



EBO MYANMAR

ADDB Inc - Canada
Euro-Burma Office - Belgium
EBO Foundation - Chiang Mai



Code of Conduct



EBO MYANMAR

CODE OF CONDUCT

A lack of governance, conflict and displacement, inevitably erode and weaken the social and political structures that protect communities and individuals. Against this background, affected populations find themselves in situations where they can be exploited or abused. Such environments can give rise to abuse of power by those providing assistance.

Code of Conduct

EBO is determined to prevent and respond to the possibility of abuse or exploitation. Among the steps towards this objective, EBO has adopted a Code of Conduct.

The Code of Conduct is intended for all staff, consultants, volunteers, interns and resource persons of EBO Myanmar; EBO Foundation Thailand; Euro-Burma Office, Belgium; members of the Associates to Develop Democratic Burma Inc., and partner organizations/ beneficiaries, funded by EBO.

It is designed to assist those working with EBO to better understand the ethical obligations placed upon their conduct and to act in accordance with the public trust endowed on them.

EBO staff members - including consultants, volunteers, interns and resource persons; of EBO Myanmar, EBO Foundation Thailand, Euro-Burma Office Belgium and ADDB; and partner organizations/ beneficiaries abide by this Code:

PREVENTION OF HARASSMENT, SEXUAL ABUSE AND EXPLOITATION



1. Respect and promote the fundamental human rights of all, without discrimination irrespective of social status, ethnicity, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.
sexual, or psychological harm or suffering to individuals. Some examples of harassment include:

-Unwelcome remarks, slurs, jokes taunts, or suggestion about a person's body, clothing, race, national or ethnic origin, color, religion, age, sex, marital status, family status, physical or mental stability, sexual orientation, pardoned conviction, or other personal characteristics;

-Unwelcome sexual remarks, invitations, or requests including persistent, unwanted contact after the end of the project;

-Displays of sexually explicit, sexist, racist, or other offensive or derogatory materials;
2. Treat all staff, beneficiaries and other persons fairly and with respect, courtesy, and dignity according to international human rights law, and laws of the country of activity.
3. Never engage in sexual abuse or exploitation of staff and/or beneficiaries under any circumstance.
4. Never commit any act or form of harassment that could result in the physical,

-Practical jokes that embarrass or insult someone;

-Leering (suggestive staring) or other offensive gestures;

-Unwelcome physical contact, such as patting, touching, pinching, hitting;

-Patronizing or condescending behavior;

-Humiliating an employee in front of co-workers;

-Abuse of authority that undermines someone's performance or threatens her or his career;

-Vandalism of personal property; and/or physical or sexual assault;

-Stalking.

5. Never exploit the vulnerability of staff and beneficiaries, especially women and children, or allow them to be put into compromising situations.

6. Never engage in any sexual activity with children - persons under the age of 18 - regardless of the age of majority or consent. It shall

not be a defense that one was mistaken as to the age of the child concerned.

7. Never accept or exchange money, employment, goods, or any other services for sex, including sexual favors for services and promotion which would otherwise be provided to the staff and beneficiaries by duty and free of charge.

8. Never engage in any other forms of humiliating, degrading, or exploitative behavior under any circumstances.

9. Never abuse one's authority, position, or influence by withholding protection, humanitarian assistance, nor give preferential treatment in order to solicit sexual favors, gifts, payments of any kind, or any other advantage.

10. Ensure that all information, including reports of breaches of these standards by staff or other workers or obtained from beneficiaries, is channeled correctly in accordance with the established reporting mechanism and handled with utmost confidentiality.

11. Uphold the highest standards of competence, accountability, efficiency, integrity and transparency in the provision of protection, goods and services in the execution of one's responsibilities.

12. Create and maintain an environment that prevents sexual abuse and exploitation, corruption, or abuse of power and promotes the implementation of this Code. Managers at all levels have particular responsibilities to support and develop systems that maintain and enhance this environment.

13. Sexual relationships between EBO staff, and between staff and beneficiaries are strongly discouraged.

14. Any EBO staff who finds himself or herself involved in a relationship with another staff member or a beneficiary must immediately inform his or her supervisor of the relationship.

15. The EBO Management Committee shall ensure that when informed of relationships between staff, and between staff and beneficiaries, appropriate measures are taken to prevent the potential for abuse or exploitation.

16. Any EBO staff who finds himself or herself being sexually harassed by another staff member or a beneficiary, must immediately inform his or her supervisor of the harassment.

CHILD PROTECTION



17. Respect local law, and international protocols and laws related to children, particularly the United Nations Convention on the

Rights of the Child.

18. Do not stay alone overnight with one or more children or minors, whether in the staff

member's house, project premises or elsewhere.

19. Do not hire minors as 'house help', to assist in activities of the EBO or partner organization, or provide shelter for minors in the homes of EBO staff. A minor for EBO purposes is defined as a child under the age of 18 years. Even though providing employment for a minor may be culturally acceptable and provide benefits not otherwise available to the child, the hiring of minors may lead to misunderstandings and is inconsistent with EBO's efforts to ban exploitative child labour.
20. Do not fondle, hold, kiss, hug or touch minors in an inappropriate or culturally insensitive way.
21. Where possible and practical, apply the 'two-adult' rule, wherein two or more adults supervise all activities where minors or children are involved and are present at all times, should be followed. If this is not possible, EBO staff members are encouraged to look for alternatives such as being accompanied by community members on visits to children.
22. Be aware that some children who, because of the circumstances and abuses they have experienced, may use a relationship to obtain 'special attention'. The adult is always considered responsible even if a child behaves seductively. Adults should avoid being placed in a compromising or vulnerable position.
23. Use pictures that are decent and respectful, not presenting children as victims. Children should be adequately clothed and poses that could be interpreted as sexually suggestive should be avoided. Language that implies a relationship of power should also be avoided.
24. Do not use images of children without formal written permission/ consent of the child and his/her guardians, on websites or in publications.
25. Do not use personal and physical information that could be used to identify the location of a child within a country on web sites or in any other form of communication.

CORRUPTION



26. Avoid any conflict – real or potential – between personal interests and the interests of EBO/ADDB.
27. Do not give or accept bribes in any form.
28. Do not seek to influence any person or organization for private purposes by using official position or by using force or threats
29. Do not use deception, trickery or breach of confidence to gain an unfair or dishonest advantage.
30. Do not misappropriate or otherwise divert property or funds entrusted to you.
31. Do not give, solicit or receive directly or indirectly any gift or other favour that may be seen to influence the exercise of his/her function, performance of duty or judgement. This does not include conventional hospitality or minor gifts (see EBO guideline).
32. Do not favour friends, family or other close personal relations in recruitment, procurement or project funding.
33. Do not intentionally make false allegations or accusations against another worker of breaching the provisions of the Code of Conduct.





AWARENESS RAISING

EBO commits to provide awareness raising education for staff; board members and volunteers; and beneficiaries in the definition of exploitation and abuse and neglect, anti-corruption and child protection which will include indicators of abuse in the local context.

PERSONNEL RECRUITING AND SCREENING

Prospective employees, board of director/advisory candidates, volunteers/interns or others, and beneficiaries are to be informed of EBO's Code of Conduct at the start of any recruiting process. Policies and standards are to be reviewed during orientation.

Basic screening of applicants for employment includes a written application, personal interviews and reference checks. During the interview process, applicants will be asked about previous work with children.

Individuals who are hired as independent contractors are to be notified of EBO's Code of Conduct and are to be made aware that they are expected to follow behavior protocols set out above.

In the best interests of children, EBO/ADDB should not hire anyone with a prior conviction for child abuse, pedophilia or related offences.

PARTNER ORGANIZATIONS

Before entering into agreements with partner organizations, EBO should ensure that the Code of Conduct has been received and acknowledged.

REPORTING

All staff and beneficiaries are obliged to familiarize themselves with the Code of Conduct and respect its principles. They are obliged to report any evidence or suspicion of a breach of the Code to the EBO Management Committee as soon as possible. In exceptional and drastic circumstances, where all members of the EBO MC are suspected of a breach of this code, a staff member should contact the ADDB Board directly.

IMPLEMENTATION

The EBO Management Committee shall ensure that when informed of failure to follow the Code of Conduct, appropriate measures are taken. This can include:

- A verbal/ written warning
- Transfer to another location
- Dismissal from employment, volunteer/internship or Board/ membership/ partnership
- Withholding of EBO funding
- Ending of contract with project partner.

This Code of Conduct is intended to serve as a "living document".
It shall be revised so as to make it more responsive to changing circumstances.

Copyrights:

Icons: p.3 and 7: Created by @Luis Prado from the Noun Project; p. 5: Created by @Randall Barriga from the Noun Project; Icon p. 8: Created by @Andrew Hainen from the Noun Project. Icon p. 7 and on back page: @Carlos Palma from the Noun Project.

Photography cover page: @Bruce Levin/ Levin Studio. Layout: @ Angelique Berhault.



EBO MYANMAR

CODE OF CONDUCT



© EBO/ ADDB - 2015