

EBO Code of Conduct

(Revised in March, 2023)

Introduction

A lack of governance, conflict and displacement, inevitably erode and weaken the social and political structures that protect communities and individuals. Against this background, affected populations find themselves in situations where they can be exploited or abused. Such environments can give rise to abuse of power by those providing assistance.

A. Code of Conduct

ADDB Inc. /EBO is determined to prevent and respond to the possibility of abuse or exploitation. Among the steps towards this objective, EBO has adopted a Code of Conduct.

The Code of Conduct is intended for all ADDB Inc. /EBO staff, consultants, volunteers, interns, resource persons, board members of ADDB Inc. /EBO as well as partner organizations and beneficiaries funded by ADDB Inc. /EBO.

B. General Provisions/Principles

1. Respect and promote the fundamental human rights of all, without discrimination irrespective of social status, ethnicity, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability and treat all staff, beneficiaries and other persons fairly, respectfully, with courtesy and dignity.
2. Uphold the highest standards of competence, accountability, efficiency, integrity, transparency and confidentiality in the provision of protection, goods and services in the execution of one's responsibilities.
3. Treat each other with mutual respect without expressing oppressive actions, misusing the responsibility and authority given to him/her and harming someone's performance.
4. Avoid misuse of official position or force or threats for seeking to influence any person or organization for private purposes.

C. Prevention of Sexual Harassments, Sexual Exploitations and Abuses

5. Sexual relationships between ADDB Inc. /EBO staff, and between staff and beneficiaries are strongly discouraged. Any ADDB Inc. /EBO staff who finds himself or herself involved in a

relationship (especially sexual relationship) with another staff member or a beneficiary must immediately inform his or her supervisor of the relationship.

6. Never commit any act or form of harassments and abuses that could result in the physical, sexual, or psychological harm or suffering to individuals. To prevent and protect the sexual harassments and abuses, the following behaviors shall be avoided.
 - a) Unwelcome remarks, slurs, jokes, taunts, or suggestion about a person's body, clothing, race, national or ethnic origin, color, religion, age, sex, marital status, family status, physical or mental stability, sexual orientation, pardoned conviction, or other personal characteristics;
 - b) Unwelcome sexual remarks, invitations, or requests including persistent, unwanted contact after the end of the project;
 - c) Displays of sexually explicit, sexist, racist, or other offensive or derogatory materials;
 - d) Practical jokes that embarrass or insult someone;
 - e) Leering (suggestive staring) or other offensive gestures;
 - f) Unwelcome physical contact, such as patting, touching, pinching, hitting;
 - g) Vandalism of personal property; and/or physical or sexual assault;
 - h) Stalking

7. Never engage in sexual exploitations and abuses (SEA) of beneficiaries under any circumstance. To protect the sexual exploitations and abuses, the actions below shall be followed.
 - a) Never putting the beneficiaries especially children into the compromising situations in order to have sexual activity with them. Having sexual activity with children is prohibited and unlawful.
 - b) Never exchange money, employment, goods, humanitarian assistances or any other services for sex, including sexual favors for services which would otherwise be provided to the beneficiaries by duty and free of charge.
 - c) Never abuse one's authority and positions in order to get the sexual advantage from beneficiaries.

D. Child Protection

8. Respect local law, and international protocols and laws related to children, particularly the United Nations Convention on the Rights of the Child. To effectively protect the children, the actions below shall be followed.
 - a) Never stay alone overnight with one or more children or minors in the staff member's house, project premises or elsewhere. Where possible and practical, apply the 'two-adult' rule.
 - b) Never employ minors (age under 18).

- c) Never use of pictures that are not decent and respectful which present the children as victims for websites or publications. A formal written consent of the child and the guardian(s) must be received prior to the use of the pictures of the children which was adequately clothed and posed.
- d) Never use of personal and physical information that could be able to identify the location of a child for any form of publications or website.
- e) Never fondle, hold, kiss, hug or touch the minors in an inappropriate or culturally insensitive way.
- f) The adult is always considered responsible for his/her behavior toward the child, though the child approached for obtaining special attention.

E. Anti-Corruption

- 9. Bribery and corruption are not accepted in any form. To prevent the bribes / corruption, the actions mentioned below shall be followed within the organization and dealing with other Business groups.
 - (a) Do not give, solicit or receive directly or indirectly any gift or other favor that seems to influence the practice of his/her function, performance of duty or judgement.
 - (b) Do not accept the gifts from the beneficiaries (training participants and/or local communities) where the project is being implemented. If the gift is to be accepted by means of social aspect, it must be declared to the administration department.
 - (c) Do not favor friends, family or other close personal relations in recruitment, project funding, procurement and must not accept the commissions and/or bribes and/or gifts from any suppliers while procuring the goods and services for office and project.
 - (d) Do not misappropriately use or otherwise divert property or funds entrusted to you.
 - (e) A zero-tolerance approach on corruption is practiced when it comes to bribery and corruption.

F. Implementation and Adherence

- 10. Create and maintain an environment that prevents sexual abuse and exploitation, corruption, or abuse of power and promotes the implementation of this Code. Senior staff at all levels have particular responsibilities to support and develop systems that maintain and enhance this environment.
- 11. Prospective employees, board of director/advisory candidates, volunteers/interns, independent contractors, project partners and beneficiaries are to be informed and acknowledged of ADDDB Inc. /EBO's Code of Conduct at the start of any recruiting process and before entering into agreements. In addition to that, the policies and standard operation procedures (SOP) are to be given during orientation.

12. It is an obligation to report any evidence or suspicion of a breach of the Code to Management Committee of respective organizations as soon as possible. Any member of the ADDDB Inc. /EBO Management Committee are suspected of a breach of this code, a staff member should contact the ADDDB Inc. Board directly. If the Management Committee member of ADDDB Inc. /EBO's project partner organization are suspected of a breach of this code, a staff member of that organization should contact the ADDDB Inc. /EBO directly.
13. The ADDDB Inc. /EBO Management Committee shall ensure that when informed of relationships (especially sexual relationship) between staff, and between staff and beneficiaries, appropriate measures are taken to prevent the potential for abuse or exploitation. Report on sexual exploitation and abuses shall be filed to the PSEA focal appointed by ADDDB Inc. / EBO. After receiving the report, the focal will take the necessary actions as per the SOP.
14. In ADDDB Inc. /EBO's new staff recruitment process, reference checks will be conducted with the current/former HR department of the potential candidate, including to confirm that there have been no prior confirmed instances/conclusive investigations of misconduct on sexual exploitations and abuses, harassments and child abuses.
15. The ADDDB Inc. /EBO Management Committee shall ensure that when informed of failure to follow the Code of Conduct, appropriate measures are taken. This can include:
 - Verbal warning
 - Written warning
 - Dismissal from employment, volunteer/internship or Board/ membership/ partnership
 - Withholding of ADDDB Inc. /EBO funding
 - Ending of contract with project partner.
16. Ensure that all information, including reports of breaches of these standards obtained from staff or other workers or beneficiaries, is channeled correctly in accordance with the established reporting mechanism and handled with utmost confidentiality.

G. Code of Conduct: A Binding & Living Document

17. This Code of Conduct is intended to serve as a "living document". It shall be revised so as to make it more responsive to changing circumstances.