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ADRA New Zealand Code of Conduct for Employees and Related Personnel

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## ADRA New Zealand Code of Conduct for Employees and Related Personnel

### ADRA New Zealand (herein referred to ADRA)

*Compliance with laws rules and regulations:* Employees and related personnel are required to comply with all laws, rules and regulations that govern ADRA in the conduct of its business.

*Conflicts of interest:* Employees and related personnel are required to adhere to the organisation's conflict of interest policy and to sign acceptance statements annually.

*Respect for organisation-owned assets:* Employees and related personnel will respect the property of the organisation, including any intellectual property that is developed in the course of employment which will remain the property of ADRA unless board approved. Employees and related personnel will use ADRA property, facilities and resources solely for the benefit of the organisation mandate. Any employee who wishes to publish an article or a book which is based in whole, or in part upon their experience whilst working as an Employee shall first submit a draft manuscript for ADRA's approval and shall not publish any material before that approval is granted.

*Efficiency and attention on the job:* The hours of employment shall be devoted to the work assignment entrusted to employees and related personnel. Employees and related personnel shall not use employer's time for personal business or for the advancement of personal interests unrelated to ADRA. Employees and related personnel will not enter into other employment or activities which impair their performance for ADRA. Employees and related personnel will aspire for greater efficiency, effectiveness and excellence.

*Maintaining an honest, courteous and ethical environment in the workplace:* Employees and related personnel will not engage in theft or fraud of any kind, including misuse of expense accounts, falsification of time reports, and misapplication of resources. Employees and related personnel accept the obligation of maintaining ethical standards in their personal life and in the workplace. Employees and related personnel accept that it is their personal responsibility to report such acts through established reporting mechanisms, and are accountable for any behavior that is inappropriate or which undermines the ethical and moral environment in the work place. Employees and related personnel shall practice honesty, fairness, courtesy, upholding the highest ethics in dealing with each other and when representing ADRA in dealing with other parties.

*Respect for colleagues:* Employees and related personnel will respect and uplift colleagues. They will refrain from intentionally placing another in a position of embarrassment, disrespect, or harassment. Sharp personal criticism, malicious gossip and behavior that that may be construed as sexually inappropriate is prohibited. Employees and related personnel

will honor the privacy and guard the security of others. Respect for colleagues as outlined in this code does not in any way counteract the requirement for employees and related personnel to report on unethical, dishonest or abusive behavior including suspected or actual sexual exploitation and abuse, through the established reporting mechanism.

*Confidentiality:* Employees and related personnel shall safeguard confidential or proprietary information of ADRA, individuals and other entities that come into their possession or knowledge by virtue of their ADRA employment duty or association. This includes confidentiality to protect against disclosure or retaliation of any complainants of sexual abuse and exploitation against ADRA employees or related personnel. Unauthorised disclosure of confidential information during the period of employment or association with ADRA or after leaving ADRA employment or association is strictly prohibited.

*Accurate and honest reporting:* Employees and related personnel shall ensure that they record and report accurately on matters pertaining to their respective job duties. Each employee or related personnel has a personal responsibility to carry out his or her job conscientiously, efficiently and honestly.

*Association with terrorism:* Employees must not be involved in any organisation or activity that provides direct, or indirect support, or resources to organisation and/or individuals associated with terrorism. If, during the assignment, an employee in the carrying out of his/her duties discovers any link whatsoever with an organisation or individual associated with terrorism s/he must advise ADRA immediately.

*Working with children:* When working with children and families, employees need to comply with relevant provisions of the Vulnerable Children's Act 2014 (apart from the ADRA Child Protection and Safeguarding/PSEAH policies) including the provision of information to enable Security Vetting to take place. Employees also need to inform ADRA of any information which may affect his/her ability to maintain Security Vetting.

*Beneficiaries are always to be protected and treated with dignity and respect:* Employees and related personnel are obligated to create and maintain an environment that protects and prevents violence and abuse of any type including child abuse, gender-based violence, and sexual abuse and exploitation. Any abuse or perceived abuse of power and authority by employees and related personnel undermines the credibility and integrity of the employee and related personnel and ADRA. At no time will an employee or related personnel use their position or role of authority to humiliate, degrade or exploit a beneficiary of any age, gender or belief.

- Sexual exploitation and abuse by ADRA employees or related personnel will result in termination of employment or involvement with ADRA.

- Sexual contact or activity with a child (person 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 defense. Sexual activity with a child by ADRA employees or related personnel will result in termination of employment or involvement with ADRA.
- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading, or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries. Such acts by ADRA employees or related personnel will result in termination of employment or involvement with ADRA.
- Sexual relationships between humanitarian workers and beneficiaries are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work. Sexual relationships between ADRA employees or related personnel and beneficiaries will result in termination of employment or involvement with ADRA.
- Where an ADRA employee or related personnel develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in ADRA or not, s/he must report such concerns via ADRA's established reporting mechanism, described in the Safeguarding/PSEAH and/or Complaint Policies.
- ADRA employees or related personnel are required to create and maintain an environment that prevents exploitation and abuse and promotes implementation of *ADRA's Code of Conduct*. ADRA managers at all levels have responsibilities to support and develop systems that maintain the environment.

### ACKNOWLEDGEMENT FORM

I have received and read the *ADRA Code of Conduct* for employees and related personnel, and I understand its contents. I agree to comply fully with the standards, policies and procedures contained in the *ADRA Code of Conduct* and ADRA related policies and procedures. I certify that, except as noted below, I am otherwise in full compliance with the *ADRA Code of Conduct* and any related policies and procedures. Exceptions:

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_