



# CODE OF CONDUCT

for emergency responders  
Gender and Protection Cluster – Vanuatu

**Last updated:** April 2020

**Next update:** August 2020 or previous in accordance to any major changes in Vanuatu legislation or relevant international legislation

## Introduction

All humanitarian workers and disaster responders are personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct.

## Implementation of the Code of Conduct<sup>1</sup>

You will be required to read, understand and sign a copy of this Code. If you have any questions regarding this information, please discuss them with your direct line manager, or your Human Resources team. A staff member has a duty to report any breach of this Code to the appropriate person within your agency. All reports and concerns will be properly considered and treated with discretion.

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<sup>3</sup> Complementary work is being undertaken within the Gender and Protection Cluster to develop mechanisms for safe and confidential reporting and investigation of breaches of the Code of Conduct. Please contact the Gender and Protection Cluster for details of the focal point for prevention of sexual exploitation and abuse (PSEA) and measures to ensure communities are aware of their rights.

## Standards of Conduct

As a humanitarian worker or emergency responder I commit to:

**Ensure that my personal and professional conduct is, and is seen to be of the highest standard. This means:**

- ✓ I will treat all people fairly, with respect and dignity;
- ✓ I will ensure the protection of children;
- ✓ I will observe local laws and be respectful of local customs;
- ✓ I will not work under the influence of alcohol or be in possession of illegal substances;

**Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of emergency response. This means:**

- ✓ I will not participate in any forms of illegal activity;
- ✓ I will observe Vanuatu legislation and be respectful of local customs when there is no conflict with international standards in humanitarian response and gender and protection principles;
- ✓ If I am and/or if any of my family members are experiencing any signs or symptoms of fever, chills, cough, sore throat, runny/stuffy nose, muscle/body aches, headaches and fatigue (tiredness) I will not engage with community members or humanitarian responders in the COVID-19 or TC Harold responses;
- ✓ As a citizen of Vanuatu, I may engage in political activity in country at my own discretion but this will not be done in the context of humanitarian response and no humanitarian response will be used for political gain.

**Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation. This means:**

- ✓ I will fully abide with the requirements to prevent sexual exploitation and abuse and follow the rules for sexual conduct of humanitarian workers. I will not engage in sexual behaviour with beneficiaries;
- ✓ I will not engage in any form of sexual behaviour with a minor. A minor is taken to be anyone under 18 years of age;

- ✓ I will not engage in any form of sexual harassment towards anyone including community members, disaster affected people and other humanitarian responders. Sexual harassment is any unwanted or unwelcome sexual behaviour. It has nothing to do with mutual attraction or friendship.

Examples of this behaviour may include, but are not limited to:

- unnecessary familiarity, such as deliberately brushing up against a person or unwelcome touching;
  - suggestive comments or jokes;
  - insults or taunts of a sexual nature;
  - intrusive questions or statements about a person's private life;
  - sending sexually explicit emails or text messages;
  - repeated unwanted requests to go out on dates;
  - requests for sexual favors; and
  - behavior that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.
- ✓ I will not request any service or sexual favour from participants of emergency response programs, beneficiaries, children or others in the communities in which I work in return for protection or assistance, and will not engage in sexually exploitative relationships;
  - ✓ I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
  - ✓ I will not engage in any exploitative, abusive or corrupt relationships.
  - ✓ Any allegation or suspicion of harassment, discrimination, intimidation, physical, verbal or sexual abuse undertaken by frontline workers whether an NGO or government agency's DG or Country Director. Otherwise reports can go through to VWC on 24000.

**Perform my duties in a manner that avoids conflict of interest or corruption.**

- ✓ I will not accept any cash, money, financial gain or other material benefits or favours, personal relationships and associations;
- ✓ I will not abuse the advantage of my position for private purposes, or obtain or direct financial benefits for myself or my family/friends, or solicit or accept gifts, rewards or benefits which might compromise, or be seen to compromise my integrity;
- ✓ nepotism, cronyism, Conduct all official duties with integrity, free from any dishonesty or corruption, including not engaging in any act of favouritism or bribery<sup>2</sup>.

**All of these standards of conduct also apply to my conduct online.**

## Statement of receipt

I have received, understood and read the copy of Gender and Protection Cluster Code of Conduct

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(PRINT NAME)

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(SIGNATURE)

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(POSITION TITLE)

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(DATE)

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<sup>2</sup> The terms "favouritism", "nepotism", "cronyism", and "bribery" include such conduct as unfair treatment of a person or group on the basis of prejudice, support or favour shown to friends and family (especially in making of appointments), and acceptance, offer, or consideration of any improper personal benefit.