



Foundation for Rural Development (FRD)

CODE OF CONDUCT FOR FRD STAFF

Purpose:

Protecting all employees, project participants and community members from abuse and exploitation is essential to all aspects of our work. The purpose of this Code of Conduct is to set clear expectations regarding our obligation to treat all people with respect and to actively prevent all forms of abuse and exploitation—including all forms of sexual misconduct and human trafficking.

Scope:

This Code of Conduct is designed to protect all the FRD's employees and the communities we serve by ensuring that anyone who works and interacts with fellow staff and project participants is aware of the prohibited behaviors outlined in the Code of Conduct, as well as the obligation to report any concerns or suspicions that someone else is engaging in such prohibited conduct. The Safeguarding Code of Conduct applies to the behavior of staff, internees and volunteers at work, outside of work and while on leave.

Policy Elements

We outline the components of our Code of Conduct below:

➤ Ethical Behavior:

- All people have the right to adequate nutrition, sanitation, health care, housing, and education & to be treated with respect, dignity & courtesy.
- FRD staff members will promote the human rights of all people & may not discriminate on the basis of an individual's race, color, ethnicity, national origin, religion, age, political affiliation, gender, sexual orientation, marital status, pregnancy, or disability.
- FRD staff members are accountable to local, national, & international laws & should be aware of the consequences for violating these laws.

➤ Prohibited Behavior:

When working with FRD, **you are prohibited from**

- **Engaging in any form of sexual misconduct**, abuse or exploitation of fellow staff and project participants, including:
 - Touching anyone in a sexual or inappropriate manner
 - Making inappropriate or sexualized comments
 - Taking or sharing pornographic pictures
 - Improperly using your position and power as an aid worker in a relationship with people who need assistance
- Exchanging money, employment, goods or services for sex—including sexual favors. This includes:
 - Purchasing sex
 - Exchange of assistance that is due to project participants
- Engaging in **trafficking of persons**—including withholding identity documents of domestic workers or daily laborers
- Causing **emotional harm** to project participants—such as threats, humiliation or discrimination
- Using corporal punishment or causing any other **physical harm** to project participants

- **Meeting or interacting with project participants**, outside of work-related activities; this includes interaction via email, text messages, WhatsApp, Facebook or any other social media platform
- **Failing to provide adequate care or supervision** and/or failing to provide a safe environment for project participants under your responsibility
- **Having sexual relations with a child** (anyone under 18 years of age) regardless of the local age of consent; mistaken belief regarding the age of a child is not a defense
- **Employing children under 15 years of age** for any type of full-time work
- **Employing children under 18 years of age** in mentally or physically dangerous employment or employment that interferes with compulsory schooling¹
- **Spending excessive or unnecessary time alone with a child project participant²** or a child of an adult project participant

➤ **Mandatory Reporting:**

- **You are obligated to *immediately* report concerns or suspicions that someone working with FRD is engaging in any of the prohibited behaviors described above.** These concerns or suspicions may be a result of witnessing the incident, being told about such prohibited behavior or being the subject of it.
- This means that when you report:
 - **You do not have to** know if your concerns or suspicions are true or have all the facts.
 - **You do not need to** understand everything you have seen, heard or suspected.
 - **You do not need to** identify a witness or provide evidence to support your concerns.

You can report concerns through any of the following channels:

- info@frd.org.pk
- shumailawadood@gmail.com (PSEA FP)
- fakhrealam@frd.org.pk (PSEA FP)

➤ **Use of official resources:**

- FRD staff members must properly care and account for money, vehicles, equipment, assets, assistance and property for which they are responsible.

➤ **Equal Employment opportunity:**

- FRD supervisory employees will aspire to promote equal opportunity in hiring and to prohibit job discrimination based on race, color, religion, ethnicity, national origin, age, disability, gender, marital status, pregnancy or sexual orientation.

➤ **Drugs:**

- Staff shall not consume or allow the consumption of drugs to adversely affect their work performance or official conduct.

➤ **Conflict of Interests:**

- All FRD employees who are authorized signatory to approve the expenditure of funds, all procurement staff, and all employees who are regularly involve in the acquisition of goods and services, are required to execute a Conflict of Interest Statement.

¹ When hiring children under 18 years of age, you should ensure that this is authorized by the local competent labor authority; that the health, safety and morals of the children concerned are fully protected; and that the children have received adequate specific instruction or vocational training in the relevant branch of activity (ILO Convention 138).

² Where possible and practical, follow the "two-adult" rule while conducting CRS work, wherein two or more adults supervise all activities that involve children, and are visible and present at all times.

➤ **Financial Accountability:**

- Participates in the evaluation, selection, award, or administration of a contract or other order for the purchase of goods or services that will directly or indirectly benefit the employee or the employee's family.
- Has a direct or indirect financial or other commercial interest in any party doing business with FRD.
- Stands to gain personally or individually from any transaction in which FRD is a party.

➤ **Gifts & Benefits:**

- Accepts gifts, favors, or anything of monetary value from vendors, including contractors, (except for unsolicited gifts of a nominal value, training, travel, materials, or other items provided for the benefit of FRD with supervisor approval).

➤ **Outside Employment:**

- Staff shall not engage in outside employment, or conduct a business, trade or profession, outside the organization, while employed by the FRD, where it might interfere with their work in the Organization or generate a conflict of interest, without written authority from the Chief Executive Officer.
- If approval is granted, it is the staff member's responsibility to ensure that at all times the additional employment does not interfere with work performance and that there is no conflict of interests.

➤ **Employment after leaving the FRD:**

- Confidential information obtained in the course of duty shall not be relayed to anyone else. Once staff has left the FRD, confidential information obtained during employment shall not be used to advantage the prospective employer or disadvantage the FRD.

Declaration

- I have read, understand and agree to comply with the above Code of Conduct.
- I also understand that a breach of this Code of Conduct or failure to report concerns of abuse and exploitation may lead to disciplinary action—including termination of my contract.

Name _____ Date _____

Signature _____