

## SAO Association Code of Conduct<sup>1</sup>

Every human being has values that are expressed in their personal attitudes and in their behaviour. The Code of Conduct (CoC) is both a guide and a commitment to apply SAO Association's values and humanitarian principles through ethically responsible personal behaviour. The Code of Conduct outlines the attitudes and behaviours that SAO Association expects of its Board members, employees and volunteers. Standards and provisions of laws and ordinances of Switzerland and the countries in which SAO Association operates, as well as obligations under the organisation's statutes are not reiterated in the Code of Conduct.

The Code of Conduct is binding on SAO Association's Board members, employees and volunteers in Switzerland and abroad, its contractual partners as well as partner organisations implementing SAO Association's programs or projects, or acting on SAO Association's behalf.

International cooperation includes areas of tension that require ethical decisions and corresponding behaviour both at work and during leisure time. The Code of Conduct aims to promote such decisions, support their implementation and prevent deviant behaviour. It serves as a basis for possible measures or sanctions.

This Code of Conduct is an obligation for all stakeholders regardless of their cultural context.

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<sup>1</sup> SAO Associations Code of Conduct is based on that of the Swiss Agency for Development and Cooperation

## Elements of the Code of Conduct

### SAO Association's values and humanitarian principles

I commit at all times to implement SAO Association's mandate as well as the measures it has adopted.  
I reflect my actions and behaviour regularly and promote their compliance with SAO Association's values.

### Dealing with power

I am aware of my privileged position and use it without restriction in the interest of the concerned population. Decisions are taken responsibly in respect of SAO Association's mandate. They are transparent, unbiased and are not made to one's own advantage.

### Appearance

I adapt my appearance, clothing, and speech to my function and to the customs and culture of the country I am working in.

### Conflicts of interests

I distinguish between possible professional and personal interests. I make my personal interests transparent and contribute to the resolution of any type of conflict in respect of the overall mandate. In the event of a conflict of interest, I cede possible decisions to my immediate superior; in particular if relatives or acquaintances of mine are involved in application procedures or tenders for consultant, rental or procurement agreements.

I do not abuse my position for my personal advantage or to grant advantages to third parties. I do not accept gifts, invitations or other privileges which might influence my integrity or ability to act or my power of judgment. Any lack of transparency in a potential conflict of interest is regarded as corruption.

I avoid active and passive corruption and I report to my superiors if benefits are offered to me.

### Respectful dealings with population and staff

I deal respectfully with all persons regardless of their sex, age, origin, religion, social position, physical abilities or sexual orientation. I reject disrespectful and avoid any kind of activity that might be interpreted as disparaging or degrading.

I respect the privacy of my partners, acquaintances and co-workers and observe local standards and customs.

I avoid, in word and deed, any abuse of my hierarchical, material or social position as well as any form of mobbing, sexual harassment and exploitation. I take decisive action against it, particularly when children or adolescents are involved. If I observe mobbing, sexual harassment or exploitation by other members of SAO Association or partners, I react and/or inform my superiors of it. Should I feel uncomfortable informing my superiors on experienced or observed harassments, I contact the person officially designated by SAO Association.

### Public appearance

I am aware that I am also in the public eye as a private person and that my statements may have unwanted effects. I avoid making accusations, spreading rumors and conveying emotive messages. During public appearances, I place the interests of the people concerned and SAO Association's mandate at the heart of my communication. In everything I do, I avoid the possibility of SAO Association being denigrated in public.

## Financial means, material and knowledge

I use the means and material assets of SAO Association and its partner organisations according to contractual agreements, legal provisions and the criteria of correctness, effectiveness, efficiency and compliance with the project objectives.

I use the material entrusted to me and the SAO Association logo for professional purposes only. I use them privately only if permitted by a formal agreement. In any case, I treat them with care.

I make my knowledge available and exercise restraint in the event of confidential information and protected data.

## Safety

I avoid anything that would put me or others in unnecessary danger or that might jeopardise SAO Associations activities in general.

## Health

I am determined to take care of my personal fitness, of my psychological and physical health and to respect that of my colleagues. I strive for a balance between work and leisure. In the event of serious health problems, I inform my superiors or a person of trust if possible, in order to seek good solutions together. The Code of Conduct is an integral part of SAO Association contracts and contracts for partner organisations, consultants and commissioned persons of SAO Association. In signing the contract, the signees agree to respect this Code of Conduct and to behave in accordance with it. The signees are aware that failure to respect this Code of Conduct will lead to discussions of the incidents and may result in measures being taken. Severe violations of the Code of Conduct may entail legal consequences under contract law.

Read and accepted:

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Signature

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Place and Date

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Name (in block letters)