conduct is demonstrably consistent with Oxfam's values and standards.**

I will seek to maintain and enhance public confidence in Oxfam and, where appropriate, my organisation by being accountable for the professional and personal actions I take and manage the power that comes with my position with appropriate restraint.

I will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context

differ from the Code of Conduct. I will if necessary seek (and will receive) support and advice from Oxfam.

I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Oxfam premises vehicles or accommodation, nor where relevant, those of my organisation.

#### **2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse**

Working with Oxfam, I hold a privileged position of power and trust in relation to the partners and the communities that Oxfam serves. When carrying out activities/services for Oxfam I understand that it is important not to abuse my own position of power/unequal power relationships in any way.

Recognising my role in Oxfam's mission to challenge injustice and poverty, I will respect all peoples' rights, including children's rights, and I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships and behaviour in (or related to) the execution of the activities/services under the contract/agreement with Oxfam are not exploitative, abusive or corrupt in any way.

I will respect all peoples' rights, including children's rights, and will not engage in any form of sexual abuse or exploitation of any persons of any age.

In line with international standards, I will not have sexual relations with children (defined as under 18 years old) or with beneficiaries in exchange for assistance or any other reason recognising in both cases the inherent unequal power dynamics and that such behaviours can undermine the integrity and credibility of the work of Oxfam and/or my organisation.

I will not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any forms of humiliating, degrading or exploitative behaviour during the contract/agreement with Oxfam, understanding that these standards exist to challenge sexually exploitative and abusive behaviour.

I will use my best endeavours to report any such behaviours or malpractice in the workplace by others through recognised confidential reporting systems. **(Note 1).**

#### **3. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of Oxfam.**

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may

impact on the work of Oxfam and/or my organisation (e.g. contract for goods/services, employment or promotion within Oxfam, partner organizations, beneficiary groups).

I will advise Oxfam of any intention to seek a nomination as a prospective candidate or another official role for any political party or public office to clarify whether any conflict, or perceived conflicts, with my duties with Oxfam and/or my organisation may arise.

Even when the giving and acceptance of gifts is normal cultural practice I will reject monetary gifts or inappropriate gifts from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my association with Oxfam and/or the role I have in my organisation. Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgements and in accordance with procurement policies and I will report gifts to Oxfam and where appropriate hand them onto Oxfam.

I will assure that assistance by Oxfam and/or my organisation, where appropriate, is not provided in return of any service or favour from others.

I will act against any form of corruption and not offer, promise, give or accept any bribes.

**4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my association with Oxfam.**

I will use my discretion when handling sensitive or confidential information during the execution of my contract/agreement with Oxfam.

I will seek authorization before communicating externally in Oxfam's name and will avoid any unintended detrimental repercussions for me or for Oxfam and/or my organisation.

I will appropriately account for all Oxfam money and property, (e.g. vehicles, office equipment, Oxfam-provided accommodation, computers including the use of internet, email and intranet).

**5. Protect the health, safety, security and welfare of all Oxfam employees, volunteers and contractors.**

I will undertake and act on appropriate risk assessments.

I will comply with local security management guidelines and be pro-active in informing management of any necessary changes to such guidelines.

I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organizations and beneficiaries.

**6. Promote human rights, protect the environment and oppose criminal or unethical activities.**

I will ensure that my conduct is consistent with the human rights framework to which Oxfam subscribes.

I will use my best endeavours to protect the natural environment and work in a sustainable way.

I will contribute to preventing all forms of criminal or unethical activities.

I will inform Oxfam of any relevant criminal convictions or charges I have had prior to my association in which Oxfam may have a legitimate interest.

I will also notify Oxfam if I face any criminal charges during my association with Oxfam that may impede my ability to perform the duties of my position subject to national legislation. **(NB: Partner organisations** this will include any other Board member also)

I have read carefully and understand the Oxfam Non-Staff Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support Oxfam's quality of performance and reputation.

**NB: Partner organisations:** I also agree to ensure that every person in my organisation as well as any partners, volunteers or contractors involved in any way in Oxfam activities under our contract/agreement read, understand and abide by these requirements and commit to upholding the standards presented in this code of Conduct.

**Due diligence:** As a charitable organisation, Oxfam must take care to protect its assets and funds. One of the steps that Oxfam takes to comply with this legal duty is to conduct adequate and proportionate due diligence on suppliers prior to entering into a contract. This includes checking legal registration and financial solvency, but may also include other checks

**Important note:** Oxfam performs a regular screening check of all suppliers against international sanctions lists.

Name.....

Date.....

Signature.....