

Annex 11 to the Staff Regulations For Mongolia Office

Code of Conduct

for Staff of Caritas Czech Republic at mission in Mongolia

I. Introduction:

- a. This Code of Conduct specifies the attitudes and behaviour that all CCR staff in Mongolia are expected to maintain. The Code is derived from, and closely related to, the CCR Code of Ethics which prescribes the basic values and institutional practices of CCR organisations.
- b. "Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it, and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern".

II. Code of Conduct

- a. This Code is divided into four core areas for ease of reference.
- b. All CCR staff are expected to follow guidelines regarding:
 - i. Values, Conduct and Ethics
 - 1. adhere to, or at least understand and respect the social and moral values of CCR
 - 2. ensure at all times that their personal and professional conduct is of the highest standards, and is seen to be so
 - 3. act in good faith and treat other people with dignity and respect, creating an environment that celebrates diversity
 - 4. respect all human rights and challenge discrimination, harassment, abuse, neglect, and exploitation that infringe the rights of others
 - 5. refrain from making racist, sexist or otherwise offensive statements publicly or privately
 - 6. take reasonable action to protect others from harm
 - 7. observe the laws of the country in which they are working, within the bounds of conscience
 - 8. respect and be sensitive to local customs and culture, dress accordingly
 - 9. ensure that they, and any staff that they manage, act in accordance with health, safety and

10. security guidelines, and endeavour to safeguard others
 11. ensure that CCR's reputation is not be brought into disrepute
 12. maintain the confidentiality of any information or knowledge obtained during the exercise of their duties with CCR
 13. perform their duties competently and with love, without prejudice or discrimination of any form, and maintain CCR' preferential option for the poor
 14. keep in mind local sensitivities when expressing and practicing their respective beliefs
 15. welcome, and build solidarity and cooperation with people from other CCR organisations
- ii. Conflicts of interest, coercion and corruption
 1. avoid using positions of power conferred by their roles as CCR employees to exert
 2. pressure, or extract favours or personal gain economically, professionally, politically or sexually
 3. declare any potential or actual conflicts of interest (financial, personal or familial) in matters relating to CCR' work to their supervisor or other senior manager in writing
 4. refrain from accepting any favours, bribes or other forms of personal enrichment from beneficiaries, partners or contractors under any circumstances
- iii. Protecting Caritas Czech Republic property and exercising stewardship
 1. ensure that CCR' assets and intellectual property are not misused and are protected from theft, fraud or other damage
 2. maintain appropriate standards of honesty and integrity in financial accountability
- iv. Personal conduct
 1. refrain from carrying of any weapons on any CCR business or property (owned or rented) including accommodation/office/vehicles etc.
 2. refrain from using recreational drugs or consuming excessive quantities of alcohol
 3. ensure that their sexual conduct is appropriate at all times

III. Implementation of the Code of Conduct

- a. Complaints mechanism
 - i. Duty to report: Every member of staff has a duty to immediately report any suspicions or concerns regarding breaches of this Code. In most cases staff should raise any concerns with their supervisor. This may be done orally or in writing and should include full details and, if possible, supporting evidence. If for some reason, (e.g. the manager may be implicated) this is not possible, they should speak to a more senior manager or another appropriate authority.
 - ii. All disclosures will be treated in confidence. Anyone who raises concerns about serious malpractice will be protected from victimisation or any other detrimental

treatment if they come forward with serious concerns, provided concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence and will be investigated and treated accordingly.

IV. Breaches of the Code

- a. Any breaches of the Code of Conduct will be investigated, and may lead to disciplinary measures.