

FOREST PEOPLES PROGRAMME CODE OF CONDUCT

Name _____

for all staff, contractors, trustees, associates and consultants

The aim of this Code of Conduct is to provide clear guidance on the standards of behaviour that we expect of each other to ensure a positive working environment for everyone.

This code of conduct is binding on all FPP staff, contractors and consultants. If you have any questions it is your responsibility to ask your manager for clarification. If you fail to adhere to any of the provisions of the Code of Conduct you can face disciplinary action, dismissal or even legal action.

1. I RESPECT OTHERS

- I respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, sexual orientation, religious beliefs, political opinion or disability.
- I do not sexually exploit or abuse, or bully or harass colleagues, partner staff or community members.
- I act fairly, honestly and tactfully and treat people with dignity and respect. I will respect the national law and local culture, traditions, customs and practices that are in line with UN conventions.
- I contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.
- I dress in a manner appropriate to the assignment and the cultural setting.
- I ensure those I work with understand and employ these principles in their work, and I will take steps to intervene appropriately and sensitively if they do not (including by reporting inappropriate behaviour when needed).
- Consequently, I do not take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others.

2. I MAINTAIN HIGH STANDARDS OF PERSONAL & PROFESSIONAL CONDUCT

...by serving the mandate and values of FPP, by applying FPP manuals, policies and procedures, by striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as an FPP representative. I refrain from behaving in a way that undermines my ability to do my job or is likely to harm FPP's reputation and I will ensure that my personal and professional performance is always based on non-racist, non-discriminatory and gender-sensitive conduct. Consequently,

- I do not engage in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way, regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
- I neither support nor take part in any form of criminal, exploitative or abusive activities, including, for example child labour, paedophilia, forced prostitution, or the trafficking of human beings, commodities or intoxicants.
- I never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism.

- I will not use my position as an FPP employee, contractor, trustee, associate or consultant to advance a political position or party in a way which associates FPP with that political position or party, except where doing so is specifically part of our work.
- I do not exchange money, employment, goods or services for sex, including sexual favours, in the course of or in connection with my work, or at any time when I am acting as a representative of FPP (including when travelling, or living outside of my home country as part of my work with FPP). This includes soliciting any of the above in exchange for assistance (or for preferential delivery of assistance) that is due to community members.
- I do not ask for or invite any personal payment, service or favour from others, especially community members, in return for our help, support, goods or services of any kind.
- I will not profit from the sale of illegal goods or substances.
- I do not drink alcohol or use any other substances in a way that affects my ability to do my job or affects the reputation of FPP. Likewise, I will under no circumstances drive a vehicle owned or in use by FPP (or a local partner) under the influence of alcohol or any other illegal intoxicants.
- I do not accept bribes at all, or gifts valued at over \$30 from governments, communities, donors, suppliers or others which have been offered as a result of my employment.
- I do not enter into any sort of business relationship on behalf of FPP with family, friends or other personal/professional contacts for the supply of any goods or service to FPP or any employment-related matters without authorisation.
- I do not use the organisation's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography.
- I do not carry weapons within FPP premises or vehicles or when on duty.

3. I WORK ACTIVELY TO PROTECT THOSE WITH WHOM WE WORK

By taking into consideration the disadvantaged position in which communities may find themselves in relation to those who hold power or influence over certain aspects of their lives, I do my utmost to act in a manner that ensures that their interests are my paramount consideration. Consequently,

- I do not act in a way that breaches FPP's guidelines and procedures, in particular FPP's child protection policy.
- I do not abuse the power and influence that I have by virtue of my position over the lives and well-being of community members. I will never request or receive any service or favour from community members, staff members or other persons in return for assistance or protection. I will never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with community members.
- I seek to prevent the breach, and to address any suspected or alleged breaches, by an FPP employee, contractor trustee, associate or consultant or by partner staff of:
 - (a) FPP's child protection policy;
 - (b) FPP's safeguarding policy;
 - (c) FPP's bribery policy;

- (d) FPP's fraud policy; or
- (d) any allegation or suspicion of fraud/misuse of FPP or partner resources.
- Where the suspected or alleged breaches involve, or potentially involve, a serious breach of any of the above policies, I will bring the allegations to the attention of FPP. Any allegation of sexual exploitation or abuse should always be considered to involve a serious breach.
- I do not withhold information about any current criminal convictions, charges or civil proceedings, in particular relating to child abuse, either when I join FPP or arising during the time of my employment.

4. I SEEK TO PROTECT THE SAFETY & SECURITY OF MYSELF & OTHERS

...by being aware of and complying with FPP health & safety policies and practices and highlighting to my manager any areas of concern. Consequently,

- I make myself familiar and comply with all FPP security & safety and health rules and procedures.
- I do not behave in a way which creates unnecessary risk to my security or the security of others.

5. I PROTECT FPP'S RESOURCES, ASSETS AND CONFIDENTIALITY

...by handling FPP financial resources and assets carefully and appropriately and by performing my official duties and conducting my private affairs in a manner that avoids conflict of interest. In particular:

- I ensure FPP's resources are not misused and protect them from theft, fraud or other damage.
- I disclose any potential conflict of interest with a supplier, service provider or business partner (such as family relations or shareholding).
- I safeguard and make responsible use of the information to which I have access as a result of my employment with FPP.
- I do not use offices, FPP property or knowledge gained from functions with FPP for private gain, financial or otherwise, or for the private gain of any third party, including family, friends or those they favour.
- I protect, manage and utilize FPP human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at FPP's disposal for the benefit of community members and other persons of concern to FPP.
- I exercise due care in all matters of official business, and not divulge outside appropriate channels any confidential information about community members and persons of concern to FPP, colleagues and other work-related matters.
- I maintain electronic files and archives in a responsible manner. Information that may be considered illegal, offensive or inappropriate must under no circumstances be processed, downloaded, stored or disseminated.
- I exercise necessary caution and discretion with regard to political, military or security matters in official or private communications, including telephone calls, radio messages, e-mails and letters.

- When engaged in communication activities, I ensure that portrayal of individuals and their circumstances is fairly represented in terms of their capacities and vulnerabilities. I will make all necessary efforts to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories.
- I do not seek personal gain from my employment with FPP (additional to the terms of my employment) and will resist any undue political pressure in decision-making. In particular, I will not receive or provide bribes, including kick-backs of any kind.
- I neither seek nor accept instructions regarding the performance of my duties from any government or from any authority external to FPP (except where it is expressly my duty to do so). I will not accept any honour, decoration, favour, gift or remuneration from any authority; nor will I accept these from any other source external to FPP without prior authorisation, except for minor token items of appreciation valued less than 30 USD.
- I do not engage in any outside occupation or employment or accept supplementary payments or subsidies from a government or any other source, where that may or will create any conflict of interest with my work with FPP, without prior authorisation from FPP.
- I do not assist private persons or companies in their undertakings with FPP where this might lead to actual or perceived preferential treatment. I will never participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interest may arise and will always act in strict conformity with related FPP policies and guidelines.
- I do not reveal, both while working for and after leaving FPP, any confidential information I have obtained while working for FPP to any third party, unless legally required to do so (or authorised by FPP or the person(s) whose confidential information it is). I am aware that the breach of professional secrecy both while employed and after leaving the organisation, might lead to a claim for compensation and/or prosecution.
- I do not issue comments or statements to the press or other agencies of public information or submit articles, books or other material for publication, including on internet blogs, websites, online media and any public electronic forums, if such act relates to the activities or interest of FPP, except in accordance with the procedures (if any) within FPP. I commit to a responsible management of any personal social media platform, including Facebook and Twitter, in accordance with the law and the standards listed in the present code of conduct, on which I will not disclose any confidential professional matters, nor divulge any confidential information about community members and persons of concern to FPP, colleagues and other work-related matters, nor represent FPP in any way.

6. I WILL REPORT ANY INCIDENT OR CONCERN RELATING TO THIS CODE

In order to create the conditions for this Code of Conduct to be upheld, we must not only apply it individually but be ready to bring to the attention of relevant managers within FPP any potential incident, abuse or concern that we witness or are made aware of.

- I will raise through appropriate channels, and in a timely manner, any matter which may be or appears to be a serious breach of the standards contained in the Code of Conduct.

I have been inducted in the Code of Conduct and understand its content

Signed _____

Date _____

FPP expects the spirit and intent of this code of conduct and associated policies to be reflected in the policies of partner organisations with whom FPP works.

We value accountability: FPP staff should ensure that partner staff and community members are aware of how they can raise a complaint about FPP or an FPP employee.