



I.1 RA's Individual Code Of Conduct

RADANAR AYAR (RA), Along with other NGOs, expects good behaviour and attitude of its workers, on the basis of personal commitment, humanistic ideals, human rights and humanitarian international law as well as a general attitude characterised by neutrality, impartiality and non-discrimination. As an individual working for RA, you are representing the organisation, and as such your behavior influences the way the organisation is perceived. Your statements as well as your conduct can be interpreted as an expression of RA's point of view. It is therefore essential that the following code is adhered to:

(a) RA's employees behave in a manner which demonstrates:

- (1) It is the responsibility of all RA staff to emphasize the Red Cross and NGO codes of conduct and the Humanitarian Charter of the Sphere Project. This should entail assertions of RA's neutrality and impartiality. (for detail please see in the attachment.
- (2) Solidarity with populations in danger in the humanitarian sense of the word.
- (3) Respect towards the target population and populations of the country in general.
- (4) A spirit of equality and mutual respect amongst themselves and counterparts of RA.

It implies that RA's employees both during as outside work hours, within and outside mission boundaries:

- (4) Show respect for the opinions, knowledge, living style, religion, beliefs and attitudes of beneficiaries, all staff.
- (5) RA will endeavor to maintain cordial work relationships with authorities and communities and strive to achieve transparency and a consultative approach in dealings with communities and authorities.
- (6) Observe the strictest political, religious and racial impartiality at all times whilst on a mission and abide by local and national laws as well as international humanitarian law (in so far as these do not contradict the humanitarian principles of RA).
- (7) Act, behave or voice opinions in line with the mission, objective and spirit of RA.



(8) Strive to be conscious and aware of possible, even unintended consequences of behavior and take these into account in their specific behavior, speech and actions.

(b) Some legal restrictions are to be respected:

(1) Under no circumstances offer or accept financial incentives, salary or other person favors from other parties during the period of the agreement

(2) The use of RA logos, Identification Cards, stickers and or material carrying logos is restricted to project implementation or security purposes only.

(3) Outside project and or security purposes all staff should refrain from unnecessary display of RA identification.

(4) RA requires that RA premises and assets are used with a sense of responsibility. Use of those assets in such manner which may compromise RA's credibility is not acceptable.

(c) In addition to the legal boundaries, RA, in the personal behaviour of its employees:

(1) Objects to the exploitation of people's personal (economic and sexual including prostitution and trafficking) vulnerability in the broadest possible sense.

(2) Objects to the willful abuse, physical or otherwise, of persons and any conduct which degrades the human dignity of individuals.

(3) Objects to open disrespect of cultural habits and customs.

(4) Objects to the use of recreational drugs and abuse of stimulants (alcohol).

1.3 Whistle Blowing

All individuals working for RA have the right to approach a higher authority about abuses of this code, whether that authority is within the mission/delegate or at HQ. Such communication will not be held against the individual. On project/country level, additional regulations reflecting relevant particularities of the situation can detail the use of the assets, services and particular aspects of behaviour, subscribe to such regulations.



Country (project) specific regulations cannot overrule nor nullify any of the above mentioned points.

I.4 Stipulation

In addition to thereof conduct, some management stipulations as to the implementation and enforcement of this should be mentioned:

(a) Pre-mission

- (1) HR should recruit with attention to history of past conduct. Misconduct should be noted explicitly.
- (2) HR should ensure that any criminal records are declared and any offences (whether spent or unspent) are thoroughly investigated. Pre-Screening employment referees check is highly encourage)
- (3) All staff must read and accept the code of conduct as a pre-condition for working with RA.

(b) During Mission

- (1) The executive director has responsibility to ensure that the code conduct is well known among all staff members and holds the authority (and duty) to intervene in the event of any transgression.
- (2) The Executive Director, or Programme Director, must ensure and promote access of all staff to bring forward their comments on conduct issues.
- (3) During regular appraisals of international and national staff members, conduct should be discussed and clear recommendations made, especially where problems exist.
- (4) Staff members will have the choice to initiate discussions or reviews of conduct, which cannot wait until the next periodic regular appraisal.
- (5) In the event of questionable conduct by Staff's higher superior, any team member may contact the relevant Programme (line) Manager at HQ to initiate a discussion of the situation, in case this cannot be handled on local level.
- (6) Any staff member can request a meeting with a higher authority to discuss conduct issues if they so choose.



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(c) After a Mission

(1) End-of-mission appraisals must include a frank comment on conduct from the Director or Project Manager.

(2) Conduct that was inconsistent with the RA mission constitutes grounds for dismissal from the project (country). The reason and consequences of this dismissal should be discussed further with the Programme Manager and RA- HR Department.

The undersigned, by signing this document declares to have read this document and understood its intention, implications and consequences as to his/her behavior required in RA's missions.

Name:

Place:

Signature:

Date:



*The Code of Conduct for the International Red Cross and Red
Crescent Movement and Non-Governmental Organisations (NGOs)
In Disaster Relief*

I The humanitarian imperative comes first

The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle which should be enjoyed by all citizens of all countries. As members of the international community, we recognise our obligation to provide humanitarian assistance wherever it is needed. Hence the need for unimpeded access to affected populations is of fundamental importance in exercising that responsibility. The prime motivation of our response to disaster is to alleviate human suffering amongst those least able to withstand the stress caused by disaster. When we give humanitarian aid it is not a partisan or political act and should not be viewed as such.

2 Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone

Wherever possible, we will base the provision of relief aid upon a thorough assessment of the needs of the disaster victims and the local capacities already in place to meet those needs. Within the entirety of our programmes, we will reflect considerations of proportionality. Human suffering must be alleviated whenever it is found; life is as precious in one part of a country as another. Thus, our provision of aid will reflect the degree of suffering it seeks to alleviate. In implementing this approach, we recognise the crucial role played by women in disaster-prone communities and will ensure that this role is supported, not diminished, by our aid programmes. The implementation of such a universal, impartial and independent policy, can only be effective if we and our partners have access to the necessary resources to provide for such equitable relief, and have equal access to all disaster victims.

3 Aid will not be used to further a particular political or religious standpoint

Humanitarian aid will be given according to the need of individuals, families and communities. Notwithstanding the right of NGOs to espouse particular political or religious opinions, we



affirm that assistance will not be dependent on the adherence of the recipients to those opinions. We will not tie the promise, delivery or distribution of assistance to the embracing or acceptance of a particular political or religious creed.

4 We shall endeavor not to act as instruments of government foreign policy

NGHAs are agencies which act independently from governments. We therefore formulate our own policies and implementation strategies and do not seek to implement the policy of any government, except in so far as it coincides with our own independent policy. We will never knowingly – or through negligence – allow ourselves, or our employees, to be used to gather information of a political, military or economically sensitive nature for governments or other bodies that may serve purposes other than those which are strictly humanitarian, nor will we act as instruments of foreign policy of donor governments. We will use the assistance we receive to respond to needs and this assistance should not be driven by the need to dispose of donor commodity surpluses, nor by the political interest of any particular donor. We value and promote the voluntary giving of labour and finances by concerned individuals to support our work and recognise the independence of action promoted by such voluntary motivation. In order to protect our independence we will seek to avoid dependence upon a single funding source.

5 We shall respect culture and custom

We will endeavour to respect the culture, structures and customs of the communities and countries we are working in.

6 We shall attempt to build disaster response on local capacities

All people and communities – even in disaster – possess capacities as well as vulnerabilities. Where possible, we will strengthen these capacities by employing local staff, purchasing local materials and trading with local companies. Where possible, we will work through local NGHAs as partners in planning and implementation, and cooperate with local government structures where appropriate. We will place a high priority on the proper coordination of our emergency responses. This is best done within the countries concerned by those most directly involved in the relief operations, and should include representatives of the relevant UN bodies.

7 Ways shall be found to involve programme beneficiaries in the management of



relief aid

Disaster response assistance should never be imposed upon the beneficiaries. Effective relief and lasting rehabilitation can best be achieved where the intended beneficiaries are involved in the design, management and implementation of the assistance programme. We will strive to achieve full community participation in our relief and rehabilitation programmes.

8 Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs

All relief actions affect the prospects for long-term development, either in a positive or a negative fashion. Recognising this, we will strive to implement relief programmes which actively reduce the beneficiaries' vulnerability to future disasters and help create sustainable lifestyles. We will pay particular attention to environmental concerns in the design and management of relief programmes. We will also endeavour to minimise the negative impact of humanitarian assistance, seeking to avoid long-term beneficiary dependence upon external aid.

9 We hold ourselves accountable to both those we seek to assist and those from whom we accept resources

We often act as an institutional link in the partnership between those who wish to assist and those who need assistance during disasters. We therefore hold ourselves accountable to both constituencies. All our dealings with donors and beneficiaries shall reflect an attitude of openness and transparency. We recognise the need to report on our activities, both from a financial perspective and the perspective of effectiveness. We recognise the obligation to ensure appropriate monitoring of aid distributions and to carry out regular assessments of the impact of disaster assistance. We will also seek to report, in an open fashion, upon the impact of our work, and the factors limiting or enhancing that impact. Our programmes will be based upon high standards of professionalism and expertise in order to minimise the wasting of valuable resources.

10 In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects

Respect for the disaster victim as an equal partner in action should never be lost. In our public information we shall portray an objective image of the disaster situation where the capacities and aspirations of disaster victims are highlighted, and not just their vulnerabilities and fears.



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While we will cooperate with the media in order to enhance public response, we will not allow external or internal demands for publicity to take precedence over the principle of maximising overall relief assistance. We will avoid competing with other disaster response agencies for media coverage in situations where such coverage may be to the detriment of the service provided to the beneficiaries or to the security of our staff or the beneficiaries.



The Humanitarian Charter of SPHERE Project

The Humanitarian Charter affirms the fundamental importance of the following principles:

1.1 The right to life with dignity

This right is reflected in the legal measures concerning the right to life, to an adequate standard of living and to freedom from cruel, inhuman or degrading treatment or punishment. We understand an individual's right to life to entail the right to have steps taken to preserve life where it is threatened, and a corresponding duty on others to take such steps. Implicit in this is the duty not to withhold or frustrate the provision of life-saving assistance. In addition, international humanitarian law makes specific provision for assistance to civilian populations during conflict, obliging states and other parties to agree to the provision of humanitarian and impartial assistance when the civilian population lacks essential supplies.

1.2 The distinction between combatants and non-combatants

This is the distinction which underpins the 1949 Geneva Conventions and their Additional Protocols of 1977. This fundamental principle has been increasingly eroded, as reflected in the enormously increased proportion of civilian casualties during the second half of the twentieth century. That internal conflict is often referred to as 'civil war' must not blind us to the need to distinguish between those actively engaged in hostilities, and civilians and others (including the sick, wounded and prisoners) who play no direct part. Noncombatants are protected under international humanitarian law and are entitled to immunity from attack.

1.3 The principle of non-refoulement

This is the principle that no refugee shall be sent (back) to a country in which his or her life or freedom would be threatened on account of race, religion, nationality, membership of a particular social group or political opinion; or where there are substantial grounds for believing that s/he would be in danger of being subjected to torture.