

StAy Safe



Code of Conduct and Ethics

One

VISION

BETTER

WORLD

He or She, is a member of the humam family
all human beings are born free, and equal
in dignity and rights.

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RESPECT IS OWED TO EVERY INDIVIDUAL

By the mere fact that he or she is a member of the human family, all human beings are born free and equal in dignity and rights, and should act towards one another in a spirit of brotherhood.

Universal Declaration of Human Rights, 1948






Interreligious, Intercultural, Interracial, and Artificial Barriers
of politics tend to separate people and their institutions with
stay safe, maintains ethical cooperative relationships with
all stakeholders for the sake of a greater public good.
appropriate for the sake of a greater public good.
stay safe flexibility and connection to grassroots communities
urge us to go beyond boundaries of race, sex, religion,
ethnicity, and politics.
We respect each person's fundamental human right
and revised code of conduct and
commitment strong
fundamental
principles.

This periodically reviewed and revised code of conduct and
ethics was tailored with a focused and a set of fundamental
and operational principles.
motivation, proper governance and a set of fundamental
principles.

Why We Have a Code



The Code of Conduct & Ethics enables you to

- * *Know how we build trust*
- * *Embrace the decent person in you*
- * *Ensure safe work practice are always adopted*
- * *Maintain and protect our core, values and reputation*
- * *Make ethical decisions every day*

The CODE IS APPLICABLE ON BOTH TEMPORARY AND PART-TIME STAFF MEMBERS, SECONDEES, JUNIOR AND PROFESSIONAL OFFICERS INDEPENDENT OF THEIR LOCATION OR GRADE.

WE RESPECT THE LAWS WHEREVER WE OPERATE.

This help us to build trust with governments, strengthen the communities where we live and work, and contribute to a fair society where we enjoy the protection of these same laws.

HOW WE BUILD TRUST:

- We follow the laws and regulations of Lebanon and of all the places where we operate.
- We are honest and transparent in our discussions with government representatives and officials.
- We respond truthfully, appropriately, and promptly to government inquires and requests for information.

Embrace the Decent Person in You

Do no harm
(physical, emotional, sexual) to anyone with whom
you come into contact during any research/ project
Respect the rights of others.

Stand for your Impartiality

Don't show any kind of favoritism with your
colleagues, respondents and community members.
Do not discriminate against anyone with whom you
come into contact as a result of any research/ project
on the basis of sex, religion, language, ethnicity, sexuality
or any other grounds.

Be fair with your Cultural context and Religious Freedom

"Everyone has the right of freedom of thought" respect
all cultural practices, religious and community freedom.

Maintain a positive attitude

Be honest at all time and don't be afraid to admit
anything you do not know.

- Listen actively
- Be polite and considerate.
- Concentrate on the respondents.
- Be punctual.
- Recognize the strengths of your colleagues, respondents
and community members.

Watch your Language

Do not swear and always tend to use simple, polite
language, no derogatory (bad or negative) words to be
used about people of another religion, ethnic group
province, sex, age etc.; avoid words which have
different meanings in different languages this applies to
the whole period of the employment.

Stay Safe
no matter what



Ensure safe work practices are always adopted

Health, Safety, and Hygiene

You should be familiar with and follow any work safety information and training provided to you. Please notify your manager immediately if you become aware of anything that suggests a situation that may pose a danger to health or safety.

Always maintain a good standard of personal hygiene.

Dress Code

During the execution of any project, always wear Stay Safe badges, t-shirts and/ or personal protective equipment. Do not wear any camouflage/ military print clothes or military style clothes.

Formal and comfortable outfit is the best choice.

Smoking

Do not smoke indoor and do not display cigarette packets in front of children during any research/ project.

Do not smoke during data collection (household questionnaires interviews, group activities, or discussions with community leader).

Be responsible in disposing cigarette ends, packets and packaging properly- no littering.

Gambling

Stay Safe is strictly against the use of any drug, gambling, or heavy drinking.

Do not engage in any gambling with people who have business dealings with the organization as well among colleagues particularly with subordinates. If on social occasions where refusal of gambling is considered unsociable, the amount of money involved should not be significant.

Gambling in the organization's premises is strictly forbidden.

Homebrew/alcohol

Drinking during the period of any research/project is prohibited; unless expressly allowed by the field supervisor in special circumstances where it would be rude to not drink something which the community has offered.

However, even in these exceptional circumstances moderation must be employed.

Breaks of this guideline will be taken very seriously.

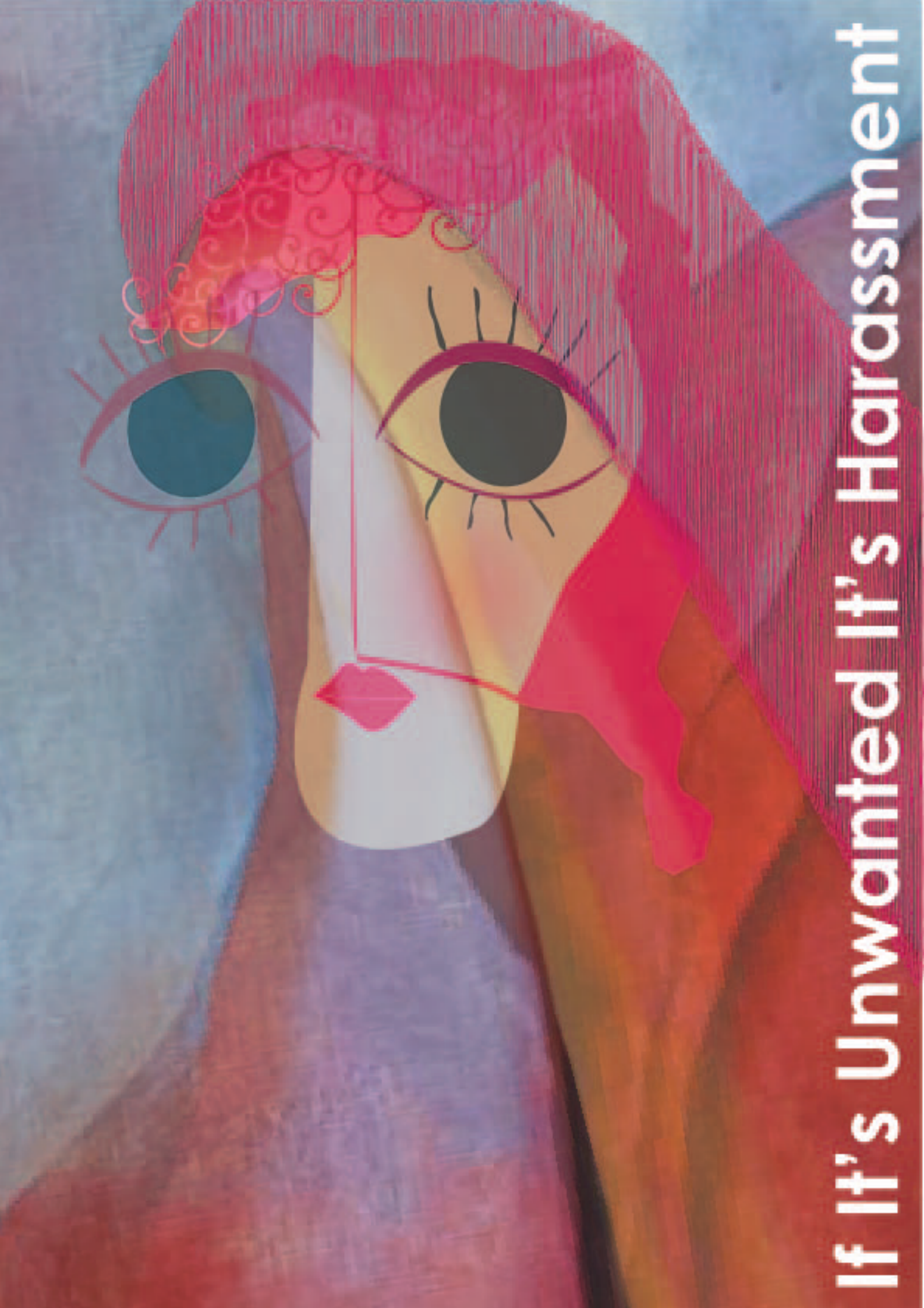
Betel nut

Do not chew during data collection, meetings, project execution (household questionnaires, interviews, group activities, or discussions with community leaders).

Body Language

Don't do inappropriate or rude gestures; Always show respect and attentiveness in body language.

This applies to the whole period of any research/ project.



If It's Unwanted It's Harassment

Sexual Harassment

We do not tolerate sexual Harassment

Behaviors that can be considered harassment/ sexual harassment

Physical

Assault

Touching

Blocking

Hugging

Kissing

Pinching

Patting

Leering

Gesturing

Grabbing

Visual

Cartoons

Pin-up calendars

Computer images

Computer games

Posters

Objects

Faxes

E- mails

Drawings

Written Documents

Verbal

Jokes, remarks or questions of sexual or flirtatious nature.

Propositions for sexual activity.

Pressure for dates.

Obscene language which is gender specific or sexual in nature.

Inappropriate comments about a person's body.

WE are Transparent and Accountable

Stay Safe is transparent in all its dealings with government, public, donors, partners beneficiaries, and other related parties except for personnel matters and proprietary information; the organization fights for openness and honesty and is accountable for its actions and decisions.

DO YOUR PART

- * Control the misuse and abuse of resources and/ or authority.
- * Ensure that resources are used effectively.
- * Ascertain that appropriate procedures are exercised based on legal procedures, professional standards, and social values.
- * Improve service delivery to enhance management of health services through monitoring and evaluation.

The organization's disciplinary processes must be applied to everyone, regardless of who they are; however, whilst processes are transparent, the information that passes through these processes may be confidential.

Maintain and protect our, core, values, and reputation

Declare Any Conflict of Interest

A conflict of interest (COI) is a set of circumstances or relationships that create the risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest.

When this happens?

- * When an individual uses his/ her position for personal financial gain or to benefit a company in which individual has a financial interest.
- * When outside financial or other interests may influence the way in which an individual carries out his/ her responsibilities.
- * When an individual's outside interests causes harm to work reputation, staff, or patients.
- * When primary goal of protecting and increasing health of patients/ public comes into conflict with any other secondary goal, especially personal gain to healthcare professionals expert/ staff.
- * Staff should not put themselves in a position that leads to conflict of interest with the organization. Failure to avoid or declare any conflict of interest may give rise to criticism of favoritism abuse of authority or even allegations of corruption.
- * Official positions and information misuse for the benefit of staff themselves, their relations, or any other persons with whom they have personal or social ties is strictly prohibited.
- * When called upon to deal with matters of the organization for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to his supervisor.
- * He/she should then abstain from dealing with the matter in question or follow the instruction of his/her supervisor who may reassign the task to other staff.
- * Any staff given access to any property of the organization should ensure that it is properly used for sole purpose of conducting the organization's business.

Examples of Conflict of Interest Situations

- * A staff member takes part in the selection of suppliers or contractors, one of the bidders under consideration being his family member, relative or close personal friend.
- * A staff member has a financial interest in a company which is being considered for selection as the NGO'S supplier of goods or services.
- * A staff member accepts frequent or lavish entertainment, or expensive gifts from the NGO's suppliers or contractors.
- * A staff member serves as a member of the NGO's recruitment or promotion board and one of the candidates under consideration by the board is his family member relative or close personal friend.
- * A staff member responsible for processing applications for admission to a program operated by the NGO is considering an application from his family member relative or personal friend.

Handing of Classified or Proprietary Information

- Stay Safe bans its staff to disclose any classified or proprietary information to anybody without authorization.
- Staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse.

Anticipate the impact of Emails and/ or social media engagement on could have on Stay Safe objectives and always add Stay Safe signature when communicating officially with stakeholders.

- Refrain from causing offence or revealing confidential unpublished, or embargoed information on emails or social media (including after the end of the contract with Stay Safe).
- Protect Stay Safe positions and reputation.
- Refrain from misleading or deceiving Stay Safe colleagues, members, partners, and the wider public in any way.
- Be free of bias when engaging with people and organizations.
- Be free from under influence of external sources and authorities.
- Engage in a manner that is consistent with ethical principles.
- Be professional in content and actions.

Zero Tolerance Against Bribery

Stay Safe does not tolerate bribery therefore it is expected from the team not to solicit or accept any advantage, offering, or promising as an inducement for an action which is illegal, unethical from any person having business dealings with Stay Safe (e.g., clients, suppliers, contractors...).

When this happens?

Entertainment refers to food or drink provided for immediate consumption on the occasion, and any other entertainment provided at the same time.

Entertainment is not an "advantage" staff must not accept frequent entertainment from persons with whom the organization has official dealings(e.g., suppliers or contractors).

- Staff who wish to accept any advantage should seek permission from the HR prior to the acceptance.
- Stay Safe team members should decline any offer that might affect their objectivity in conducting the organization's business.
- In other circumstances, the staff should apply in writing to the HR for permission to accept the gifts. Proper records of these applications should be kept showing the name of the applicant, the occasion of the offer, the nature and estimated value of the gift, and whether permission has been granted. Possible ways of disposal of such gifts are listed at below.
- There is no restriction on the acceptance of advantages, from any person who does not have any official dealings with the organization. In case of doubt, the staff should refer the matter to the HR for advice.
- Stay Safe staff who wish to take up paid outside work, a part-time basis work, must seek the written approval of the organization before accepting the job.
- Applications for outside work should be made to HR for consideration.
- Approval will not be given if the outside work is against the interest of the organization.

"Advantage" means:

- (a) Any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest of any description.
- (b) Any office, employment or contract.
- (c) Any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part.
- (d) Any other service, or favor (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature whether or not already instituted.
- (e) The exercise or forbearance from the exercise of any right or any power or duty.
- (f) Any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of preceding paragraphs (a), (b), (c), (d) and (e).



Ways to
dispose of gifts
presented to a staff
member in his
official capacity

- * If the gift is of perishable nature (e.g. food or drink), it may be shared among the office or during an activity organized by the NGO.
- * If the gift is a useful item, it may be sent to a library or museum.
- * If the gift is suitable for display (e.g. a painting, vase, etc), it may be retained for display in the recipient's office or elsewhere in the organization.
- * If the gift is of low value (below \$50), it may be donated to the organization's social function as a lucky draw prize.
- * If the gift is a personal item of low value (below \$50), it may be retained by the recipient.

Make Ethical Decisions

Ethical Decision-Making Framework

- * what would a reasonable person do?
- * Is it consistent with Stay Safe Mission, Standards of Ethics, Conduct and any applicable law or regulation?
- * Would your approach embarrass you or Stay Safe?
- * Am I personally comfortable with this course of action?
- * How would your approach look published in the newspaper?
- * Would you be comfortable with the example it sets for future decisions?

Identify solutions you seek for voice
Ethical solutions approach
guidance empowered
Ethical problem seek help

Identify the ethical problem

List possible solutions (what could you do?) and any obstacles to resolving the problem.

Determine the best approach (what should you do?)

Seek input from others if required

Ask for guidance

You are empowered
you have responsibility
you have help
you have a voice

Compliance with the Code

It is the personal responsibility of every staff member of Stay Safe organisation to understand and comply with the code of ethics and conduct. All managers should also in their daily supervision ensure that their subordinates understand and comply with the standards and requirements stated in the code.

Stated in the code

Any problems encountered as well as any suggestions should be channelled to HR Officer for consideration and advice.

Any Stay Safe staff member who violates any provision of the code will be subject to disciplinary action.

In case of suspected corruption or other criminal offences, a report will be made to the specialized authorities.

Stay Safe Staff

- Know and live the code
- Cooperate fully
- Think before they act
- Follow the law
- Ask for help
- Stay alert
- Help limit the damage
- Report concerns

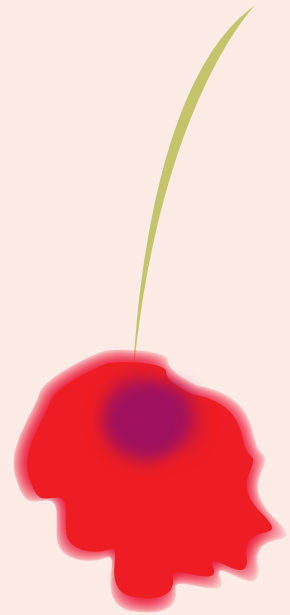
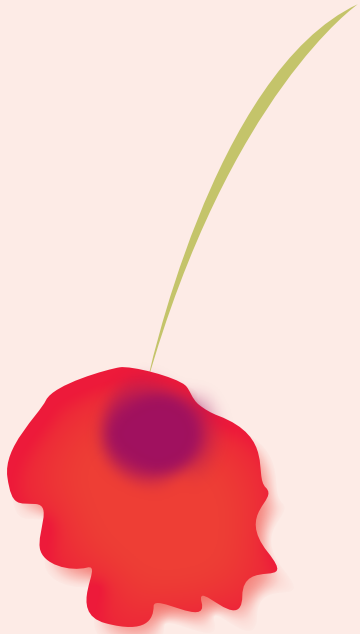
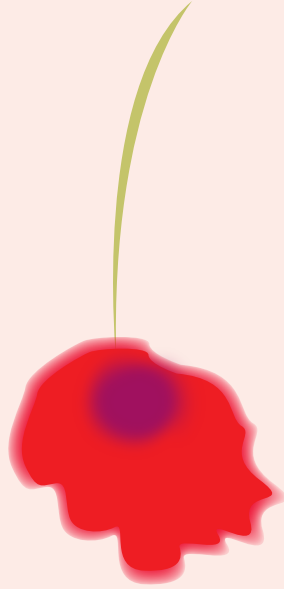
Stay Safe Managers

- Model the code and our values
- Talk about the code
- Be informed
- Take appropriate managerial actions
- Expect the best
- Act as a role model
- Be responsive and create a "speak up" culture
- Take action
- Intervene promptly and accurately

This code was written to remind staff members of the principles of ethical behavior and standards of conduct that should guide their decisions and actions. Stay Safe staff members are expected to familiarize themselves with the code, and to seek further clarification and assistance in cases of uncertainty.

By ensuring that its staff members perform their professional responsibilities in an ethical way, Stay Safe ensures that they make a positive contribution towards serving the people of the world, and that they enjoy a respectful positive, and healthy experience in working towards the organization's objectives.

This code will be made public (published on Stay Safe Website). Related internal policies and procedures will be amended to reflect the principles of this code. The code will be updated on a regular basis to reflect on-going policy changes and developments.



 **StAy Safe**

