



DICON International
Empowerment Through Cooperation

CODE OF CONDUCT

March 12, 2025

1. Introduction

Development Inter-Cooperation International (hereinafter referred as DICON International) is a Netherland based solidarity, non-for-profit and non-government organization committed to delivering emergency relief, rehabilitation, development assistance, and programmatic services to vulnerable communities. The organization is dedicated to alleviating human suffering and operates with a strictly non-political and non-sectarian mandate, guided by humanitarian principles and a commitment to impartial services to the humanity. DICON International fully complies with current legislation and regulations, as well as with the values upheld by the UNO, ICRC, CHS and the ECHO framework agreement (Directorate-General for European Civil Protection and Humanitarian Aid Operations). Our mission is to:

- a) Provide assistance to the most vulnerable populations, particularly women and children, victims of natural disasters and civil conflicts, and those living in extreme poverty with special attention to neglected groups and overlooked humanitarian needs.
- b) Design and implement holistic, multi-sectoral, and sustainable programs that are pro-poor in focus and effectively bridge immediate humanitarian relief with long-term development at the community level.
- c) Empower communities through meaningful participation, strengthening local capacities, and maximizing the use of local knowledge and resources in both program design and implementation.
- d) Promote peaceful coexistence, social cohesion, and the reintegration of marginalized groups into society.
- e) Protect and preserve lives during times of disasters, armed conflict, civil unrest, epidemics, and climate-related crises.
- f) Uphold the highest professional and ethical standards in program delivery, ensuring accountability and transparency to beneficiaries, donors, partners, and relevant local authorities.

DICON International strongly believes in the power of collaboration and teamwork, recognizing that the organization's success depends greatly on the integrity, decisions, and conduct of its governing board, staff members, associates, and volunteers. As a humanitarian and development organization working to assist the most vulnerable populations, it is essential that all personnel read, understand, and adhere to DICON International's policies and principles. This commitment ensures that services are delivered to beneficiaries with dignity, efficiency, accountability, and professionalism.

2. Scope & Purpose of the Code of Conduct

The purpose of this Code of Conduct is to provide all associates including employees with guidance and protection regarding the most important issues that they should be aware of as a part of DICON International. This code also protects DICON International programs against the risks posed by lack of knowledge or the naïveté of board, employees and all other associates. In doing so, the code contributes to achieving the organization's mission and results. DICON International is committed to ensuring board, committee (s), staff, volunteers, and all associates to be able to work in a supportive environment of trust and respect. We believe that articulating our values and obligations to one another reinforces the high standards expected. By documenting and openly sharing our code of conduct, it provides us with clear avenues to take corrective action should any of us ever stray off course.

Without exception, we expect everybody engaged in our cause to:

- Behave in a manner that respects and protects older people
- have zero tolerance of any forms of harassment
- embrace diversity and adopt an inclusive approach
- encourage individuals to report any examples of unacceptable behaviour or actions
- take action to maintain the highest of standards

3. Our Values

We want our workplaces to be productive, supportive and a safe space for everybody. We achieve this through high standards of professionalism in many ways:

- Seeking to use respectful communication
- Working collaboratively and constructively confronting problems
- Being open to new ways of working
- Taking care of each other and making safety and security a priority

3.1 Ethical behaviour

We expect all our associates, staff, volunteers and consultants *will*:

- demonstrate respect for all human rights and challenge discrimination on the grounds of age, gender, disability, ethnic origin, religion, and other criteria defined by our Equal Opportunities & Dignity at Work Policy.
- treat older people with dignity and respect and create an environment that prevents their physical, sexual or emotional abuse or neglect.
- take positive action to reduce older people's risk from harm.
- act fairly and honestly and treat others with dignity and respect.
- work in accordance with health, safety and security guidelines and avoid behaviour that creates unnecessary risk to security.
- work actively to eliminate discrimination, harassment, abuse and exploitation, including those of a sexual nature that infringe the rights of others.
- ensure our resources e.g. vehicles, computers, communications equipment are not misused and protect them from theft, fraud or other damage.
- respect the spirit in which our benefits, insurance cover and expenses policies are offered and keep any claims within reason.
- be respectful of local culture and customs.

3.2 Unacceptable behaviour

We expect all our staff, volunteers and consultants will not:

- use the organization's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.
- form business relationships between family members or friends and DICON International, or between DICON International and any other business in which individuals have a managerial or financial interest.
- accept any favours and bribes, gifts (except small token of appreciation) from beneficiaries and contractors, or other forms of personal enrichment under any circumstances. Small tokens of appreciation may be received but line managers must be informed of any gifts that are offered or received.
- abuse a position of power or authority by forming sexual relations in the workplace or gain any other advantage.
- work while under the influence of any drug, including alcohol, or drug related

substance (with the exception of prescribed drugs for health reasons) that affects the ability to perform duties, nor bring any such substances on DICON International property, offices or in vehicles.

- engage in any type of sexual relationships with any person under the age of 18 years, including colleagues, program beneficiaries or their family members.
- use social media to bully or harass other people or to damage DICON International's reputation in any other way.
- purchase, or acquire through coercion, sexual favours from colleagues and stakeholders.

3.3 Relationship to local culture and communities

We expect our staff, volunteers and consultants will respect their local community by:

- taking all reasonable action to avoid prejudice to our reputation by refraining from inappropriate behaviour or action that might offend local sensitivities.
- when involved in local political, religious, or community leadership activities, commit to ensure that our mission and objectives in the country are not compromised.

3.4 Conflicts of interest

To avoid any actual or perceived conflict of interest, we encourage all our staff, volunteers and consultants to:

- declare any connections with family, friends or business with other parties that may constitute a conflict of interest.
- agree in advance any potential concurrent employment (e.g. a second job) to ensure no conflict and to check the combined workload does not have an adverse effect on wellbeing or maintaining high standards of work.

3.5 Data protection

We expect all our staff, volunteers and consultants to take care when handling confidential data and sensitive information:

- follow IT procedures in respect of computers and access to on-line tools.
- keep confidential files stored in a suitably secure facility.

- dispose of confidential material in an appropriate manner
- remove access to any third party applications when our staff move on.

4. Taking Action

Everybody is expected to report any breaches of this code and/or seek help if needed.

- report immediately any breaches of this code to a line manager, either through the established reporting mechanism or, if not appropriate, to another senior member of staff or Human Resources.
- all suspected breaches of the code will be thoroughly investigated and treated with the utmost confidentiality.

5. Making the Code Effective

We are committed to supporting staff to understand the code and provide a variety of ways to raise issues both formally and informally:

- discuss with manager or department director.
- raise any issues arising from a trip on return, or joint work reporting mechanisms
- raise a whistleblowing concern in complete confidence.
- raise awareness of issues through HR processes (induction, staff surveys, staff council meetings, exit interviews).
- share our values and expectations with new induction of members, hires of staff, consultants and volunteers.
- explain our values and expectations with partner agencies, consultants and other third parties working with our staff on emergency responses.

6. Related Policies & Procedures

There are two key further policies in place to help support good working practices:

- Equal Opportunities & Dignity At Work
- Whistleblowing

7. Our Statements & Commitments

7.1. Anti-harassment statement

DICON International is committed to a workplace free of harassment and fear of reprisal for taking action to stop, oppose or prevent harassment in the workplace. We take a zero tolerance approach to:

- Any offensive, intimidating, malicious or insulting behaviour
- Bullying and all forms of aggression
- Spreading malicious rumors
- Inappropriate physical contact
- Unwelcome sexual attention
- Advocating for, or encouraging, any of the above behaviour

Our staff, volunteers, and consultants are encouraged to report any incidents as soon as possible to their manager, a member of the leadership team or as a whistleblowing concern.

7.2. Sexual exploitation and abuse

DICON International is committed to the IASC¹ six core principles relating to sexual exploitation and abuse:

1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.
3. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
4. Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.

¹ Inter-Agency Standing Committee created by UN General Assembly in 1991

5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.

6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

I have received DICON International’s Code of Conduct, which I have read, or had read to me, and understand.

I _____ also agree to support and embrace diversity and inclusion as detailed in the Equal Opportunities & Dignity at Work Policy.

I understand that failure to comply with any principles of DICON International’s Code of Conduct may result in disciplinary action, and where applicable in legal or criminal prosecutions.

Name: _____

Signed: _____

Date: _____

Please return this page to your local Human Resources contact.