



FSD Group - Code of Conduct

I, the undersigned, xxx xxxxx, acknowledge that I have read and understand the Swiss Foundation for Mine Action's (FSD) Code of Conduct and agree to always abide by it in the course of my association with FSD.

Mission and core values

The Swiss Foundation for Mine Action (FSD) is an organization with an exclusively humanitarian mission. As such, FSD adheres to the humanitarian principles of humanity, impartiality, neutrality and independence. In my work with FSD, all my actions are guided by and consistent with these principles.

In addition, as an FSD employee I share a set of core values: honesty, integrity and respect for people, the fundamental importance of trust, openness, teamwork and professionalism and pride in all that FSD does. My conduct is characterized by these core values and must not in any way harm or compromise FSD's reputation.

I acknowledge and respect the inherent dignity of every human being. This is reflected in my conduct with all people with whom I come into contact, in particular the beneficiaries of FSD's work.

My personal judgement and behaviour

I show due respect, particularly through my conduct, dress and language, for the religious beliefs, culture, usages and customs, rules, practices and habits of the people of the country or context I am in and of my place of work.

In selecting locations or beneficiaries for mine action activities, such as demining, mine risk education, non-technical survey, stockpile destruction and advocacy against the use of landmines, I always apply the humanitarian principles and never discriminate against people based on their race, ethnicity, or religion.

I always act within the bounds of applicable laws, rules and regulations of the country or countries in which I work.

I always do my work fairly, honestly, and legally. Under no circumstances do I accept, offer, give or solicit a bribe, facilitation payment, kickback or other improper payment for any reason. In addition, I refrain from any action aimed at obtaining an unauthorized benefit, such as money, goods, services or other personal or commercial advantages.

Under no circumstances do I use my position to obtain advantages or favours, and I refrain from accepting such advantages, favours or gifts in cash or in kind, promises of gifts, and any other advantage other than token presents in keeping with accepted custom, particularly in exchange for the assistance provided by FSD.

I always use my judgment to act, at all times and in all ways, in the best interests of FSD while performing my job-related duties. I avoid actual or apparent conflicts of interest. A conflict of interest exists when my personal interests interfere with the best interests of FSD, especially when I enter relationships and conduct activities that hurt, or appear to hurt, my ability to make objective and fair decisions.

Financial and material resources

I understand that FSD's work is made possible in large part due to the funding provided by international donors. I respect their contribution and refrain from any actions that could bring harm to the reputation of any of FSD's donors, particularly of those that are funding the programme I work in.



I always act responsibly and exercise sound judgment with respect to matters involving FSD's finances. If, in the course of my duties, I spend money, enter into contracts, or maintain financial records on behalf of FSD, with respect to such duties I always keep accurate and complete records, submit accurate and complete reports as required, comply with FSD's system of internal controls, and ensure compliance with applicable donor, legal and regulatory requirements.

I always act to protect FSD's assets, including physical, intellectual, and electronic or digital property. I apply my judgment in using FSD's assets for personal matters. FSD's assets are the property of the organisation or the donor and provided for official use. My personal use of FSD assets is therefore not excessive and does not interfere with performance of my official duties.

Drugs and sexual exploitation

I undertake to be ready and fit to carry out my duties at all times during my FSD assignment. I will never be at work with FSD while impaired by drugs or alcohol or with illegal drugs in my system. I refrain from the use, possession, sale or distribution of illegal drugs and the misuse of legal drugs or other substances, and understand that such actions are prohibited. I do not consume alcohol during working hours, except when authorised for special occasions.

I stand against harassment in the workplace, understood as a pattern of humiliating, intimidating or hostile language or actions expressed or carried out against an employee or group of employees over time. I avoid actions or behaviours that are, or could be, viewed as harassment.

Under no circumstances do I engage in sexual harassment, i.e. any sexual or gender-related behaviour that is not desired by the person who is the victim of it and that violates his or her dignity.

Under no circumstances do I engage in the practice of sexual exploitation. I commit to never abusing my authority, trust or a situation of vulnerability for sexual ends in exchange for money, work, goods or services. In particular, I will never abuse my position to solicit sexual services in exchange for assistance provided by FSD.

Under no circumstances do I enter into a sexual relationship with a child (a girl or boy under 18 years of age) or incite or force a child to take part in activities of a sexual nature, whether or not he or she is aware of the act committed and irrespective of consent. Likewise, I commit to never engaging in pornographic activities (photos, videos, games, etc.) that involve sexual contact with a child, or acquiring, storing or circulating documents of a paedophilic nature, irrespective of the medium used.

I understand that it is my duty and responsibility, as a person associated with FSD, to use common sense and avoid actions or behaviours that could be construed as corrupt, exploitative or abusive. I commit to refraining from any actions that could bring harm to FSD's reputation, but instead undertake to actively seek to promote FSD's good name through professionalism and good conduct.

When I suspect or observe other FSD staff violating any of the above values and principles, I will address the issue with the colleague concerned or with my superior.

I know and accept that FSD strictly adheres to a zero-tolerance policy with regard to sexual exploitation. I know that any such abuse has to be reported through the FSD Whistle Blower policy.

I also understand and accept that I am not allowed to engage in any sort of professional relationship with partners or suppliers which obviously and knowingly violates these values and principles.

Date

Signature