



DCA Staff Code of Conduct

Endorsed by: DanChurchAid's Cooperation Committee

Revised: 5 July 2023

DanChurchAid (DCA) subscribes to the following Code of Conduct and Policies:

- DCA's Vision, Values & Goals
- Code of Conduct for The International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief (1994)
- DCA's Code of Conduct
- DCA's Complaints Handling Guideline
- DCA's Whistleblower Scheme and Complaints System Policy
- DCA's Staff Policy to Prevent Sexual Exploitation, Abuse and Harassment
- DCA Policy on Child Safeguarding
- DCA's Anti-Corruption Policy
- DCA's Human Rights Policy

This Code of Conduct applies to all staff during their service with DCA, at all times – both during and after working hours. "Staff" in this Code of Conduct refers to all employees, despite geographical location, including consultants, volunteers and interns. The Code of Conduct also applies to DCA's Council and Board members.

1. DCA employees must be familiar with and respect DCA values based on a Christian and humanitarian view of life, as presented in our Vision, Values and Goals. Furthermore, DCA is a human rights-based organisation, and recognises respect for human rights as a foundational prerequisite for the achievement of a more just, fair and sustainable future for people and the planet. DCA's four organisational values are our compass for all levels of the organisation and which guide both management, daily actions of staff, and organisational decisions:

- **Compassionate:** We respect and welcome differences and are obligated to help others. We walk the extra mile with people in need and encourage dialogue whenever possible. We work hard to ensure that people have equal rights and are treated equally.
- **Pro-active:** We create positive change by taking action when needed. We create space for innovation and are constantly curious about new ways of working. We seek engagement with others to break new ground.
- **Responsible:** We are transparent and accountable in all actions and create sustainable solutions. We inspire trust through leading by example with integrity. We consider the bigger picture and develop solutions that will provide sustainable and effective aid work.
- **Respectful:** We respect the wishes and preferences of the people we help and act with fairness in all activities. We learn from our colleagues and partners to strengthen our organisation.

2. DCA employees must respect and promote fundamental human rights without discrimination of any kind and treat others equally, irrespective of their social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation, disability or health status. (See DCA's Human Rights Policy). DCA employees are expected to promote an inclusive culture and diversified working environment where everyone is respected, and their voices are welcomed and valued. The collaboration between all employees and people supported by DCA, ensures that they are empowered by this interaction.

3. DCA employees are expected to refrain from any action or verbal statements in public, including in media and social media, which may discredit DCA.
4. Employees should, in all countries of operation, respect the country's customs and strive to meet international standards at all times.
5. DCA employees must refrain from drinking alcohol during working hours and where it can be harmful to DCA's image unless sanctioned by a manager. This is reflected in Country Offices' policies and guidelines.
6. DCA employees should seek information about relevant security plans when travelling or working abroad and avoid behaviour that could provoke security threats. All DCA security plans must be shared, either by a DCA Security Focal Point or Country Director, with relevant employees and followed.
7. DCA employees are not allowed to use or have arms in their possession. The only exceptions to this are legally obtained and licensed firearms for hunting and sport purposes and firearms obtained as part of a contract with the armed forces.
8. DCA employees must abide by data-protection protocols by protecting and safeguarding any personal information collected from communities and must respect confidentiality of the information collected whether about communities or other DCA employees.
9. DCA employees may never commit any act or engage in any form of harassment that could result in physical, sexual or psychological harm to others.
10. DCA employees should refrain from engaging in any form of workplace violation such as harassment, intimidation, discrimination and favouritism. This includes any unwelcome comment or behaviour that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behaviour that fails to respect the dignity of an individual.
11. DCA employees may never engage in any kind of sexual exploitation or abuse. (See DCA Staff Policy to Prevent Sexual Exploitation, Abuse and Harassment).
12. DCA employees must never act in ways that may place a child at risk of abuse or exploitation. Behaviours and actions that are prohibited include, but are not limited to, using inappropriate language or behaviour when dealing with a child or children, bullying and harassing a child verbally or physically, physical punishment, exposing a child to pornography including on-line grooming and trafficking (See DCA Child Safeguarding Policy)
13. An employee who engages in a long-lasting intimate relationship with another employee is required to inform his or her manager about the relationship. If the relationship creates work-related problems, it may be decided to transfer one of the persons to another unit or to terminate the contract of one of the employees involved.
14. Managers are not allowed to have an intimate relationship with an employee who refers directly or indirectly to them. If the situation should arise, it may be decided to transfer one of the persons to another unit or to terminate the contract of the manager involved.
15. DCA employees must act in accordance with DCA's Anti-Corruption Policy and should not accept gifts or other favours that may influence the exercise of their function, performance or duty. To respect local

traditions and conventional hospitality, minor gifts can be accepted. Bribes shall neither be accepted nor provided.

16. DCA employees may not undertake any other paid or unpaid work which may involve a conflict of interest or is otherwise incompatible with the position in question.

17. It is mandatory to raise breaches of the Code of Conduct through the DCA Complaint System or the Whistleblower Scheme. Please seek further guidance in the Complaint Handling Guideline and the Whistleblower Scheme and Complaints System Policy.

This Code of Conduct reflects internal DCA standards and, as such, they are secondary to national laws in the country where the employee works.

The signatory below has read, understands and agrees with the content of the above-mentioned Code of Conduct and policies.

The signatory accepts that any breach of this Code of Conduct will result in possible disciplinary action in accordance with the respective laws, labour customs, DCA terms, conditions and guidelines.

If for any reason an exception to these rules is needed, a written dispensation should be obtained from Senior Management at Head Office or Country Director at Country Office.

Place and date

Name, title and Country Office/Department

Signature