

# Humanitarian Response & Development Foundation (HRDF)

## Code of Conduct For Staff, Partners, and Representatives

### Purpose of This Code

This Code of Conduct exists to protect the people we serve, the integrity of HRDF, and the trust placed in us by donors, communities, and partners. It reflects who we are as an organization and the values we want to live every day. Every person representing HRDF must understand that our work is built on dignity, respect, and accountability. How we behave in the field, in the office, and online matters as much as the work we deliver.

This Code applies to all:

- Staff and volunteers
- Board members
- Consultants and service providers
- Community mobilizers, teachers, field workers
- Partner organizations and contractors

When you represent HRDF, you represent our values.

### Our Core Principles

Every representative of HRDF commits to the following principles:

#### 1. Respect and Dignity

Treat every person with respect, regardless of gender, age, faith, disability, language, ethnicity, background, or social status. Speak and act in ways that uphold dignity, not harm it.

#### 2. Do No Harm

Ensure no action or behavior causes emotional, physical, or psychological harm to others. Challenge harmful behavior within your team or community.

#### 3. Zero Tolerance for SEAH

Never engage in sexual exploitation, abuse, or harassment. Never misuse power or position for sexual gain. Never form sexual relationships with beneficiaries, even if they appear consensual.

#### **4. Safeguarding Children and Vulnerable Groups**

Protect children and vulnerable adults from abuse or mistreatment. Report concerns immediately. Never be alone with a child in a closed or private space.

#### **5. Professional Conduct**

Show honesty, fairness, and responsibility. Avoid conflicts of interest. Do not use your position for personal benefit.

#### **6. Protect HRDF's Reputation and Resources**

Use HRDF funds, equipment, and assets responsibly. Do not engage in fraud, corruption, or theft. Avoid behavior that brings HRDF into disrepute.

#### **7. Accountability and Transparency**

Be open about mistakes, decisions, and challenges. Follow policies and instructions from HRDF and donors. Speak up when something is wrong.

#### **8. Cultural Sensitivity**

Behave in a way that respects local customs, values, and religious norms. Dress appropriately. Use language and behavior that builds trust.

#### **9. Anti-Discrimination and Equality**

Support equal participation of women, girls, youth, persons with disabilities, and marginalized groups in all HRDF activities. Challenge discrimination when you see it.

#### **10. Substance-Free Work Environment**

Do not consume or distribute illegal drugs or alcohol during working hours, on project sites, or in ways that affect your judgment or reputation.

#### **Examples of Prohibited Behaviors**

The following actions are strictly forbidden:

- Asking for or offering sexual favors in exchange for aid, services, or opportunities
- Making sexual jokes, comments, or sharing inappropriate images or messages
- Touching someone without their consent
- Using offensive, degrading, or abusive language
- Showing favoritism or bullying
- Physically assaulting or threatening others
- Asking beneficiaries for personal contact after work hours
- Using HRDF vehicles, funds, or spaces for sexual purposes
- Posting harmful or discriminatory content online while representing HRDF

- Retaliating against anyone who reports a concern

**Your Responsibilities** Every HRDF representative must: Read and understand the SEAH Policy and this Code

- Sign a declaration of commitment
- Report any concern immediately
- Support investigations when required
- Maintain confidentiality when handling sensitive information

Not knowing the rules is not an excuse.

### **Reporting Misconduct**

If you witness or experience misconduct:

- Report it to the Safeguarding Focal Person or HR Manager
- Use any designated hotline or confidential email
- Report anonymously if needed
- Protect the survivor's privacy and dignity

Silence protects the abuser, not the victim.

### **Consequences of Violations**

Breaking this Code may result in:

- Disciplinary action
- Termination of contract
- Reporting to authorities and donors
- Blacklisting from future humanitarian work

No one is exempt. No rank or position protects anyone from accountability.

### **Final Note**

This Code is not just a document. It represents a culture of respect and protection that HRDF is building. Our credibility depends not only on the projects we implement, but on the way we treat people.

We want our donors and partners to know:

**HRDF is committed to safeguarding, accountability, and ethical humanitarian action — always.**

### **Commitment**

By signing this Code, I confirm that:

- I understand and accept HRDF's standards
- I will uphold HRDF's mission, values, and policies
- I will protect the dignity and safety of all people
- I will speak up when something is wrong
- I understand that violations will have serious consequences

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_