



STANDARD OF CONDUCT

The permanent or temporary employee as well as the consultant/advisor agrees on the following:

- 1) To consider the respect of colleagues and people assisted the highest value in every day action. No aggressive or disrespectful behaviors will be tolerated. As a non-exhaustive list of this kind of behaviors: screaming to persons, gender/racial discriminations, any form of harassment, abuse of authority, use of offensive expressions, etc.
- 2) To commit to respect in-country habits and laws; 3) Not to be in possession of any arms, ammunition, illicit drugs or any illicit object or substance forbidden according to in country and international Law;
- 4) Not to be under the influence of alcohol or narcotics or drugs while on duty;
- 5) Not to abuse of his/her power or confidence;
- 6) Not to perpetrate abuse of any kind (physical, sexual, emotional or psychological) or exploitation against any human being (beneficiaries, colleagues, managers, partners' staff, family members, and acquaintances and any SEA act as per the PSEA attached in Annex 7;
- 7) Not to go for embezzlement;
- 8) Not to harass or embarrass anyone;
- 9) Not to steal properties, goods or money of UPP, its partners, colleagues, beneficiaries and anyone else;
- 10) Not to incur in any criminal offence against anyone or any other's property. Any act, that is associable with the peaceful and correct exercise of fundamental rights upon the International Charters such as UDHR and the International Covenant on Civil and Political Rights, shall not be included in the definition of criminal offence for this point, notwithstanding the provisions of in-country laws;
- 11) Not to refer mendacious declarations about own personal and professional background;
- 12) Not to engage in any terrorist activity that are inspired to sectarianism, violence, people exploitation and threatening;
- 13) Not to cause intentional threat to any colleague or beneficiary;
- 14) Not to exploit personal images of beneficiaries, colleagues and partners staff for any purpose;
- 15) Not to be engaged in pornography of any kind nor engage anyone in (colleagues, beneficiaries, partners' staff and beneficiaries, etc.);
- 16) Not to be engaged in gambling nor engage anyone else in (colleagues, beneficiaries, partners' staff and beneficiaries, etc.);
- 17) Not to engage with beneficiaries in personal or intimate relationships or even to display too intimate behaviors before beneficiaries in public and work environments, in order to protect beneficiaries' reputation in the frame of UPP' services;
- 18) Bear in mind that beneficiaries of UPP's action are often vulnerable and disadvantaged people at different degrees and whatever their own stance and behavior with staff, UPP personnel is expected to maintain a detach and self-regulated behavior, in order to avoid misunderstanding on our role and on our level of power;
- 19) Do not ever promise, assure or raise expectations on what UPP can do, give or make up for any person's sake or interest;



- 20) Not to make discriminations - unless the criteria on prioritization provided by ICRC Code of Conduct apply - across served people, colleagues, partners' staff members, acquaintances and stakeholders upon race, gender, age, religion, language, origins, beliefs, political or philosophical ideas, sexual orientation, belonging to a side or another. Any consideration upon beliefs on what is wrong and right and whether that person deserves or not UPP' service delivery, shall not prevail in the exercise of your functions under UPP.
- 21) Not to use bribery (whether requested or offered) as mean of gaining from local authorities or any other entity or person; the personnel must promptly (24 hours) refer tentative bribery to the own immediate and 2nd degree lines of management;
- 22) Not to make any comment in public or in official communications regarding UPP operations, without the prior consensus of the organization management (i.e. meetings, phone calls, radio, fax, SMS, letters and e-mail, social networks);
- 23) To refuse any cash or in kind donation for her/himself or third parties;
- 24) Not to commit her/himself in any external action, on the name and behalf of UPP, without being mandated to do so in writing by the organization managers holding the necessary powers to represent the organization or holding the relevant function under UPP's functions chart;
- 25) Not to disclose any information related to the business of the organization or any other matters and contacts which personnel may have by reason of her/his employment, to any person or use to her/his own benefit, or the benefit of a third party, at any time during her/his employment and after termination of her/his employment contract;
- 26) To only use her/his identity (exception might occur for virtual identities in online work, where security reasons occur, provided the approval by the HoM is released in writing)
- 27) To use Job ID card, badge and business cards only for professional purposes and never for personal reasons, and to return it to the organization upon expiration of the validity and/or of the employment contract;
- 28) To ensure the behavior and conduct within and out of working hours is coherent with human rights, UPP principles, code of conduct, protecting UPP's image and reputation;
- 29) Not to use contacts with colleagues, beneficiaries and partners' staff members for personal profit or purposes;
- 30) To resign from all previous contractual or professional obligations that might compromise staff's commitment with UPP, as stated in the employment contract. Any exception to a full time employment under UPP must be agreed in writing with immediate and 2nd degree upper lines of management;
- 31) To inform the employer of any obligation towards a third party at the signature of the employment contract which might affect the work under UPP;
- 32) To declare to the immediate line of management any illness, medical operation, accident that would prevent staff member from performing duties effectively (this information shall remain confidential);
- 33) Not to allow any unauthorized person, including family members, to enter in the offices, stores, workshops of the employer, or any places where UPP has housed operations without written authorization;
- 34) Not to allow any third party, including family members, to access UPP's equipment, electronic devices, hard disks, soft wares and hard wares without written authorization;
- 35) To strictly respect all regulations regarding the use and maintenance of all equipment, including vehicles, and others properties owned or rented by UPP or its partners (donors, local or international organizations and any other entity or person contracted by UPP);



36) To handle any equipment or materials provided by UPP with maximum care and return it at the termination of the contract;

37) To report promptly (within 24 hours) from the time of acknowledgement, on any breach by staff members, volunteers, partner's staff members, visitors, donors delegations members, associates and anyone, of the points above and other policies, that one should witness, get to know about it or its consequential effects, following the provided lines of management for referral and reporting.

38) To strictly abide to all the other Standards expressed in relevant and specific policies attached here by Annexes 2 to 7. If the employee/consultant does not respect the above stated standards of conduct, disciplinary action will be taken against him/her.

Approved by the General Director

Date: 3rd of January 2018

I, the undersigned _____ hereby declares to have received, read and understood the UPP Standard of Conduct and to commit to comply with each provision contained therein. Date _____ Signature _____

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