



**U-SAVED**

# **SAP<sup>1</sup> 3. U-SAVED FEDERATION: CODE OF CONDUCT**

**Values of U-Saved  
Ethical Code of Conduct Values and Professional Conduct of U-Saved**

*Version : V.1 as of 2022, May edited by the Board of Directors  
Effective Date : 2022 May*

U-Saved establishes professional and personal contexts to practice methods that promote its vision and mission. U-Saved expects the cooperation of all members in conducting themselves in professional, ethical and socially acceptable manners of the highest standards.

U-Saved believes all members provide significant levels of contribution to the success of the organization and coincidentally to project objectives that aid our beneficiaries. U-Saved advocates fully for the enforcement of the basic human rights and freedoms and stands against any attempts to hinder their prosperity or deprive members of justice. U-Saved is a humanitarian NGO which is promoting International Humanitarian Law, the respect of humanitarian principles and Core Humanitarian Standards. To insure the correct understanding and application of such rules, U-Saved commits itself to better build capacity of its partners and improves the training of its own members and employees.

Furthermore, our members have the obligation of engaging in high standards of integrity and fair dealing not only to the organization but to our beneficiaries and themselves. Unlawful and unethical practices damage employee/beneficiary trust.

Values of U-Saved are listed below:

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<sup>1</sup> Standard Administrative Procedure

- **Accountability:** U-Saved takes personal responsibility for using resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all beneficiaries.
- **Ambition:** U-Saved encourages members to set high goals and fully commit to improving the quality of all actions U-Saved takes for people in need.
- **Collaboration:** U-Saved encourages all staff to respect and value one another, thrive on diversity, and work with partners to strengthen its global position thus having more opportunities to make a difference for the people in need.
- **Creativity:** U-Saved is open to new ideas, embraces change, and takes carefully calculated risks to develop sustainable solutions for and with the people in need.
- **Integrity:** U-Saved aspires to live up to the highest standards of personal honesty and behaviour; U-Saved never compromises its reputation and always acts in the best interests of people in need.
- **Fairness:** U-Saved acts with impartiality in the belief that people are created equal and have the right to dignity, proper sheltering, food, healthcare, education and proper standards of living.
- **Responsibility:** U-Saved undertakes its mission in accordance with the responsibility for people in need and expects staff to act responsible for people in need.

The ethical code of conduct document is based on the Values of U-Saved.

### **Purpose of Ethical Code of Conduct**

Ethical code of conduct is the most important document representing U-Saved's mission, vision and values. It is the foundation of all practices, rules and regulations of U-Saved in conducting business, dealing with other members, Donors, beneficiaries, partners, target groups and stakeholders. All board members, volunteers and staff working in U-Saved HQ, field offices and project areas are personally accountable for reading and understanding the ethical code of conduct and act accordingly. This code of conduct seeks to guard our standards of behavior and sets out the basic ethical standard of U-Saved.

### **Policy**

Each member receives the Code of Conduct document on their first day of work, during orientation and are expected to sign the document. The signed Code of Conduct is kept in the member's personnel file. U-Saved expects co-operation from all members in conducting themselves in a professional, ethical and socially acceptable manner. Any member in breach of this policy may be subject to disciplinary action, including termination.

This Ethical Code of conduct includes also dedicated policies, that are part of the global U-SAVED Ethic rules :

- Prevention of and Response to Sexual Exploitation and Abuse Policy ;
- Anti-Fraud and Anti-Corruption Policy.

U-Saved expectations from staff;

## **1. Professional Conduct**

- Abide by Values of U-Saved and basic human rights and International Humanitarian laws and principles
- Perform duties with skill, honesty, care and diligence
- Exercise fairness, equality, courtesy, consideration and sensitivity when interacting with others
- Comply with policies, procedures and lawful instructions that relate to employment at U-Saved
- Act and be in conformity with the current laws and regulations of the territory of operation in all aspects
- Under no circumstances discriminate on grounds of race, religion, beliefs, ethnicity, nationality, sex or sexual orientation or political opinions (excluding positive discrimination principles for disadvantaged groups)
- Under no circumstances use hate speech towards beneficiaries or U-Saved staff members based on nationality, ethnicity, race, color, social origin, religion, belief, language, political opinion, gender, age, sexual orientation, genetic or physical features or family relations
- Be considerate and respectful towards the environment and others
- Always take the necessary health and safety precautions while working, driving or otherwise
- Always follow all health and safety rules of U-Saved, and U-Saved's set forth guidelines as well
- Act and maintain high standards of integrity and professionalism towards colleagues, partners and beneficiaries
- Under no circumstances verbally, sexually or physically harass other staff, volunteers, partners and/or beneficiaries
- Under no circumstances beat, hit or slap or use any other form of physical punishment with beneficiaries
- Under no circumstances make vulgar, discriminating or humiliating jokes or comments aimed at beneficiaries, other volunteers or staff
- Under no circumstances have sexual contact with anyone under the age of 18 and beneficiaries from affiliated project areas regardless of who initiates the contact
- Under no circumstances make sexual advances towards beneficiaries
- Report concerns or suspicions regarding sexual abuse or exploitation by a colleague or a beneficiary, whether in that same agency or not, to the U-Saved project coordinator, and to local legal authorities, when appropriate

## **2. Cross-Cultural Sensitivity**

- Show not only empathy and respect for other cultures but interest as well
- Assume that there are differences until sure of the similarities
- Be non-judgemental, flexible and tolerant of other people's customs and not assume that one's culture is better
- Show ethical behavior and remember that you're representing U-Saved

## **3. Conflicts of interest and coercion**

- Avoid apparent conflicts of interest by promptly disclosing the issue to a senior manager, in any situation which may constitute a conflict of interest
- Under no circumstances ask for or accept personal favours in exchange for allowing someone to participate in program activities and/or access services
- Under no circumstances limit someone's access to program supplies, activities or services because of personal feelings or dislikes. There should be no discrimination. Everyone should have access to program activities and services regardless of your own personal opinions
- Under no circumstances ask for or accept labour provided by beneficiaries outside of the project area. This means that beneficiaries should never work for the personal benefit of volunteers and staff
- Under no circumstances accept any favours, bribes or other forms of personal gain from beneficiaries, partners or any third parties
- Under no circumstances ask for or accept personal favours in exchange for services or materials supplied by the project. These favours may refer to sexual contact, labour, goods and/or other services.

#### **4. Gifts and facilitation payments**

- Avoid the perception that implementation of tasks may be influenced by offering or accepting gifts
- Small tokens, such as calendars or pens under the value of 10 GBP per item can be accepted, but managers must be informed of any and all items offered or received
- Neither U-Saved nor U-Saved partner funds are to be used to provide gifts to vendors or any other group
- if a staff member receives or is offered remuneration or a gift, they must report it immediately to their supervisor. Employees cannot accept money from a vendor or a beneficiary for any reason under any circumstance

#### **5. Entertainment, hospitality and meals**

- Refuse offers of entertainment and hospitality tactfully, but clearly. Acceptance of invitations to business meals are subject to discussion should the occasion call for it, depending on frequency, choice of facilities, and reciprocation of future opportunities.

#### **6. Proprietary information**

- Be responsible and scrupulous in the proper use of U-Saved related information, any information obtained through engagement in U-Saved activities as well as funds, equipment and facilities
- Avoid using U-Saved properties in careless or negligent ways
- Under no circumstances use program supplies or materials for personal benefit outside of regularly planned activities and services
- Under no circumstances use nationality, ethnicity, race, color, social origin, religion, belief, language, political opinion, gender, age, sexual orientation, genetic or physical features or family relations as criteria for inclusion or exclusion in program activities, services and distributed items

## 7. Fraudulent or corrupt suppliers

- Reject any proposals put forward by corrupt tenders or candidates and inform supervisor or Board of U-Saved. Board of U-Saved will terminate their contract where applicable, if it is determined that such vendors or individuals have engaged in corrupt, fraudulent, collusive or coercive practices.

*For U-Saved Federation*

*François Dupaquier, Executive Manager*



A handwritten signature in black ink, appearing to read 'François Dupaquier', is written over a light-colored rectangular background.

# Annex

Affirmative statement for U-SAVED Staff, Volunteer, Partner or Supplier

**I hereby confirm that I have received, read, and understood the U-SAVED's Federation Code of Conduct.**

**I declare that I shall carry out my duties to comply with the abovementioned rules of behaviour and work for the implementation thereof. This, to the highest professional standards and in the best interests of U-SAVED.**

**I am fully aware that failure to comply with the Code of Conduct requirements may be cause for disciplinary action, which may include contractual consequences and dismissal.**

Name:

Position:

Date:

Signature: