



Sphere India
National Coalition of Humanitarian Agencies in India

STAFF CODE OF CONDUCT



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Introduction

As a SPHERE INDIA staff member, you are required to abide by the organisation's policies and procedures, the terms and conditions of your employment (as outlined in your employment contract), and to ensure your conduct is in keeping with the organisation's beliefs, values and aims.

The aim of this Code of Conduct is to give you guidance regarding the key issues that you need to be aware of as SPHERE INDIA staff member, and the standards by which you may need to behave in certain circumstances. The Code applies to all SPHERE INDIA staff, regardless of location, and in accepting appointment; you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code is designed for your guidance and protection, although a breach may result in diSphere Indiapiplinary action as deemed fit.

Code of Conduct – Standards

- 1. Be responsible for the use of information and resources to which I have access by reason of my contract/agreement with SPHERE INDIA.**
 - I will ensure that I use SPHERE INDIA information, funds and resources entrusted to me in a responsible manner and account for all money and property, following the appropriate policy and procedural requirements. Resources and property include
 - Office equipment or equipment/resources belonging to SPHERE INDIA
 - Computers including the use of email, internet etc.

- 2. Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with SPHERE INDIA's beliefs, values and aims.**
 - I will treat all people fairly and with respect and dignity.
 - When working in an international context or travelling internationally on behalf of SPHERE INDIA, I will observe all local laws and be sensitive to local customs.
 - I will not work under the influence of alcohol, or be in possession of, illegal substances on SPHERE INDIA premises.
 - I will seek to ensure that my personal conduct does not bring SPHERE INDIA into any ill repute and does not impact on or undermine my ability to undertake my work.
 - I will not enter into commercial sex transactions with beneficiaries. For the purpose of this Code of Conduct a transaction is classed as any exchange of money, goods, services or favours with any other person.

- 3. Ensure the safety, health and welfare of all SPHERE INDIA staff, volunteers and contractors.**

- I will adhere to all legal and organisational health and safety requirements in force at the location of my work.
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and beneficiaries.

4. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of SPHERE INDIA and my work with the organisation.

- I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of SPHERE INDIA– e.g. contract for goods/services, employment or promotion within SPHERE INDIA, partner organisations, civil authorities, beneficiary groups.
- I will behave in a manner that does not undermine national or international perceptions of SPHERE INDIA's impartiality and neutral institution.
- I will notify SPHERE INDIA if I am nominated as a prospective candidate or another official role for any political party.
- I will not accept significant gifts or any remuneration from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my work with SPHERE INDIA.
- I will not abuse my position by requesting any service or favour from others in return for assistance by SPHERE INDIA.

5. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of SPHERE INDIA.

- I will contribute to combating all forms of illegal activities.
- I will notify SPHERE INDIA of any unspent criminal convictions or charges prior to the start of the contract/agreement.
- I will also notify the organisation if I face any criminal charges whilst working with SPHERE INDIA.
- I will not engage in sexual behaviour with children under the age of 18, regardless of local custom.
- I will not abuse or exploit children under the age of 18 in any way and will report any such behaviour of others to the management of SPHERE INDIA.

6. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation.

- I will not discriminate against individuals in any way.
- I will not behave in a way which may be construed as harassment.
- I will never engage in any exploitative, abusive or corrupt relationships.

I have read carefully and understand the SPHERE INDIA Code of Conduct (non-staff) and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support SPHERE INDIA's aims, values and beliefs.

APPLICATION OF THE CODE OF CONDUCT

The Code of Conduct is intended to serve as a guide for anyone connected to the work of SPHERE INDIA in making decisions in their professional lives and, at times, in their private lives. By following this Code of Conduct, it is intended that all individuals will contribute to strengthening the professionalism and impact of the work of SPHERE INDIA.

The Code of Conduct forms part of the contract/agreement with the individual/organisation. Further information and detail on specific aspects of this Code can also be obtained from the management of SPHERE INDIA.

1. All individuals who are carrying out work with SPHERE INDIA will be given a copy of this Code of Conduct and be required to familiarize themselves with its requirements.
2. Individuals will be required to confirm this by signing their agreement to the Code of Conduct and by keeping a copy. A further copy of the signed agreement will be kept by SPHERE INDIA.
3. Guidance will be given in relation to local specific customs and legal requirements, in order to inform the behavior that they will be expected to adopt for those working in a country which is new to them.
4. Managers have a responsibility to ensure that all individuals carrying out work on behalf of SPHERE INDIA are provided with a copy of the Code of Conduct, understand its provisions clearly, and sign their agreements to its terms.
5. When selecting suppliers, contractors, consultants etc., managers should seek to ensure that those selected support the beliefs and values of SPHERE INDIA and do not have a work history that contravenes the requirements of this Code.
6. Any individual who has concerns about the behavior of another individual connected with the work of SPHERE INDIA should raise these with the appropriate SPHERE INDIA manager. Any concerns will be treated with urgency, consideration and discretion.
7. Any breaches to the requirements of this Code of Conduct will be subject to investigation.

*** End of Document ***

Sphere India is a National Coalition of Humanitarian, Development and Resilience Actors in India. The strategic outreach of 155 full members includes key nodal organizations from UN, INGOs, National NGOs, CSR , Academic Institutions, Sector Networks, Expert Individuals, and State IAGs/Networks. The local outreach is evolving with 805 associate members as Sphere India Locally Empowered Organisations Network (LEON) and 1,80,000 community volunteers (CDRF -Community Disaster Response Force) mapped for varied capacities all over India. Sphere India facilitates multi stakeholder coordination, knowledge & capacity sharing and collaborative advocacy for enhancing accountability to affected and at-risk population.

Contact

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