

CODE OF CONDUCT FOR PARTNERS

1. Humanitarian Charter

arche noVa – Initiative for People in Need (registered association) constitutes the compliance with the ‘Humanitarian Charter in Disaster Response’ as the basic principle for its consortia and implementing partner organizations.

By signing this document, (), referred to as “the partner” in the following, commits itself to refrain from any activities during this deployment, which detracts from the integrity of arche noVa – Initiative for People in Need.

In particular, it implies

- that the laws of the project country are abided by,
- that contact persons and persons receiving or looking for assistance are treated with constant respect and discretion,
- that all statements made concerning the contents of or reasons for assistance are in line with the accepted consensus within arche noVa, and
- that the contributor refrains from expressing possibly dissenting opinions and comments regarding the contents of or reasons for assistance.
- that the partner refrains from taking advantage in any form of his position of power towards beneficiaries. Any abuse of the position of power for personal gains is strictly prohibited.

2. Scope of this Code of Conduct

By signing this Code of Conduct, the partner agrees to apply all regulations mentioned herein. The partner also assumes the responsibility to make sure that all employees, volunteers or consultants that work for the partner as part of the cooperation with arche noVa are aware of and abide by all regulations stipulated in this document.

3. Compliance with Minimum Standards

Working in a project country requires respect to the cultural situation of the host country and the observance of cultural sensitivities.

While the above-mentioned is explicitly desired, the partner needs to be aware of the fact that, thereby, internationally recognized standards must not be compromised in any way.

In particular and without restrictions this applies to the compliance with human rights as well as with security standards. If habits typical of the host country suggest the use of lower standards, the behaviour of the partner must thereby not be unfavourably affected.

The latter especially applies to the behaviour towards persons who may perceive themselves somehow dependent on personnel of the partner as a result of their situation or position.

4. Standards of Coordination and Security

The partner is obliged to integrate himself into the coordination agreements with other organizations. As a general rule, a UN Organization (e.g. OCHA, UNHCR or UNICEF) assumes a special role in the coordination of all measures of complex emergency or reconstruction assistance.

The partner commits itself to ensure the unproblematic integration into the effective coordination network, i.e. to make details about residence, office address etc. known to the respective organizations. The partner obligates himself to comply with the standards regarding the handling of security risks specified by these organizations.

If special security guidelines like state-imposed curfews or recommendations concerning the behaviour with respect to mobility or personal security apply, the partner is obligated to instruct and urge all employees to comply with them.

Effective standards of, for instance, communication using VHF radios or restrictions concerning video and audio recordings are to be strictly observed.

5. Handling of Gifts

The partner acts in awareness of the fact that all its employees that are part of the cooperation with arche noVa could be regarded as representatives of the organization arche noVa. The assistance of arche noVa is carried out on the base of the humanitarian principles. The acceptance of services in return by the partner or its employees is, regardless of their nature, strictly prohibited.

Gifts that are presented by persons closely associated with the specific staff member of the partner (e.g. colleagues of the same or other organizations) and at an explicitly personal occasion are exempt from this regulation.

If the acceptance of a gift cannot be avoided in the exercise of the partners duties without affronting the donator, the gift has to be accepted in such a manner as to make clear that the contributor does not treat the gift as personal property. The assessment of such a situation is incumbent on the partner and should be based on a careful consideration of the circumstances.

Gift from persons or organizations with whom the contributor upholds business relations on behalf of arche noVa are in all cases inappropriate and must be refused.

6. Representation of arche noVa

The partner is aware that statements made in the context of the cooperation to official contacts and the public might be viewed as statements that represent arche noVa and its donors. The partner thus commits to avoid statements that are detrimental to the interest of arche noVa and its donors.

7. Conduct towards other Organizations operating on-site

The partner is neither authorized to issue instructions to other organizations working on-site nor to issue statements or comments to donors or the media on behalf of a single other organization (e.g. in coordination committees).

8. Severe Violations

In case of an especially severe violation of the Code of Conduct, arche noVa is entitled to cancel the MoU or other contractual agreement with the partner.

An especially severe violation is declared by the executive board and the Head of International Programs of AN. This applies particularly to violations of items 1 to 7 and may lead to claims from AN towards the partner for the absorption of costs and the liability of incurred damages, respectively.

8. Declaration

As the signatory, we hereby acknowledge the Code of Conduct as a part of our MoU or other contractual agreement with *arche noVa – Initiative for People in Need*.

Place/ Date

Signature (CT)

Place/ Date

Signature (arche noVa)