

## **Cordaid Code of Conduct for Contract Partners**

Cordaid is a civil society organisation and is expert in the area of development cooperation and humanitarian aid. Cordaid is inspired by the Gospel and the Catholic Social Teachings based thereon. The focus is on the value of every human being and the solidarity to provide a dignified existence for everyone, regardless of age, gender, sexual orientation, origin, religion or political conviction.

Cordaid knows that the overriding challenge in fragile and (post-)conflict countries is restoring trust and social cohesion, at community level and between communities and the state. This is what Cordaid does, right in the heart of communities, by mobilizing global networks, resources and knowledge. By doing this, Cordaid helps people move beyond survival and live in dignity.

**As individual, organisation, company working and/or collaborating for/with Cordaid (hereinafter referred to as “Contract partners”, where applicable “Contract partners” includes “individuals working for Contract partners”) ... ..**

Contract partners know that they **are viewed as representatives** of Cordaid when they perform their contractual duties for Cordaid.

... Contract partners therefore **behave in a way that is not offensive in the local context**

- Contract partners have a respectful attitude towards local laws, culture and politics.
- Contract partners uphold Cordaid’s mission and values, in order to avoid using possible unequal power relationships for their own benefit.

... Contract partners **avoid conflict of interest**

- Contract partners do not use their position of power for their own benefit (or that of family and friends).
- Contract partners will never take bribes in any shape or form.
- Staff of Contract partners do not start a business relationship between members of their (extended) family and the organization they work for.

... Contract partners **do not have inappropriate intimate relationships**

- Contract partners do not have sex with people against their will or who are forced in any way.
- Contract partners do not have sex with people obtained by an unequal power position neither do Contract partners have transactional sex.
- Contract partners do not have sex with minors (<18).
- Contract partners do not make sexual remarks, jokes and the like that could be experienced as degrading.
- Contract partners may have intimate relationships with consenting adults (when it concerns an individual in a hierarchical position, position adjustments will be made).

... Contract partners **do not allow weapons**

- Contract partners do not have weapons in the buildings and cars which are in use for Cordaid projects (including staff accommodation).
- Contract partners in principle do not allow armed civilian or military personnel in cars in use for Cordaid projects. In exceptional cases Contract partners may make use of armed guards and/or escorts, to be decided after consultation with Cordaid.

... Contract partners **do not misuse drugs and alcohol**

- Contract partners do not work in Cordaid projects under the influence of any drug related substance, legal or illegal, that affects our ability to perform their duties.
- Contract partners do not allow illegal drugs on their property, offices or in cars.

... Contract partners **treat everybody equal**

- Contract partners do not discriminate on the basis of gender, race, religion or beliefs, ethnic or social origin, disability, sexual orientation, marital status or other aspects of personal status.
- Contract partners do not discriminate in any way against people who are HIV-positive or other diseases that stigmatise.
- Contract partners do not treat people or groups of people unfairly or even only differently (directly or indirectly), on the basis of aforementioned personal characteristics.

... Contract partners **act peacefully**

- Contract partners do not threaten anyone with repercussions of any kind
- Contract partners do not curse, insult, make hurtful remarks or discriminatory remarks.
- Contract partners do not bully (that is repeated and/or severe aggressive behaviours that intimidate or intentionally harm another person physically or emotionally).
- Contract partners do not use physical violence against staff or relations, including, spitting, throwing with objects, attempt to wound, attack with objects, etc.

... Contract partners **take care of property which are used in Cordaid projects**

- Contract partners do not wilfully damage the project property (for example, cars, office equipment, etc.).
- Contract partners do not steal project property, however small it is.

...Contract partners **contribute to preventing unethical and criminal activities**

- Contract partners shall inform Cordaid of any relevant criminal convictions or charges prior to the contract or agreement with Cordaid.
- Contract partners shall notify Cordaid if faced with any criminal charges during the contract/agreement with Cordaid that may impede the ability to perform the duties.

**Cordaid enforces this Code of Conduct**

This document is directly linked to any contract or agreement with Contract partners of Cordaid.

Any Contract partner who fails to comply with the Code of Conduct will be subject to contractual measures to be considered by Cordaid as a result of breach of contract. Where the laws of the country have been broken by the Contract partners, it may also be subject to criminal or civil proceedings. In case of civil proceedings, Cordaid Global Office in The Hague will seek legal advice on the matter. In case of serious crimes Cordaid will not hesitate to involve the legal authorities.

The Contract partner will adhere to the Cordaid policies, standards and procedures that support the above Standards and that can be found on the Cordaid website:

<https://www.cordaid.org/en/>