

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 GB, regardless of location, and in accepting your contract/agreement with Oxfam GB, 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 by being accountable for the professional and personal actions I take and

ensuring that I manage the power that comes with my Oxfam 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 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.

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

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.

I will respect all peoples' rights, including children's rights, and will not engage in any form of abuse or sexual exploitation of children (as defined in the country Child Protection Policy), or of any persons of any age.

With beneficiaries, I will not exchange money, offers of employment, employment, goods or services for sex nor for any forms of humiliating, degrading or exploitative 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 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 (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 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 employment with Oxfam. 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 the line management and where appropriate hand them onto Oxfam.

I will assure that assistance by Oxfam 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 employment with Oxfam.

I will use my discretion when handling sensitive or confidential information.

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

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 employment in which Oxfam may have a legitimate interest.

I will also notify Oxfam 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 and procedures (see list below) that support the above Standards:

- Child Protection Policy*
- Dealing with Problems at Work Policy*
- Gender Equality Policy*
- Security Policy and Local Security Guidelines*
- Acceptable Use Policy (incorporating Email Policy & Internet Policy)*
- Anti-Bullying and Harassment Policy*
- Information Security Policy*
- Expenses Policy & Financial Procedures*
- Health and Safety Policies including Risk Assessment*
- Travel Policy*
- Disclosure of Malpractice in the Workplace Policy*
- Prevention of Sexual Exploitation and Abuse Policy*
- Anti-Fraud and Theft Policy*

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 aims, values and mission.

Name.....

Signature.....

Date.....