



CODE OF CONDUCT

FOR ALL PROJECT PARTNERS, STAFF AND VOLUNTEERS WORKING WITH NECDOL

Project partners, Board Members, Staff and volunteers of NECDOL are expected to safeguard all children, and vulnerable members of the community, particularly those in our projects and programmes. Child safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children. This code of conduct sets out behavior that NECDOL expects from all its staff members, volunteers and partner staff members and volunteers, as well as Board members.

I will:

1. Treat all children and young people with respect and dignity
2. Involve children in the decisions that affect them
3. Always work in an open environment, avoiding private or unobserved situations
4. Maintain a safe and appropriate distance with young people (e.g. not sharing tents, shower facilities or having an inappropriate or intimate relationship)
5. When organising events and meetings for children and young people, or their attendance at events/meetings, the following information/documentation should be requested by staff in relation to each child or young person attending the event/meeting:
 - a. A Consent Form for all events or specific activities;
 - b. Contact details for the family/guardians, including emergency contact numbers;
 - c. Information relating to any special issues, needs or requirements (e.g. medical, health, diet, language assistance)
6. Use a reporting form to keep a clear note of any incidents or concerns
7. If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible have another worker present.
8. Every activity, event or session should be risk assessed to maintain the safety of young people
9. When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities

I will not:

1. Workers should not give lifts in their car to individual children or young people or travel alone with young people. Where not doing, this would compromise government or the project's Health and Safety Policy (e.g. leaving a young person alone at a venue) you should attempt to phone the parent/guardian of the young person to confirm what you will be doing. You should also ask the young person to sit in the back seat.
2. Workers should not take young people to their home or that of another worker
3. Workers should avoid situations where they are alone with young people. Where a private meeting with a lone child/young person is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague



has agreed to visually monitor the meeting. If a young person participates in a review of their involvement in a programme as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member/volunteer

4. Workers should not use their own 'personal' electronic communications (e.g. mobile phones, social networking sites) for contacting young people, unless agreed by the management committee.
5. Invading the privacy of children and young people when they are toileting or showering, changing or dressing.
6. Inappropriate physical or sexually provocative games
7. Sharing sleeping accommodation with an individual child or young person
8. Making sexually suggestive comments about or to a child or young person even in fun
9. Inappropriate and intrusive touching of any form
10. Scape-goading or ridiculing a child or young person
11. Allowing inappropriate, foul, sexualized or discriminatory language to remain unchallenged
12. Any form of physical punishment
13. Illegal use of drugs
14. Use of alcohol during an event
15. Bullying of any form, including name calling or constant criticism
16. 'Picking on' a young person because of their family background, manner of dress or physical characteristic
17. Racism or sectarianism of any form
18. Favoritism and exclusion - all young people should be equally supported and encouraged
19. Abusive language or gestures

PSEA Policy

Sexual Exploitation and Abuse (SEA) violates universally recognized legal norms and standards, and are unacceptable behaviors and prohibited conduct for all humanitarian work force including NECDOL employees and related personnel. The [UN Secretary-General Bulletin \("Special Measures for Protection from Sexual Exploitation and Abuse" \(ST/SGB/2003/13\)](#) introduced the following standard definition for sexual exploitation and abuse, which applies to any sector and context¹:

- **"Sexual exploitation" is any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to profiting monetarily, socially or politically from the sexual exploitation of another.**
- **"Sexual abuse" is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.**

NECDOL has a zero tolerance policy towards SEA. All NECDOL employees and related personnel are expected to uphold the highest standards of personal and professional



conduct at all times, and to provide humanitarian assistance and service in a manner that respects and fosters the rights of beneficiaries and other vulnerable members of the local community.

Failure to abide by this Code of Conduct as set above, and any conduct unbecoming including but not limited to SEA constitutes serious misconduct and is therefore grounds for disciplinary measures/actions, which may result in the termination of employment, termination of contract and or termination of partnership.

If you witness or suspect abuse, please report confidentially to the Communications Officer at NECDOL,

- Toll free helpline Lesotho 116

Acknowledging that this code of conduct has been explained to me in Sesotho and English and that I understand its content and will abide by its demands.

Full Names _____

Signature _____

Date _____

Witness

Names _____ **Signature** _____

Witness Designation NECDOL staff _____