

## Armadilla Code of Conduct for Staff

As Organisation, we work to achieve our ambition and vision of a better world and we remain true to our core mission, aims and values. This Code of Conduct will help you live by them by providing guidance in the face of ethical dilemmas you may experience. It shows you what to do when a situation is complex by providing standards and values for you to follow and how to protect against situations that may damage you or Armadilla. It also seeks to ensure that employees avoid using possible unequal power relationships for their own benefit.

The rules and guidelines contained in this Code of Conduct, together with Organisation Policies, Guidelines and Procedures, provides a framework within which all Armadilla employees, regardless of location, undertake to discharge their duties and to regulate their conduct. They also support Armadilla in our role in implementing, monitoring and enforcing these standards.

The Code does not exempt anyone, and any breach may result in disciplinary action (including dismissal in some instances), and in some cases, could lead to criminal prosecution.

In accepting your appointment, you undertake to discharge your duties and to regulate your conduct in accordance with the requirements of this Code, thereby contributing to Armadilla's quality of performance and reputation. The code describes what Armadilla expects from its employees and what the employees can expect from the Organisation.

Whilst recognising that local laws and cultures differ considerably from one country to another, Armadilla is a cooperative which works in the field of International Development and Humanitarian Aid, and therefore the Code of Conduct is developed from International and UN standards.

This Code is subject to relevant international human rights law, wherever the employee is employed and shall be read in a manner that is compliant with that law.

## Code of Conduct: Standards and Values

As an Armadilla employee, I will:

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

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

Whilst observing the requirements of the Code of Conduct, 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 Armadilla.

I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Armadilla premises, vehicles or accommodation.

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

Armadilla staff hold a privileged position of power and trust in relation to our partners and the communities that we come from and serve. When carrying out Armadilla's mission I understand that it is important not to abuse my own position of power/unequal power relationships in any way.

Recognising my role in Armadilla'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 are not exploitative, abusive or corrupt in any way, and I 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 the inherent unequal power dynamics involved, and that

such behaviours can undermine the integrity and credibility of Armadilla's work;

I will also not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any other forms of humiliating, degrading or exploitative behaviour, 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 to my line management or through recognised confidential reporting systems.

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

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of Armadilla.

Even when the giving and acceptance of gifts is normal cultural practice I will reject monetary gifts or inappropriate gifts which have been offered to me as a result of my employment with Armadilla. 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 I will report gifts to the line management and where appropriate hand them onto Armadilla.

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 employment with Armadilla.**

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

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

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

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 Armadilla 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 also notify Armadilla if I face any criminal charges during my employment that may impede my ability to perform the duties of my position subject to national legislation.

I will adhere to following policies, guidelines and procedures (see list below) that support the above Standards:

- Codice Etico della Cooperativa*
- Antifraud and Conflict of Interests Policy*
- Child Protection Policy*
- Human Resources Policies and Guidelines*
- Sexual Orientation and Gender Identity Rights Policy*
- Workplace Discrimination and Harassment Policy*

In accepting my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code.

Name.....

Signature.....

Date.....