Code of Conduct

actionaid

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1. INTRODUCTION

ActionAid España is the member entity of ActionAid International in Spain. As such, it shares the vision, mission and values of the Federation, and adheres to all its institutional policies. This Code of Conduct is an expression of that shared commitment and provides the reference framework for the conduct of all persons linked to the organisation.

ActionAid España is committed to ensuring that all its staff behave in a way that respects and protects both the rights-holders and communities we work with, and the people who form part of the organisation, in accordance with the feminist principles and values to which ActionAid adheres.

Furthermore, all staff of the organisation are representatives of ActionAid España, and therefore of the Federation, and their actions and behaviours can enhance or damage the organisation's reputation. For these reasons, this Code of Conduct is binding on all ActionAid España staff, within the framework of the ActionAid International Federation Code of Conduct. This code will also be used as the basis for staff induction and training, and will be reviewed periodically, with the aim of generating a positive and ongoing impact on the organisational culture.

This Code of Conduct provides clear guidance and describes examples of conduct considered unacceptable. This is not an exhaustive list and applies to anyone who represents ActionAid España: contracted staff, volunteers (including board and assembly members), consultants, interns, visitors, dependants accompanying staff while working for us, and other people representing the organisation, such as partner organisations working in communities on shared or co-led projects.

Throughout this document, when the word “staff” is used, it refers to all the persons mentioned above.

The Code of Conduct must be made public so that partner organisations and the communities we work with are aware of it and can raise concerns, report or denounce the conduct of those who act contrary to it. Furthermore, information will be made public on how and to whom they can report any misconduct or breach committed by ActionAid España staff.

The Code of Conduct is a binding document:

Staff who fail to comply with any of the provisions set out in this document may face disciplinary measures, termination of their contract or, in some cases, legal action.

Staff are required to read and fully understand the content of this document and, if they have any doubts or questions, must seek guidance from their coordinator, general management or ActionAid España's People Development department.

All complaints or concerns received will be considered and handled with confidentiality and due ethical diligence by the organisation. ActionAid España will take all necessary measures to protect staff or other persons who report possible breaches of this Code.

Persons in country coordination and management positions have the specific responsibility to set a good example and create a working environment conducive to maintaining the standards set out in the Code of Conduct.

2. ACTIONAID CODE OF CONDUCT

Staff are responsible for behaving, both inside and outside work, in accordance with the values, policies and procedures of ActionAid, as well as the provisions of this Code of Conduct. The following sets out the individual commitments that each person undertakes:

Recognising my power and privilege

- I will be aware of the power and privilege I hold in relation to other team members, community members and/or partner organisations I work with.
- I will not raise expectations in the communities, partner organisations or third parties I interact with, and will be honest about how much ActionAid España can support them through its projects or resources.

Protecting the safety and wellbeing of myself and others: this means I will comply with ActionAid's global security policy and the specific health and safety policies of the organisation in my country.

- I will comply with all legal and organisational health and safety requirements at my workplace and when travelling within or outside my duty station/country.
- I will be supportive and help ensure the safety, health and wellbeing of my colleagues.
- I will be proactive in raising any security concerns with the country coordination or management (as appropriate), in a confidential and careful manner.
- I will respect the privacy of my colleagues, the staff of our partner organisations and the people in the communities where we work, and will not share their confidential or personal information without their consent (including images — videos and photographs).

Demonstrating mutual respect: this means I will recognise the innate value and experiences of all people, as well as the value of diversity. I will do so by respecting the rights of all people, regardless of their origin, age, gender, gender identity, sexual orientation, culture, dress, language, political affiliation, health status, colour, class, caste, ethnicity, marital status, disability, location, pregnancy and religion.

- I will act in a fair, honest and thoughtful manner and will treat all people with dignity and respect.
- I will respect national laws and local cultures, traditions, customs and practices of the country in which I am working that do not conflict with ActionAid's values.
- I will not engage in any form of discrimination, intimidation and harassment, or abuse (physical, sexual or verbal), intimidation, humiliation, or exploitation, nor in any form of violating the rights of others. In this regard, reference should be made to ActionAid International's Policy and Procedures on the Prevention of Sexual Harassment and Exploitation (SHEA) and the Anti-Harassment Policy in force in the country where one works for more information on this point.

Maintaining high standards of personal and professional conduct: this means I will always strive to achieve the best in my work, will take full responsibility for my actions and will not abuse my position of power as a representative of ActionAid España.

- I will adopt and promote accountability and, proactively, be accountable and strive to improve in transparency, evaluation and learning in my day-to-day work.
- I will not behave in a manner that undermines my ability to do my work or that could discredit the organisation.
- I will be aware of how my language, actions and relationships with the rest of the staff, board members, management team and community members in which I am working are used and perceived, both inside and outside the workplace.
- When working or travelling on behalf of ActionAid España I will comply with all local laws and act with sensitivity and respect for local customs.
- I will comply with the terms of ActionAid International's Safeguarding policies, available on the organisation's website and which are mandatory.
- I will not engage in sexual relations with a vulnerable adult or with any person under the age of 18. A minor is considered to be any person who has not reached the age of 18 (or older, if stipulated by local legislation), regardless of local custom.
- I will not knowingly abuse or exploit anyone in any way.
- I will comply with the terms of ActionAid's Policy and Procedures against Sexual Harassment.
- I will not exchange money, employment, goods or services in return for sexual favours.
- I will not work while under the influence of alcohol or drugs, nor will I be in possession of these during work.
- I will not benefit from the sale of other illegal goods or substances while employed or contracted by ActionAid España.
- I will not request or invite any personal payment or service from other people, especially from the communities we work in, in exchange for the projects that ActionAid España can offer or its assistance, nor will I accept goods or services of any kind from the communities.
- I will not accept bribes or gifts of value (except small tokens of appreciation, which I will have to report and declare internally) from governments, authorities, communities, donors, suppliers or others that have been offered in exchange for work I have carried out.
- I will not participate in activities that violate human rights or that compromise the work of ActionAid España.
- I will adhere to and align with the AAI values of mutual respect, equity and justice, integrity, solidarity with people living in poverty and exclusion; strength and courage of conviction, independence from any religious or party political affiliation, and humility.

Personal conduct outside work: this means I understand that I will be seen as a representative of ActionAid España, both inside and outside working hours and at any

social or work event.

- ActionAid España does not intend to dictate how staff conduct their personal lives; however, illegal behaviour and other behaviour such as that described above that could bring the organisation into disrepute, endanger it or the safety of staff, whether during or after working hours, will be considered as a breach of this Code and will be subject to performance evaluation or disciplinary procedures, as appropriate.

Protection and use of assets, resources and information: this means I will manage ActionAid España's finances, assets, information and other resources with care and protect them from avoidable theft, fraud or other damage, or exposure to unauthorised persons.

- I will ensure that I use the information, funds and resources of ActionAid España entrusted to me in a responsible and confidential manner. And I agree to account for all money and property in my care.
- I will be responsible for ensuring value for money in accordance with our commitment to promote austerity and to maximise returns in the way we use ActionAid España's money and resources.
- I will follow the organisation's policies, procedures and guidelines for managing and using these funds and resources.
- I will not use computer equipment or other equipment belonging to the organisation to view, download, create or distribute inappropriate material, including, but not limited to, pornographic, defamatory, abusive material or material that includes biases or sexist or racist messages.
- When I am permitted to use ActionAid España's equipment for personal use (including, but not limited to, vehicles, accommodation and computer equipment), I will ensure that my behaviour and use of these does not damage the organisation's reputation.
- I will not disclose private or confidential information relating to the organisation or ActionAid, its staff, beneficiaries or communities to third parties, unless it is a requirement of my work or I am legally obliged to do so. For further details, please refer to ActionAid's Open Information Policy.

Avoiding conflicts of interest and duty: this means I will be transparent and honest in all my dealings within ActionAid España and will not seek personal, family or professional benefit or gain, or an advantage when carrying out these dealings on behalf of the organisation.

- I will declare to ActionAid España any connection, including personal, family, friendship or business ties, that link me to other parties that may constitute a conflict of interest and duty, and will ensure that my work does not benefit from such connections.
- I will not enter into any type of working relationship on behalf of ActionAid España with my family, friends or other personal and professional contacts for the acquisition of goods or services for the organisation, nor will I hire anyone with whom I have a connection without authorisation from the Management Committee.
- I will not have a personal (intimate) relationship with someone I supervise within ActionAid España or someone to whom I report or who supervises me.

To avoid any conflict of interest at work and within teams, including power differentials, I will inform the person responsible for my coordination or management of any potential case I detect.

- I will not accept any additional employment or consultancy outside ActionAid España where there is a potential conflict of interest without prior authorisation from the coordinator and/or management as appropriate.
- I acknowledge that there is an inherent conflict of interest and potential abuse of power if I maintain relationships with staff and volunteers of the organisation or ActionAid. If I am currently in that situation, I will inform my direct supervisor and any conflict of interest will be resolved without delay. I understand that all persons working for ActionAid España have the right to approach a higher authority in the organisation to report abuses or any violation of this Code.
- I will ensure that all information about breaches of this Code is handled in a confidential and discreet manner.
- I am aware that all alleged breaches of the Code will be thoroughly investigated and treated with the utmost confidentiality, in accordance with the appropriate procedures of ActionAid España.

FOR COUNTRY COORDINATION AND MANAGEMENT POSITIONS

- I have the specific responsibility to set a good example in terms of my behaviour, both inside and outside work.
- I will not participate in or tolerate any form of abuse, discrimination or harassment in the workplace.
- I will encourage and be open to receiving feedback from all members of my team.
- I will provide timely feedback on the performance of each team member through meetings, as well as guidance, motivation and recognition of their merits.
- I will ensure that budget and support are available for the safeguarding and wellbeing of staff and beneficiaries.
- I will ensure that staff security is planned and budgeted in accordance with the Global Security Policy.
- I will ensure that any complaint or concern I receive is managed with confidentiality and referred through all established channels.

I will report or denounce any incident or concern related to this Code of Conduct: this means I will raise any possible incident, abuse or concern that I witness or become aware of through the **reporting channel** available on Bizneo (here) or on the ActionAid España **website** (here), which allows internal and external communication in a confidential manner.

Alternatively, I may contact the organisation via email at **compliance.esp@actionaid.org,** with the same guarantees of confidentiality and protection against retaliation as the reporting channel.

The use of any of these channels is protected by the Spanish Law 2/2023, of 20 February, which guarantees the confidentiality of the reporting person and their protection against any form of retaliation.

3. DECLARATION OF ACCEPTANCE AND ETHICAL COMMITMENT

I confirm that I have read and understood the values, attitudes and behaviours described in this Code of Conduct of ActionAid España, and I agree to comply with it in full.

In particular, I declare that:

- I understand that, if this Code of Conduct requires a higher standard than local laws, this Code will prevail.
- I understand that non-compliance with any aspect of the Code of Conduct of ActionAid España may result in disciplinary measures.
- I am aware that ActionAid España may choose, or in some cases be obliged, to report to the relevant professional or governmental authorities when the law has been or is suspected to have been breached.
- I am aware that ActionAid España also adheres to the Code of Conduct of the International Federation of Red Cross and Red Crescent Societies — International Committee of the Red Cross (IFRC/ICRC), applicable in any humanitarian or conflict context.

My employment, volunteer placement, internship, technical assistance and/or service contract, or participation in the board of ActionAid España, is conditional upon my signing and therefore accepting this Code of Conduct and its contents.

As a staff member, volunteer, partner, board member, consultant or other person linked to ActionAid España, I am obliged to report promptly any observed violation of this Code through the channels described in this document.

Signing this document is mandatory and must be returned by the means indicated by the organisation.

Full name:
Date:
Signature: