



Code of Conduct of CARE Deutschland e. V.

(as approved by the General Assembly on September 19, 2009, supplemented by the General Assembly on October 6, 2018, editorially updated April 30, 2020)

Preamble

This Code of Conduct is based upon the common values and action principles of CARE International (CI)¹ and pursues the same objectives.

On this basis (as well as on the basis of our constitution) and by resolution of the General Assembly, the Board Members and the staff of CARE Deutschland e. V. (hereinafter referred to as CARE D) adopt this Code of Conduct. The Code aims at sustainably strengthening a culture of integrity within CARE D.

1. Scope

1.1. The Code applies to all Board members and volunteers as well as full-time employees.

1.2. The agreements of this Code are binding for the persons concerned in all their social, job-related and private activities, especially if the reputation of CARE D could be adversely affected by the disregard of said agreements. An exception is made when the regulations of the Code are expressly limited to the work for CARE D.

1.3. The Board also obliges volunteers acting on behalf of CARE D within the framework of our mission to comply with the Code. The same applies to experts and other freelancing professionals working for CARE D under working for CARE D under an employment of fee-for-service contract.

2. Principles of the international movement

2.1. The aim

Our work is aimed at reducing poverty all over the world and achieving an international order where all people may live in dignity, security, peace and freedom. *"We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live in dignity and security. CARE works around the globe to save lives, defeat poverty and achieve social justice. We put women and girls in the centre because we know that we cannot overcome poverty until all people have equal rights and opportunities."*

2.2. The values

Our work is based upon the following values: respect, integrity, commitment, quality. Details can be found in the CARE D Mission Statement

(https://www.care.de/fileadmin/user_upload/UeberCARE/Qualitaet_und_Transparenz/Leitbild.pdf).

¹ (See CARE International Code) The objectives, values and principles of action in chapter 2 are closely aligned with the formulations adopted in the CARE International Code on June 2, 2001 (updated in June 2018).

2.3. The fundamental principles

2.3.1. CARE D promotes the approach of empowering people to help themselves and works in collaboration with needy, poor and marginalized people.

2.3.2. CARE D closely collaborates with other local, national and international organizations as well as with overarching institutions such as the UN or the Humanitarian Aid Coordinating Committee.

2.3.3. CARE D combines emergency relief and sustainable development cooperation with advocacy work in order to initiate social and political changes and eliminate the underlying causes of hardship, poverty and discrimination.

2.3.4. On the regional, national and international level, CARE D works towards non-violent conflict resolution and peacebuilding in crisis areas.

2.3.5. Our work complies with the best possible technical, programmatic and ethical standards in order to overcome the underlying causes of hardship and poverty in the long term and create positive sustainable social and environmental changes.

2.3.6. We are oriented towards the internationally acknowledged guidelines for emergency response and development cooperation and are committed to transparency and accountability. In this respect we remain willing to learn in order to continuously improve the effectiveness and efficiency of our work.

3. Guidelines on the prevention of corruption and conflict of interests within CARE Deutschland

Corruption is the misuse of entrusted power for private gain. This includes offering, giving, requesting or accepting of gifts, loans, rewards, commissions or any other benefit to or from a third party as an incentive to do something within the scope of regular business operations that is dishonest, illegal or presents a breach of trust. A conflict of interests occurs when the work for CARE may lead to actions and decisions which affect the own financial interest or when one's own interest prevents oneself to act in the best interest of CARE.

The persons mentioned under point 1 pledge to observe the following principles of corruption prevention:

3.1. Corruption in any form, whether direct or indirect, is prohibited. This includes the partial return of a contractual payment ('kickback'), the use of other means or channels for illegal payments to contractors, suppliers, partners, their employees or public officials and the acceptance of bribes or kickbacks by or for the benefit of relatives.

3.2. It must be ensured that donations, public funds and grants of sponsors are not used for corruption.

3.3. The payment of bribes or other incentives with the objective of ensuring or accelerating a process is not allowed.

3.4. The offering or accepting of gifts, catering or reimbursement of expenses is prohibited to the extent that it may influence the conduct of business and exceeds sensible and reasonable expenses. Promotional gifts or similar benefits are forwarded to CARE for further use.

3.5. Conflicts between personal interests and the interest of CARE D must be prevented or disclosed to the Board.

3.6. Members of the Board shall disclose all financial and non-financial interests which may lead to a conflict of interests or be considered as such in a register which is open to the public. If full disclosure is not appropriate in a particular case for reasons of serious concern (such as personal vulnerability), parts or even the entire case or statement may be submitted to the CARE D Ethics Officer, who shall keep it private and handle it appropriately and confidentially.

3.7. CARE D Supervisory Board members, companies or other organizations these members are affiliated with must not carry out any kind of paid work for CARE.

3.8. CARE D volunteers, companies or other organizations these volunteers are affiliated with may apply for paid employment or service contracts with CARE D provided that they are not granted any advantages over other applicants in the selection or performance of the assignment. They must not use any privileged information and must avoid any apparent use of such information. When carrying out activities which are not related to CARE D, volunteers of CARE D or their companies must not make use of privileged CARE D information and must be sensitive to the fact that they may be suspected of using such privileged information.

Board and Supervisory Board are committed to applying the following business standards:

3.9. The Supervisory Board makes the business standards a matter of its policies, provides the necessary resources and actively supports the Board in their implementation.

3.10. Staff at home and abroad must observe these principles. A violation of these principles will lead to disciplinary or contractual sanctions.

3.11. It should be clear that no employee will suffer a disadvantage from refusing to pay bribes.

3.12. Contractors and suppliers must bindingly confirm that they reject corruption as defined above. If bribes are paid within the contract period, the right to terminate the contract shall be agreed upon.

3.13 The [CARE International Policy on Fraud and Corruption - Awareness, Prevention, Reporting and Response](https://www.care.de/fileadmin/user_upload/UeberCARE/Qualitaet_und_Transparenz/CI_Policy_on_Fraud_and_Corruption_English_Jan2018.pdf) as of 1 January 2018 is to be applied in a complimentary manner to this Code of Conduct.²

4. Conflict resolution

4.1. If the Board becomes aware that the conduct of any of the persons mentioned under point 1 presents the breach of the Code, it will carry out an examination and take appropriate sanction measures. If a staff member is concerned, the workers' council must be involved. In case of disagreement about the chosen procedure, the Ethics Officer shall be involved. The Works Council has the right to independently consult the Ethics Officer.

4.2. CARE D resolutely condemns corruption wherever it has been sufficiently ascertained but does not work to uncover individual cases.

If despite all prevention efforts a member of the CARE D staff or supporter gets involved in bribery and / or corruption, CARE D will initiate an internal clarification process determined by the Board prior to making a public statement.

4.3. Employees are encouraged to report violations and concerns as early as possible. For this purpose, secure, easily accessible and confidential information channels are set up. The first point of contact is the Controller.

4.4. No one must be restricted within his or her work for CARE D or suffer damage to his or her reputation for reporting a possible violation.

5. Ethics officer/ Ombudsperson

The General Assembly appoints an Ethics Officer, who takes action in case of corruption in order to prevent conflict of interest. The Supervisory Board decides on the sanctions proposed by the Ethics Officer. If this leads to a conflict of interest or if other internal solutions cannot be agreed upon, the Ethics Officer may involve the General Assembly.

The Ombudsperson is also appointed by the General Assembly. He/ She receives information and complaints from staff, project partners and other persons associated with the organization.

The basic principles for the Ethics Officer and Ombudsperson of CARE D outline further details regarding their position and activities.

6. CARE International Safeguarding Policy on Protection from Sexual Harassment, Exploitation and Abuse, and Child Abuse

CARE places human dignity at the centre of its aid and development work. At the heart of its efforts to combat poverty and promote social justice is its commitment to disadvantaged communities and vulnerable adults and children. Vulnerable adults and children are at particularly high risk of sexual exploitation and abuse.

CARE has zero tolerance for sexual exploitation, sexual abuse and child abuse. CARE takes all concerns and complaints about sexual harassment, exploitation and sexual abuse as well as child abuse by CARE staff and related personnel very seriously. CARE International has therefore drawn up the [CARE International Safeguarding Policy on Protection from Sexual Harassment, Exploitation and Abuse, and Child Abuse](https://www.care-international.org/files/files/CARE%20International%20Safeguarding%20Policy%20effective%2015%20April%202020%20English.pdf)³. This policy defines CARE International's obligation to provide protection from sexual exploitation and sexual abuse, which includes CARE staff and related personnel. Recognizing the special vulnerability of children, this policy also reaffirms the commitment of CARE, its staff and related personnel to the care and protection from sexual exploitation and any form of child abuse. In the case of complaints regarding a possible violation of this policy, CARE will initiate a detailed investigation and initiate suitable disciplinary sanctions as appropriate.

The principles, obligations, standards and responsibilities laid down in the CARE International Safeguarding Policy on Protection from Sexual Harassment, Exploitation and Abuse, and Child Abuse of April 15, 2020 are also binding for CARE D.

³<https://www.care-international.org/files/files/CARE%20International%20Safeguarding%20Policy%20effective%2015%20April%202020%20English.pdf>

Herewith I confirm that I read and understood the Code of Conduct of CARE D:

Place, date

Staff Member's Signature