

CODE OF CONDUCT

Introduction

ActionAid's Code of Conduct is for people who work with ActionAid: staff (employees, business partners, interns), volunteers, activists, members and advisors, consultants, suppliers, project visitors, people who accompany staff in their activities, witnesses, journalists and partners who work in the communities (hereinafter *everyone*) and is binding.

ActionAid (AA) promotes an environment where everyone is respected and protected, with special reference to the vulnerable people that AA works with, in full compliance with and promotion of international agreements (Universal Declaration of Human Rights (UDHR), the UN Convention on the Rights of the Child (CRC) and the UN Convention for the Elimination of all Forms of Discrimination against Women (CEDAW)).

Anyone who operates in the name of the Association is an ambassador and represents ActionAid and his/her actions and behaviour can enhance or hinder the reputation of the organisation.

The document is a translation of the Code of Conduct of ActionAid International with contents adapted to the national context, and is used as the basis for training activities.

ActionAid will take all actions necessary to protect anyone who reports possible breaches of this Code.

The Code provides a clear guide on behaviour and gives some examples of the behaviour that it considers unacceptable.

The Code of Conduct is published and can be found on AA's website www.actionaid.it. ActionAid reserves the right to take legal action against anyone who breaches this Code of Conduct.

The signing of this document indicates the complete and total understanding and acceptance /agreement with the contents.

The ActionAid Code of Conduct

Each person is responsible for their own behaviour in accordance with the ActionAid values, its policies, the Code of Ethics and this Code of Conduct.

On the basis of what is set out herein, I undertake the following:

Recognition of my power and privileges

- I will be aware of my position of power and the privileges related to my job in the organisation, towards the members of the community, institutions and partners.
- I will not encourage false expectations in the communities, beneficiaries, partners or third parties that I will relate to, and I will be honest with what ActionAid can provide through its work and resources.

Protection of the safety and wellbeing of self and others

- I will comply with all legal requirements and organisational health and safety requirements, and relating to travel in Italy and abroad.
- I will support and help guarantee health, safety and wellbeing, pro-actively promoting the commitment of the organisation on safety-related matters.
- I will respect the privacy of the members of the organisation and the members of the communities, and I will not share any confidential or personal information without agreement, in accordance with prevailing law and the policies and procedures of the organisation.

Demonstrating mutual respect - I will recognise the innate worth and experience of all people and the intrinsic value of diversity by respecting the rights of all persons regardless of their race, age, gender identity, culture, clothing, language, political affiliation, health, class, ethnicity, marital status, disability or religious / spiritual beliefs.

- I will act fairly, honestly and thoughtfully and treat people with dignity and respect. I will not behave in a discriminatory fashion.
- I will respect national law and local culture, the traditions, customs and practices of the country I am working in or where I travel where they are not in conflict with ActionAid's values.
- I will not take part in any form of discrimination, bullying, harassment or abuse (physical, sexual or verbal), intimidation, humiliation, shaming or exploitation or in any other way infringe the rights of others.

Maintain high standards of personal conduct - I always aim to achieve the best in my work, take full responsibility for my actions and not abuse my position of power as an ActionAid representative - I will have a responsible attitude and pro-actively make myself available to be held to account and strive to improve practising transparency, participation, compliance and accountability.

- I will not behave in a way that undermines my ability to do my job or is likely to bring ActionAid into disrepute.
- I will be concerned about perception and appearance in my language, actions and relationships with all members of the organisation and of the community I am working in.
- When I travel on behalf of ActionAid, I will observe all local laws, habits and customs.
- I will abide by the Policy on the protection and prevention of sexual exploitation and abuse and the Policy for the Protection of children and adolescents.

- I will not engage in sexual and/or sentimental relations with vulnerable adults or beneficiaries of the organisations' projects or with anyone under the age of 18. A child is considered to be anyone who is under the age of 18 (or older if so provided under local law) regardless of local customs.
- I will not knowingly mistreat or exploit anyone in any manner.
- I will not exchange money, employment, goods or services for sexual favours.
- While employed by ActionAid I will not work under the influence of alcohol or drugs and I will not possess them.
- I will not profit from the sale of illegal goods or substances.
- I will not ask for or invite any personal payment, service from others, especially from the communities we work in, in return for ActionAid's help or not withhold, support, goods or services of any kind.
- In line with the Code of Ethics, I will not accept money or significant gifts (except small tokens of appreciation that I undertake to declare) from governments, communities, donors, suppliers or others.
- I will not be part of or allow involvement in any type of activities that contravene human rights or those that compromise the work of ActionAid.
- I will abide by and align with the values of ActionAid and its Code of Ethics.

Personal conduct - I understand that I am seen as a representative of ActionAid.

- ActionAid does not intend to dictate how staff conduct their personal lives. However, behaviour that does not comply with the law or this Code, carried out by anyone working with ActionAid, could jeopardise its reputation or the security of ActionAid and its staff and could result in legal action.

Protection and use of ActionAid's assets, resources and information - I will handle ActionAid's finances, assets, information and other resources with care and protect them from theft, fraud or other damage or exposure to unauthorised people.

- I will ensure that I use ActionAid information and other resources entrusted to me in a responsible and confidential manner and I agree to account for all money and property in my care.
- I will guarantee that the money will be used in accordance with our commitment to promote simplicity and efficiency when we use ActionAid's resources.
- I will follow ActionAid's guidelines when managing and using the funds and resources.
- I will not use the organisation's equipment to view, download, create or distribute inappropriate material, including pornographic, defamatory or sexist messages that spread prejudice or racist messages.
- When I am allowed to use ActionAid equipment for personal use, I will ensure that my behaviour is not inappropriate or does nothing to damage the reputation of the organisation.
- I will not release any private or confidential information relating to ActionAid, its members or beneficiaries / communities to others unless I am legally required to do so in full compliance with data protection law.

Avoid conflicts of interest - I will be transparent and honest in my dealings with ActionAid and not pursue personal, professional or family gain and I will report any potential conflicts of interest.

- I will report any conflicts of interest to ActionAid.
- I recognise that having a personal (intimate) relationship with ActionAid staff and counterparts could represent / lead to a situation of intrinsic conflict of interest or potential abuse of power. If I find myself in that type of relationship, I will promptly resolve any type of conflict of interest.

Report incidents or concerns relating to this Code of Conduct - I will report any potential incident, abuse or concern that I witness or I am made aware of, using the procedures in place.

Compliance with this Code of Conduct - I will comply with this Code and if I don't, I am aware of the consequences that I may have to face.

I will comply with this Code and am obliged to promptly report any type of breach to my line manager or to the email address safeguarding.ita@actionaid.org (national) and/or safeguarding@actionaid.org (international) or to the email address ita-odv@actionaid.org and whistleblowing@actionaid.org.

[1] The AAI values in the 2028 international strategy: **Mutual Respect**, requiring us to recognise the innate worth of all people and the value of diversity; **Equity and Justice**, requiring us to ensure the realisation of our vision for everyone, irrespective of gender, sexual orientation and gender identity, race, ethnicity, caste, class, age, HIV status, disability, location and religion; **Integrity**, requiring us to be honest, transparent and accountable at all levels for the effectiveness of our actions and our use of resources and open in our judgements and communications with others; **Solidarity with people living in poverty and exclusion** will be the only bias in our commitment to the fight against poverty, injustice, and gender inequality; **Courage of Conviction**, requiring us to be creative and radical, bold and innovative - without fear of failure - in pursuit of making the greatest possible impact on the causes of poverty, injustice, and gender inequality; **Independence** from any religious or party-political affiliation and **humility**, recognising that we are part of a wider alliance against poverty and injustice.

The values of the Italian Agorà Strategy for 2028: **Independence** to be free from all religious or political beliefs in Italy and the world; the **courage** to face the necessary risks and innovate, getting involved with passion and competence; **integrity**, since we believe in transparency and responsibility in both individual behaviour and as a policy; **empathy**, to foster collective interest and look at the world from another viewpoint; **solidarity**, to always place the rights and basic conditions of democracy centre stage; **inclusion**, because we believe in acceptance as a value to act as a counterweight to increasing closure and as an idea of an organisation that is open to ideas, proposals and experiences to create welcoming societies.