



**Ghawth**  
for Relief and Emergency

## CODE OF Conduct

### For Employees of Ghawth for Relief and Emergency



العنوان: خلدة- الطريق العام-مقابل تعاونية كبوب -مبنى عبد الهادي محيسن - الطابق الثاني  
Address: Khaldeh Main Street, Facing Coop, Abdelhadi Mohaysen Building, 2ND Floor.



## **Introduction:**

Ghawth is a non-governmental organization receiving Private and Public Funds to deliver welfare services. Ghawth is fully committed to the principle of honesty, integrity, and fair play in the delivery of services to the public. All staff should ensure that the businesses of Ghawth such as applications for services, procurement, or staff recruitment, are dealt with in an open, fair, and impartial manner.

## **Purpose:**

This Code of Conduct seeks to guard our standards of behavior. It is not about operational details. It seeks to maintain the high standards of independence, effectiveness and impact to which disaster response Ghawth aspires. It is a voluntary code, enforced by the will of the organization accepting it to maintain the standards laid down in the Code. In the event of armed conflict, the present Code of Conduct will be interpreted and applied in conformity with international humanitarian law. The Code of Conduct is presented first to Donor Governments and international Organizations to facilitate the effective delivery of humanitarian assistance.

## **The commitment of GHAWTH is guided by Four core values:**

1. we ensure the efficient and responsible delivery of humanitarian aid with the means and the resources that have been entrusted to us.
2. we are committed to having the most sustainable impact for the communities and the people with whom we engage.
3. we are enterprising and engage in our work with a spirit that creates value and overcomes challenges.
4. we strive to inspire all those around us through our vision, values, approaches, choices, practice, actions, and advocacy.

The aim of this Code of Conduct is to provide clear guidance on the standards of behavior all staff are required to abide by.





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## **This Code is governed by:**

Ghawth Conflict of Interest Prevention Policy.  
Ghawth Anti-Fraud, Bribery & Corruption Policy.  
Ghawth Policy for Sexual Exploitation and Abuse.  
Ghawth Anti-Terrorism and Anti-money laundering Policy.  
Ghawth HR Manual.

## **Core Values for this code of conduct**

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

Wherever possible, we will base the provision of aid upon a thorough assessment of the needs of the Refugees and the local capacities already in place to meet those needs. Within the entirety of our programmers, 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.

- B. 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 to espouse 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.

- C. We shall respect culture and custom.**

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



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### I will:

- Respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion, or disability.
- Act fairly, honestly, and tactfully and treat people with dignity and respect. I will respect the national law and local culture, traditions, customs, and practices that are in line with UN conventions.
- Contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.
- Dress in a manner appropriate to the assignment and the cultural setting.
- Maintain high standards of conduct, both personal and professional by serving the mandate and values of Ghawth, by applying Ghawth manuals, policies, guidelines, handbooks, internal rules, and procedures, by striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as a Ghawth representative.
- Refrain from behaving in a way that undermines my ability to do my job or is likely to harm Ghawth reputation. ensure that my personal and professional performance is always based on a non-racist, non-discriminatory, gender sensitive and environmental-friendly conduct.
- Protect Ghawth beneficiaries by taking into consideration the difficult experiences that refugees as victim of War have faced and the disadvantaged position in which they may find themselves in relation to those who hold power or influence over certain aspects of their lives.
- Always seek to care for and protect the rights of the most vulnerable, e.g., children, in particular orphans and separated children, women, single parents, elderly, disabled, chronically sick and vulnerable minority groups. do my utmost to support Ghawth assistance and protection work and act in a manner that ensures that beneficiaries' interests are my paramount consideration.
- Make myself familiar and comply with security & safety and health rules and procedures.
- Ensure Ghawth resources are not misused and protect them from theft, fraud, or other damage.
- Disclose potential conflict of interest with a supplier, service provider or business partner (such as family relations or shareholding).
- Protect, manage, and utilize Ghawth human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at Ghawth disposal for the benefit of beneficiaries and other persons of concern to Ghawth.
- Maintain electronic files and archives in a responsible manner keeping in mind the necessary protection of privacy. Information that may be considered illegal, offensive, or inappropriate must under no circumstances be processed, downloaded, stored, or disseminated.
- Safeguard and make responsible use of the information to which I have access because of my employment with Ghawth.
- Exercise due care in all matters of official business, and not divulge any confidential information about beneficiaries and persons of concern to Ghawth, colleagues, and other work-related matters.
- Exercise necessary caution and discretion about political, military or security matters in official or private communications, including telephone calls, radio messages, e-mails, social media, and letters.
- Ensure when engaged in communication activities, that portrayal of individuals and their circumstances are fairly represented in terms of their capacities and vulnerabilities.
- Make all necessary efforts to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories



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- Report any incident or concern through appropriate channels any matter which appears to break the standards contained in the Code of Conduct

### **I will Not:**

- Take part in any form of discrimination, harassment, or abuse (physical, sexual, or verbal), intimidation or exploitation, or in any other way infringe the rights of others.
- Engage in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way, regardless of the local age of majority or age of consent. Mistaken belief in the age of a child is not a defense.
- Support or take part in any form of criminal, illegal, exploitative, or abusive activities, including, for example child labor, pedophilia, forced prostitution, trafficking of human beings, commodities, and intoxicants.
- Support tolerate or encourage terrorism or the activities of those who embrace terrorism.
- Exchange money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior. This includes exchange of assistance that is due to beneficiaries.
- Ask for or invite any kind of personal payment, service, or favor from others, especially beneficiaries, in return for our help, support, goods or services of any kind.
- Be in possession of, nor profit from the sale of, illicit/illegal goods or substances.
- Drink alcohol or use any other substances in a way that affects my ability to do my job or affects the reputation of Ghawth. Likewise, I will under no circumstances drive a Ghawth vehicle<sup>1</sup> under the influence of alcohol or any other illegal intoxicants. I understand that any knowledge of staff handling any kind of Ghawth motorized transportation means under such influence should be reported and will be dealt with as a breach on the Code of Conduct and security regulations, and lead to disciplinary measures.
- Accept bribes or significant gifts.
- Enter any sort of business relationship on behalf of Ghawth with family, friends, or other personal/professional contacts for the supply of any goods or service to Ghawth or any employment related matters without authorization.
- Use the organization's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography and pedophilia.
- Carry weapons or wear military uniforms within Ghawth premises and vehicles and when on duty.
- Commit to protect the environment and reduce risks of negative impacts on the environment.
- Behave in a way, which creates unnecessary risk to my security or the security of others.
- Use Offices, Ghawth Property or knowledge gained from functions with Ghawth for private gain, financial or otherwise, or for the private gain of any third party, including family, friends, or those they favor.
- Seek personal gain from my employment with Ghawth and will resist any undue political pressure in decision-making. I will not receive or provide bribes, including kickbacks of any kind.
- Engage in any outside occupation or employment without prior authorization. I will not accept supplementary payments or subsidies from a government or any other source.



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- Assist private persons or companies in their undertakings with Ghawth where this might lead to actual or perceived preferential treatment. I will never participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interest may arise and will always act in strict conformity with related Ghawth policies, guidelines, and instructions.
- Reveal both while working for and after leaving Ghawth, any confidential information I have obtained while working for Ghawth to any third party unless legally required to do so. I am aware that the breach of professional confidentiality, both while employed and after leaving the organization, might lead to a claim for compensation and/or prosecution.
- Make comments to the media or to journalists on behalf of Ghawth without prior agreement From the Executive Director.
- Issue statements to the press or other agencies of public information or submit articles, books, or other material for publication, including on internet blogs, websites, online media, social media, and any public electronic forums, if such act relates to the activities or interest of Ghawth without prior necessary approval from the Executive Director. I am committed to the responsible management of any personal social media platform, including Facebook and Twitter, in accordance with the law and the standards listed in the present Code of conduct.
- Disclose any confidential professional matters, nor divulge any confidential information about beneficiaries and persons of concern to Ghawth, colleagues, and other work-related matters, nor represent Ghawth in any way.

**I know any breach of this code of conduct may lead to disciplinary action, dismissal or even legal action and that intentionally false accusations and reports are seen as a breach of the code of conduct and will subject to disciplinary action.**

**Employee Full Name:**

**Position:**

**Date:**

**Employee Signature:**



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