

# YWCA RWANDA CODE OF CONDUCT FOR SAFEGUARDING AND PROTECTION FOR STAFF, VOLUNTEERS, CONSULTANTS AND ALL OTHER CONTRACTORS



All of the YWCA RWANDA staff, volunteers, consultants and all other contract parties are expected to comply with the following Code of Conduct and are responsible for encouraging, advocating and promoting the dissemination of these ethical standards. The Code applies to all YWCA Rwanda's staff, consultants and all other contract parties like suppliers and service providers who are all requested to sign it and thus confirm that they uphold its standards as far as applicable to their status.

## 1. RESPECT FOR HUMAN RIGHTS

1.1 The staff, volunteers, consultants and all other contract Parties like suppliers and service providers certifies that he or she does not/ will not violate the fundamental human rights as set out in the European Convention on Human Rights from 1950 including all protocols to the convention, and respect the dignity and worth of all persons including respect for the equal rights of men and women.

## 2. ILLEGAL ACTIVITY

2.1 The staff, volunteers, consultants and all other contract Parties certifies that he or she is not engaged in any sort of illegal activities.

## 3. ANTI CORRUPTION

3.1 The staff, volunteers, consultant and all other Contract Party certifies that he or she does not/will not engage in any sort of corruption, including but not limited to money laundering, bribery, facilitation payments, embezzlement, extortion, favouritism, fraud and obstruction of justice.

## 4. TERRORISM

4.1 The staff, volunteers, consultant and all other Contract Party certifies that he or she does not/will not engage in any transactions with, and/or the provisions of resources and support to, individuals and organizations associated with terrorism.

## 5. HUMAN TRAFFICKING

The staff, volunteers, consultants and all other Contract Party certifies that he or she does not/will not engage in trafficking of persons, in all forms.

## 6. SEXUAL EXPLOITATION, HARASSMENT AND ABUSE

6.1 The staff, volunteers, consultant and all other Contract Party certifies that he or she will protect all people from sexual abuse and sexual exploitation, meaning any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

6.2 The staff, volunteers, consultant and all other Contract Party certifies that he or she will protect all people from sexual harassment meaning any verbal or non-verbal unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature.

6.3 The staff, volunteers, consultant and all other Contract Party is committed to ensuring that staff, partners, members and beneficiaries (trainees, trainers, and guests) are free of any forms of abuse including sexual exploitation, discrimination, bullying and harassment at the workplace during trainings, workshops, meetings and other beneficial engagements so our employees, partners and beneficiaries can feel safe and happy.

## 7. CHILD LABOUR

7.1 The staff, volunteers, consultant and all other Contract Party certifies that he or she will not engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

## 8. FORCED LABOUR

8.1 The staff, volunteers, consultant and all other Contract Party certifies that he or she is not using any form of forced and compulsory labour.

## 9. WORKING CONDITIONS

9.1 The staff, volunteers, consultant and all other Contract Party certifies that he or she is not allowing working conditions that violate the Convention on Occupational Safety and Health from 1981 including the Protocol from 2002.

9.2 The staff, consultant and all other Contract Party certifies that he or she is protecting workers from any acts of physical, verbal, sexual or psychological harassment abuse or threats in the workplace by either their fellow workers or their managers.

## 10. DISCRIMINATION IN WORKING CONDITIONS

10.1 The staff, volunteers, consultant and all other Contract Party certifies that he or she is not discriminating any of its workers with regard to race, colour, gender identity, religion, language, political affiliation, cultural and tribal affiliation, migration status, socio-economic status, national or social origin, sexual orientation, health or medical status (both mental and physical), marital status, age, disability, or other distinguishing characteristics.

10.2 The staff, volunteers, consultant and all other Contract Party certifies that he or she is making employment-related decisions, from hiring to termination and retirement which are based only on relevant and objective criteria.

## 11. TRANSPARENCY AND ACCOUNTABILITY

11.1 The staff, volunteers, consultant and all other Contract Party undertakes a duty of full disclosure of any relevant material at any time and at the sole discretion of YWCA Rwanda in order for to examine any alleged breach of this Code of Ethics.

Any Breach of the representations and warranties of this Code of Ethics shall entitle YWCA Rwanda to terminate any contractual relations with the staff, consultant and Contract Party immediately upon notice to the staff, consultant and Contract Party, at no cost to YWCA Rwanda.

## 12. ENVIRONMENT

12.1 The staff, volunteers, consultant and all other Contract Party certifies that he or she does not/will not violate any international environmental agreements.

12.2 The staff, volunteers, consultants and all other Contract Party undertakes to support a precautionary approach to environmental challenges and not in any way damaging, destroying or causing any harm to the environment. Further the staff, consultant and all other Contract Party undertakes to encourage the development and diffusion of environmentally friendly technologies and undertake initiatives to promote environmental responsibility and sustainability.

I commit to denounce and to report any of the above cases of harm and abuse.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_