

CODE OF CONDUCT

1. INTRODUCTION

Global Alliance for the Advancement of Refugees and Migrants is a civil rights organisation fighting for equality of rights, defending and advocating for the civil and other human rights of refugees and migrants and empowering human rights defenders.

Global Alliance for the Advancement of Refugees and Migrants' approach takes a long-term perspective and is based on an active field presence, regional expertise, and close collaboration with local partners.

Global Alliance for the Advancement of Refugees and Migrants strives to strengthen civil society and empowers human rights defenders, including those most at risk in its endeavour to advance the lives and status of refugees and migrants.

Global Alliance for the Advancement of Refugees and Migrants takes legal action against state actors and power holders, while also conducting lobbying and advocacy work to effect change, influence public opinion and ensure that migrants have access to independent information required for discussion and debate.

“We apply all means available to us to ensure rights are enjoyed by all everywhere every day; engaging where we can and confronting where we must”.

GUIDING PRINCIPLE

As the *Universal Declaration of Human Rights* (UDHR) states, that "**All human beings are born free and equal in dignity and rights, are endowed with reason and conscience, and should act towards one another in a spirit of brotherhood**", and who we are, "***Global Alliance for the Advancement of Refugees and Migrants***", we are guided at all times to;

- I. Recognize that all people are born free and equal in dignity and rights.
- II. Not violate any person's fundamental human rights, with which each person is endowed.
- III. Strive for truthfulness, openness and honesty internally and toward donors and members of the public that we serve. Accountability and transparency are central to who we are.
- IV. Be sensitive to the moral values, religion, customs, traditions, and culture of the communities we serve.
- V. Maintain ethical, dignifying and cooperative relationships with communities and persons we serve as well as our partners.
- VI. Work beyond the limits of nationality, politics, religion, culture, sexual orientation, race and ethnicity, within the limits of the organizing documents and with organizations and individuals that share common values and objectives.
- VII. Contribute to the common good of the communities and persons we serve. As thus, integrate self-development and service to others, balancing individual and public concerns, focusing on higher, broader, and more public levels of service.

OUR CORE VALUES

Global Alliance for the Advancement of Refugees and Migrants' work is based on the following core values; Respect for humanity, committed to the needy, stewardship, accountability, partnership and teamwork, and responsiveness.

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✓ **RESPECT FOR HUMANITY**

We value all humanity and act in ways that respect the dignity, uniqueness and intrinsic worth of every person; the vulnerable, the donors, our staff and volunteers, giving priority to people above everything else, let it be structures, systems, money or institutional machinery. We celebrate success and the richness of diversity in human personality, culture and contribution.

We enable freedom to succeed for our employees or similar through an open, participative style in working relationships.

✓ **COMMITTED TO THE NEEDY**

Looking at ourselves as servants, we focus all our energies in relieving the suffering and agonies of the neediest people and promotion of the transformation of their life. Standing in solidarity in common search for justice, we work alongside them towards fullness of life. With respect to the vulnerable as active participants, not passive recipients in this relationship, we seek to facilitate an engagement between the poor and the affluent that opens both to transformation. Together, we share the quest justice, peace, reconciliation, transformation and healing.

✓ **STEWARDSHIP**

Acknowledging that the resources at our disposal are not our own, we are faithful to the purpose for which those resources are given and manage them sufficiently to bring maximum benefit to the vulnerable. We are open, honest, transparent, and factual, and act with integrity in all our dealings with donors, project communities, governments and general public at large.

✓ **ACCOUNTABILITY**

We acknowledge that every contribution made is a sacrifice. It should therefore serve the purpose for which it was made in the strictest sense. As a corporate and individually, we have committed to holding ourselves accountable for every word,

action and decision in appreciation of the fact that we are given an opportunity to serve those in need.

✓ **PARTNERSHIP & TEAMWORK**

Global Alliance for the Advancement of Refugees and Migrants is a member of the wider community that transcends legal, structural, religious, cultural and national boundaries. As an organisation, we accept the obligations of joint participation, shared goals and mutual accountability to facilitate the processes of change and social transformation. We affirm our inter-dependence and commit to promote unity, love and a common understanding.

We are partners with the vulnerable, donors, the affluent and other humanitarian organisations.

✓ **RESPONSIVENESS**

We respond to life-threatening emergencies where our involvement is needed and appropriate. We are willing to take intelligent risks and act quickly. We do this from a foundation of experience and sensitivity to what the situation requires. We also recognize that even in the midst of crisis, the destitute have a contribution to make from their experience.

We are responsive in a different sense where deep-seated and often complex economic and social deprivation calls for sustainable, long-term development and maintain the commitments necessary for this to occur.

OUR COMMITMENT

As Global Alliance for the Advancement of Refugees and Migrants, we recognise that Values must be lived, forming a big part of who we are and seen in all that we do as a corporate. No document can substitute for the passion, attitudes, decisions and actions that make up the fabric of our life and work. We therefore commit to do our utmost individually and as a corporate entity to uphold these core values, to honour them in all our decisions, to express them in all our relationships and to act consistently with them wherever Global Alliance for the Advancement of Refugees and Migrants is at work.

2. PURPOSE

The Code of Conduct, together with other Global Alliance for the Advancement of Refugees and Migrants policy documents, sets out professional standards that Global Alliance for the Advancement of Refugees and Migrants abides by. Board members, staff, interns, volunteers and long-term consultants who represent the organisation (hereinafter referred to as: employees or similar) are required to adhere to the Code of Conduct when representing Global Alliance for the Advancement of Refugees and Migrants, including travelling or on assignment on behalf of Global Alliance for the Advancement of Refugees and Migrants.

Employees or similar should at all times adhere to national and international human rights standards.

The Executive Director and Department Directors are responsible for the implementation and administration of the Code of Conduct. Each head of department is responsible to ensure that all employees or similar under his or her supervision are thoroughly familiar with the Code of Conduct and are complying with it.

Non-compliance with the Code of Conduct will not be accepted and may, in accordance with applicable legislation, lead to internal disciplinary actions, dismissal and/or, reporting to the police or other relevant authorities.

3. REPORTING OF VIOLATIONS

Suspected cases of violations to the Code of Conduct should always be reported to the direct superior or to the Working Group against Corruption (WGC) who will take appropriate action. Due to the sensitivity of such cases it is essential that all parties treat the information with care.

The internal whistle-blower function can be used in order to get full anonymity. The following documents are relevant to the reporting of violations:

- ❖ Anti-Corruption Policy
- ❖ Whistle-blower Policy

Intentional false accusations will lead to disciplinary actions against the employee or similar who made the accusations.

4. ABUSE OF POWER

Abuse of power is taking advantage of a professional position to gain benefit for oneself or another person. For examples of improper benefits, see below, Section 8. Employees or similar may at no time abuse their position at Global Alliance for the Advancement of Refugees and Migrants. This applies also when not officially representing Global Alliance for the Advancement of Refugees and Migrants. Hence, it is essential that behaviour never be reasonably understood as if favours or benefits of any kind are expected.

If an employee or similar engages in a close personal relationship that could amount to or reasonably seem to be a conflict of interest with his or her work obligations, the direct superior should be informed. This could include a relationship with a colleague, an employee in a partner organisation of Global Alliance for the Advancement of Refugees and Migrants or a person with a professional relation to Global Alliance for the Advancement of Refugees and Migrants. The supervisor will together with the Executive Director take appropriate action as needed to ensure that decision-making and work is not affected.

5. SEXUAL EXPLOITATION AND ABUSE

All forms of sexual exploitation and abuse are prohibited, as are all forms of sexual contact with a child. A child is defined in accordance with the definition in the UN Convention on the Rights of the Child, any child under the age of 18. Mistaken belief in the age of a child is not a valid justification for the misconduct.

It is not acceptable to exchange money, employment, goods or services for any kind of sexual activity.

All our activities and decisions, solely or as a corporate shall be guided by the principles set aside by the **UN's Inter-Agency Standing Committee (IASC)** on the prevention of sexual abuse and exploitation. Global Alliance for the Advancement of Refugees and Migrants practises zero tolerance policy to sexual and gender based

violence of any kind and any employee or similar who fails in any way to comply with these guidelines shall be subjected to summary dismissal with the possibility of legal prosecution.



The IASC principles include;

- 1) Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
- 2) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
- 3) Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
- 4) Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
- 5) Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via established agency reporting mechanisms.
- 6) Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their codes of conduct. Managers at all levels have particular responsibility to support and develop systems which maintain this environment

Any employee or similar who witnesses in person or gets informed through a third party commission of acts of sexual and or gender based violence shall be under obligation to report the same through the channels provided immediately or at the earliest possible time. Such employee or similar shall always ensure that he/she follows the reporting guidelines established in order to protect and respect the person, rights and plight of the victim or whistle-blower(s).

6. HARASSMENT

At Global Alliance for the Advancement of Refugees and Migrants, all employees or similar shall be treated with dignity and respect and shall treat partners and other professional contacts with the same level of respect. Harassment refers to any unwanted conduct that occurs with the purpose or effect of violating the dignity of a person, and of creating an intimidating, hostile, degrading, humiliating or offensive environment.

It is prohibited to commit any act or form of harassment and engage in any behaviour, deliberate or otherwise, that makes the recipient feel persecuted, vulnerable or powerless. Harassment that is related to gender, gender identity or expression, ethnicity, nationality, religion or other belief, sexual orientation, disability or age is a form of discrimination.

7. DISCRIMINATION

Global Alliance for the Advancement of Refugees and Migrants condemns all forms of discrimination by any employee or similar.

Direct discrimination is when a person treats, or proposes to treat, someone unfavourably because of a personal characteristic, such as gender, gender identity or expression, ethnicity, nationality, religion or other belief, sexual orientation, disability or age.

Indirect discrimination occurs when seemingly neutral practices, policies or conditions disadvantage persons with a personal characteristic.

8. UNETHICAL BUSINESS PRACTICES

Global Alliance for the Advancement of Refugees and Migrants applies zero tolerance to financial irregularities and corrupt practices.

Global Alliance for the Advancement of Refugees and Migrants' work must be subject to a high level of business ethics. Extreme caution shall always be applied when offered different types of benefits associated with contact networking or public relations activities. If the benefit or favour is deemed improper, the recipient is guilty of bribery and the donor of corruption. In addition to dismissal, the issue of compensation also arises. Anyone who has influence in a case may find himself or herself exposed to attempted bribery. Bribery may be committed before, during and after employment.

Examples of appropriate favours:

- ❖ Working meals of an everyday character
- ❖ Congratulations on round-number birthdays and other days worthy of special note, provided these are moderate in relation to the individual circumstances
- ❖ Ornaments without substantial market value and other reasonable souvenirs to mark the organisation's anniversaries or similar.

Receiving or offering the above favours does not normally constitute bribery or corruption. It is safe to work on the basis that simple gifts under the value of EUR 20 are permitted. However, caution should be applied to meals, which do not have an immediate connection to work, such as Christmas lunches. If husbands/wives/partners are also invited, there is an increased risk that the favour is improper.

Examples of improper favours:

- ❖ Gifts in the form of cash, bonds, securities etc.
- ❖ Cash loans
- ❖ Guarantees or funding
- ❖ Remission of a purchase consideration, claim, instalment payment or interest
- ❖ Private commission and bonus arrangements
- ❖ Secondary deliveries of goods or services from the organisation's suppliers (e.g. building materials, transport/craft services)

- ❖ Engagement of the organisation's suppliers in a private capacity at non-market rates
- ❖ Access to vehicles, boats or leisure accommodation for private use
- ❖ Wholly or partially paid pleasure trips or holidays.

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Any employee or similar offered services, gifts or other favours, which might be considered improper, must contact his/her supervisor or the Legal Director for a decision. The principal rule is not to accept offers of this nature. Any exceptions must be justified, documented and approved by the Executive Director.

Solicitation: No employee or similar shall solicit any kind of gift(s) from the communities or person(s) the organisation serves. Any kind of present(s) and or gift(s) received by an employee or similar of Global Alliance for the Advancement of Refugees and Migrants whether offered in kind or otherwise by the community or person(s) who are beneficiary of any of our projects shall be considered as solicitation on the part of the employee or similar and as such, shall attract disciplinary action.

Project cooperation which involves financial support from Global Alliance for the Advancement of Refugees and Migrants must not be undertaken with organisations in which an employee or similar or an employee's relative is a member of the management group (e.g. as a director) or holds some other position which could, or could be seen to, affect independence or lead to a conflict of interest.

It is also not permitted to engage on Global Alliance for the Advancement of Refugees and Migrants' behalf any company belonging to employees or similar or closely related parties. Any requests for exemption from this rule must be submitted in writing to the Executive Director for approval.

9. ADDITIONAL ASSIGNMENTS

Global Alliance for the Advancement of Refugees and Migrants' employees or similar are encouraged to participate in activities arranged by other organisations which are in some way related to our work (for example holding seminars and writing articles). Such participation should generally be perceived as part of our work.

If remuneration is paid and the assignment is made on duty or in connection to duty, the remuneration should go to Global Alliance for the Advancement of Refugees and Migrants. It should also, where appropriate, clearly be stated that the employee or similar is representing Global Alliance for the Advancement of Refugees and Migrants.

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Assignments or activities which are not related to work or which are not made on duty or in connection to duty, so called personal assignments, need to be approved by the supervisor, when there can reasonably seem to be a conflict of interest due to competitiveness, risk of damaging confidence and/or the hindering of work.

10. PUBLIC RELATIONS AND PERSONAL LIABILITY

No employee or similar unless authorised shall give official statements orally or in print to third parties or to the general public. This is done to control and maintain uniformity and clarity of information as well as to protect individual employees or similar from holding personal liability. As a corporate, we have an open policy in regard to sharing organisational and project related information with the government, partners and the public. All employees or similar shall follow the right procedures stipulated in the ***information security policy manual*** before sharing any information at their disposal. An employee or similar shall at all times conduct themselves in a way that best represents the organisation during and after work sessions. Any personal conduct that puts the organisation's image into disrepute will attract a disciplinary action or penalty.

11. CRIMINAL ACTIVITY

It is prohibited for Global Alliance for the Advancement of Refugees and Migrants' employees or similar to be involved in any type of criminal activity. Organised crime is an illegal behaviour that is planned and carried out by groups of people in a systematic fashion, such as trafficking in people and trade in cheap capital goods in the black market. Trafficking in human beings can include, for instance, sexual exploitation, forced labour or services, slavery, servitude or the removal of organs.

Employees or similar shall not engage in activities that are criminalised under national law, except for situations when national law contradicts international human rights

standards or other norms in a democratic society, and such activities are strictly related to work and carried out in agreement with the supervisor.

12. ALCOHOL

Global Alliance for the Advancement of Refugees and Migrants has a restrictive approach to alcohol and the consumption of alcohol. During work hours, consumption of alcohol by employees or similar is only permitted in exceptional cases like official dinners and similar events or in other situations where the use of alcohol is expected. Alcohol consumption must in such circumstances be modest so as not to affect the work or jeopardise the reputation of Global Alliance for the Advancement of Refugees and Migrants. Consumption in connection with driving is strictly prohibited.

13. PORNOGRAPHY

No pornographic material is allowed in the workplace. This includes all types of technical equipment. It is not allowed to use any equipment or material that belongs to Global Alliance for the Advancement of Refugees and Migrants to access pornographic material or disseminate it.

All dealings with child pornography are prohibited.

14. NARCOTIC SUBSTANCES

Unless authorised by medical staff all forms of involvement or contact with preparations classified as narcotics are prohibited.

15. SECURITY

Security for employees or similar and the persons or communities we serve is a top priority for Global Alliance for the Advancement of Refugees and Migrants. Global Alliance for the Advancement of Refugees and Migrants will do all that it reasonably can to meet the highest security standards. Security is an individual as well as an organisational responsibility.

It is strictly prohibited for any employee or similar to use or carry weapons or ammunition as well as to drive a vehicle under the influence of alcohol or any illegal substance.

Global Alliance for the Advancement of Refugees and Migrants Security Policy provides guidance on how to ensure security and must be followed by all staff,

volunteers and the Board. All employees or similar on field work shall at all times comply by the Environment, Health and safety guidelines established in the organisation's Environment, Health and safety tool kit to ensure personal safety and that of the communities and persons we serve. Our zero harm policy should always be safeguarded proactively.

16. FREEDOM OF THOUGHT

Everyone has the right of freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance. No employee or similar has the right to hinder or act in way that may hinder the enjoyment such rights by other employee(s) or similar and or communities we serve. Any person or persons who act or appear to act contrary shall be liable to disciplinary recourse including termination of employment.

17. UNDERSTANDING THE CODE OF CONDUCT

By signing this document, the signatory understands Global Alliance for the Advancement of Refugees and Migrants Code of Conduct, assures that s/he will follow these rules and accepts that any violation of any of the above provisions may have consequences.

Employees or similar are only bound by provisions in the signed version of the Code of Conduct.

Any amendments or changes to the Code of Conduct decided by the Board, becomes effective in relation to an employee or similar upon signature.