



Code of Conduct

For
Staff, volunteers, partners and supplier
Version 2.0

Summary

This Code of Conduct outlines the core values and principles defining the behavior expected of our staff, volunteers, partners and suppliers.

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1 CADUS CORE VALUES

1.1 Preamble

CADUS provides medical and technical emergency aid where it is urgently needed. Our goal is to save lives, alleviate suffering, and prevent further harm. People in need have a right to support. Likewise, everyone should have the opportunity to become self-sufficient by building their own capacities. Therefore, we work together with local partners on creative, needs-oriented solutions. We share our knowledge through training and are committed to sustainable, respectful humanitarian aid. At the same time, we strive to maintain a critical perspective on the field of humanitarian aid and, not least, on our own actions.

Working towards these goals is a constant process with implemented rules, checks and balances. One central piece of this framework is the **CADUS Code of Conduct** that outlines our standards and values. To work or partner with CADUS, all persons involved must commit to it.

The Code of Conduct is anchored in our commitment to the Humanitarian Principles. CADUS is an official signatory of the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief. Furthermore, International Humanitarian Law (IHL) provides one of the legal cornerstones of our actions.

1.2 Humanitarian Principles as the foundation of our work

All our activities derive from the humanitarian imperative. We follow five essential principles: humanity, impartiality, independence, neutrality, and accountability.

Humanity

By humanity we understand that suffering - no matter what the circumstances, the place or the cause - must be fought. All our actions are legitimized by humanity alone and are accordingly unconditional. The goal of our work is to fight suffering, to protect life and to prevent future suffering.

Impartiality

The right to receive humanitarian support applies to everyone, no matter what a person has done before. As humanitarian workers we are neither judges nor executors. This means that we treat people according to their needs and not

according to whether they are considered to belong to an "ethnic", religious or political group.

Independence

It would be naive to claim that humanitarian work takes place free of financial constraints. For us, it is important to deal with these monetary requirements in a transparent and open manner. We clearly oppose any funding that is linked to the interests of any political or religious party. Furthermore, a basic requirement for any donor is that they must not attempt to influence or direct our work and the way it is carried out. Furthermore, donors that support us must not contradict the values and principles we represent.

Neutrality

In our missions we do not take sides in any political, religious or 'ethnic' conflicts. We focus on supporting all people affected by crises no matter if they align with our own beliefs and values or not. At the same time, we reserve the right to report on structures and policies that clearly violate the principles and values that we stand for and that our work is based on. Namely, actions resulting in suffering, violation of international humanitarian law, violations of human rights and overall crimes against humanity. We furthermore report on and speak out against societal problems like racism, sexism etc. that result in structures of discrimination against people. Bearing witness, advocating our core values and using our leverage as a humanitarian actor are fundamental efforts of our work.

Accountability

Good intention is not enough, and we want to be held accountable for our actions. People affected by crises are ultimately our raison d'etre and should be the ones in front of whom we must legitimize our work. The constant reflection of our work, our role and the results of our actions is essential. Only by doing this can we counter the reproduction of structures perpetuating inequality and avoid doing further harm to people already affected by crises. As an accountable organization, we believe we must be willing to review, analyze, and critique our operations regularly and at all levels.

2 CADUS CODE OF CONDUCT

CADUS is an international, non-governmental, independent, self-governing organization with its headquarters in Berlin, Germany - registered as a non-profit association. Based on the prior identified fundamental considerations and principles of our work, a whole set of values and policies is in place to promote transparency, integrity and accountability of CADUS. This Code is binding for all CADUS staff, volunteers, partners and suppliers. All addressees of this Code must at all times be compliant to its policies and rules, local and international law, as well as respective professional ethics, in particular medical ethics.

Please read this Code of Conduct and its supporting documents carefully and always respect its rules and regulations. It is our shared responsibility to uphold this Code!

This Code of Conduct applies to all CADUS staff (HQ or infield) and CADUS volunteers, members of the organization, temporary service providers and contractors, and visitors to the premises and project facilities (in the following referred to as CADUS staff and associates).

2.1 Behavioral commitments

Even though all humans are entitled to the same universal rights, inequality and discrimination of all kinds are widespread. Our work and the spaces we are acting in are characterized by formal and informal structures of power, forms of discrimination and inequality that are constantly reproduced. We are all part of these structures, and it is important to understand our role also against this background. Hence, we require you to follow certain behavioral commitments to contradict the most harmful dynamics, violations of our values, and abuses of power.

We differentiate four related spheres (Professional Ethics, Safe Workspace, Protection of Privacy, Policy against Sexual Exploitation and Abuse), where colleagues, addressees of humanitarian aid, our hosts or the organization as a whole are especially vulnerable in case of inadequate and unprofessional behavior.

2.1.1 Professional Ethics

First, we expect all staff, volunteers and partners to strictly follow their professional ethics while working with CADUS.

Each staff and partner of CADUS may be perceived as a representative of the organization. Your actions and personal interactions have a lasting impact on how the organization and the humanitarian sector is perceived among hosts and addressees of humanitarian aid.

Hence, it is indispensable to always act in a professional manner during deployments. This includes:

Reflect privileges and oppose paternalistic assumptions

Hence, I will:

1. strictly reject any consideration of addressee of humanitarian aid as solely passive victims and acknowledge their ability to take informed decisions
2. acknowledge that addressees of humanitarian aid have a saying and should, as far as possible, define their needs themselves
3. take the interests of the addressees of humanitarian aid serious and support them if appropriate, unless they contradict CADUS' core values and principles

Promote a realistic view of the organization's and my own capacity and what to expect

Hence, I will:

1. be open, honest and accountable in relationships
2. take decisions based only on sound, objective and professional analysis
3. recognize the limitations of professional experience and the organization's capacities
4. only undertake tasks which can adequately be fulfilled and are covered by qualification of the respective profession

Act with integrity

Hence, I will:

1. handle power responsibly
2. promote ethical behavior by taking measures to discourage, prevent, and correct any unethical conduct of colleagues
3. do not let the professional judgment be compromised by conflicts of interest
4. perform duties faithfully and efficiently
5. will not misuse drugs or alcohol while I am on duty

Cooperation and no competition with other humanitarian organizations

Hence, I will:

1. value the diversity of humanitarian actors
2. support other humanitarian actors and local structures of host regions (as long as it does not contradict our core values and principles)
3. show respect for others in the professional community even when disagreeing. Nevertheless, collegiality must not outweigh shared responsibility for ethical behavior
4. share my professional knowledge with colleagues to use all appropriate resources available

2.1.2 Safe workspace

Binding rules are necessary to counteract disrespectful behavior or any form of discrimination towards colleagues, host communities, partner organizations and addressees of humanitarian aid. CADUS is committed to creating a workspace rejecting discrimination, intimidation, psychological or physical abuse. CADUS expects all staff, volunteers, visitors and partners to always treat all people with respect and dignity in any of CADUS' projects, offices and facilities.

Hence, I **will NOT**:

1. act in any way that can indicate differential treatment of others or grant favors to some while excluding others. This includes any discrimination based on the assumption of "race", opinions, lifestyle, gender, sexual orientation, socio-economic background, disability, origin, religion or beliefs or any other markers of identity. Excluded from this is the granting of an advantage to a group of people with the explicit aim to alleviate a disadvantage that this group is subject to, e.g. special programs to support women
2. physically harm or abuse anybody
3. act in any ways intended to shame, humiliate, belittle or degrade anybody, or otherwise engage in any form of emotional abuse. Including language or behavior that is inappropriate, harassing, abusive, sexually provocative, or demeaning.
4. hire any client of CADUS' services to work in a personal or domestic capacity
5. use my position within the organization for personal gain
6. support or take part in any form of criminal, illegal, exploitative or abusive activity

7. knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism
8. accept bribes or significantly large gifts from governments, addressees of humanitarian aid, donors, suppliers or others
9. wear or display weapons, or military emblems and/or uniforms

2.1.3 Protection of privacy

CADUS is often operating in a context which is characterized by complex dynamics and various interests, leaving people extremely vulnerable to the interest of different actors. Therefore, the protection of personal data is a fundamental responsibility during our work.

Hence, I will:

1. respect the principle of confidentiality and the CADUS Data Protection Policy regarding patients, other team members and partners
2. abide to applicable data protection law
3. comply with the organization's context-specific policies related to safety and security and not share their content with external actors - this obligation applies indefinitely
4. abide to all CADUS media and communication policies that set the frame for any media work while on deployment

2.1.4 Measures against sexual exploitation and abuse

One form of especially harmful behavior applies to sexual exploitation and abuse. Unequal power structures among staff, between staff and addressees of humanitarian aid, and between international staff and regional hosts contain an undeniable risk of people exploiting their position of power in the context of sexual exploitation and abuse. CADUS will not tolerate its employees, its volunteers, visitors or partners carrying out any form of sexual harassment, sexual abuse or sexual exploitation or any other form of corrupt use of sexual power by no means.

Consequently, **I will NOT:**

1. imply or request that any favor, including economic or sexual, should be given in exchange for access to any services or activities provided by CADUS
2. at no times accept any form of child abuse (sexual and non-sexual), or exploitation of and violence against children

3. engage in sexual relationships with children (defined as a person under the age of 18), regardless of the local age of consent. Ignorance or mistaken belief of the child's age does not count as a defense
4. at no times during my deployment with CADUS use the service of a sex worker, regardless of whether this is prohibited in the country of deployment or not
5. invite addressees of humanitarian aid into my home or guesthouse, or sleep in the same bed or room
6. have sexual relationships with addressees of humanitarian aid, or with local colleagues and local third parties in the context of the operation.
7. develop relationships that could in any way be deemed inappropriate, exploitative, or abusive.

2.2 Do not use your privileged position for personal gains

As a humanitarian organization we do not work for personal interest. One especially severe violation of our values is the abuse of entrusted power for private gain, such as:

1. Financial Corruption, namely fraud, bribery, extortion and kickbacks
2. Non-financial forms of corruption, such as:
 - a. manipulation of humanitarian assistance to benefit non-target group,
 - b. the allocation of relief resources in exchange of sexual favors
 - c. preferential treatment in assistance for family members or friends (nepotism and cronyism), and
 - d. coercion and intimidation of staff or addressees of humanitarian aid to turn a blind eye to, or participate in, corruption

2.2.1 Fiscal misconduct

To finance our work as a non-profit humanitarian organization we rely on private donations and public grants. CADUS is responsible for the donations and funds received. Hence, we are legally and morally obliged to use them in a transparent and effective manner. This is guaranteed through accurate bookkeeping and robust financial policies that are in line with our articles of association and contractual and legal obligations.

Examples of Fiscal Improprieties

Examples include, but are not limited to:

- a. Unauthorized or unethical use of CADUS funds;

- b. Fraudulent accounting or reporting of expenditures;
- c. Illegal or unethical fiscal activity (e.g., theft, embezzlement, etc.);
- d. Improperly gaining or potentially gaining financial benefit from addressees of humanitarian aid; and
- e. Aiding and abetting another's fiscal impropriety.

2.2.2 Conflict of Interest

Another form of personal gain which is not necessarily financial but potentially equally harmful are Conflict of Interest situations. These arise when the "private interests" of a board member, staff or volunteer compete or conflict with the interests of CADUS e. V.. Such a situation might easily lead to a decision against the best interest of the organization. Private interests include, but are not limited to, financial and other interests of a board member, staff or volunteers themselves, and those of their affiliation including family and other relations, personal friends, the clubs and societies which they belong to and any person to whom they owe a favor or to whom they may be obligated in any way. They may push a decision within CADUS that is to the disadvantage of the organization but leads to their personal gain.

3 ENFORCEMENT

By acknowledging this contract, I acknowledge that,

1. I am obligated to report any incident or suspected incident regarding sexual abuse or exploitation by a colleague, whether in the same agency or not. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment and can result in legal consequences
2. It is my duty to report unacceptable behavior or malpractice among CADUS staff, partners, addressees of humanitarian aid and regional hosts
3. violation of laws or regulations can trigger legal actions against me, my colleagues, CADUS or partners and suppliers
4. It is my duty to report any Fiscal Improprieties or Conflicts of Interest, whether potential or actual. A willful failure to report a fiscal impropriety may be construed as aiding and abetting the wrongdoer. In addition to disciplinary action and/or termination of employment, fiscal impropriety may result in personal liabilities to the wrongdoer and criminal prosecution in accordance with the applicable laws and regulations. I also assure to report any form of corruption or forms of external pressure for corruption.

4 RESPONSIVENESS

CADUS takes all concerns seriously and acts on all reports. In specific cases the protection of privacy rights of individuals may prevent detailed results of the investigation. Nevertheless, we will provide in all cases status updates and make our response as transparent as possible.

5 CHANNELS AND HOW TO RAISE CONCERNS

You are highly encouraged to raise concerns or complaints at any time. The first person to address would be the CADUS HR Department (hr@cadus.org), or the Management, Head of Mission or Board.

If you feel uncomfortable addressing your concerns to any of them directly, you can file an anonymous complaint through our website: <https://www.cadus.org/en/contact/complaint>

Within 96 hours of receipt of the complaint we will respond to the complainant in writing, confirming that the complaint has been received and will be responded to in line with our Complaint Policy.

6 ANONYMITY AND CONFIDENTIALITY

Please note that if desired, we will assure anonymous complaint mechanisms. Furthermore, any reporting or complaint will be handled confidentially. CADUS e.V is aware of potential risks of retaliation. In case you experience any threat related to a possible retaliation please inform the relevant manager.

By acknowledging the CADUS Code of Conduct I have taken cognizance of the existence of the framework document and committed to the standards and values it embodies, as well as the responsibility to be aware and alert, and to signal and report possible conflicting behavior to the management, colleague employee or via the CADUS complaint mechanism.

Furthermore, I assure to act according to all supportive documents to this Code of Conduct such as CADUS Guidelines, Policies and Standard Operating Procedures.