



# **UNIVERSAL INTERVENTION AND DEVELOPMENT ORGANIZATION**

## **CODE OF CONDUCT REVISED 2021**



# **Universal Intervention and Development Organization (UNIDOR)**

## **CODE OF CONDUCT REVISED 2021**

**UNIDOR - SOUTH SUDAN**

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## INTRODUCTION

‘UNIDOR South Sudan recognises the importance of running a transparent and accountable organisation, as a major factor in providing an effective service to the beneficiary’. To support this value, UNIDOR will constantly be open to rationalising its functions, and implementing systems, controls, practices and procedures aimed at creating transparent and accountable services. UNIDOR incorporates a corruption prevention focus in its existing culture and aims to increase the accountability of its staff and effectiveness of administration.

**Additionally,** UNIDOR is seeking to ensure all its workers adhere to: its Mission, Visions and guidelines, Values, operating principles, quality standards, and the code of conduct as explained by UNIDOR Management during induction, and minimum standards regarding protection of women and children. All UNIDOR workers are required to demonstrate the attitudes and behaviours that fit with the integrity and ethical standards it upholds.

UNIDOR workers are required to abide by the policies and procedures contained in the quality manual, relevant staff and security guidelines, employment contract and other documents.

## AIM

The aim of this Code of conduct is to give employee guidance regarding the key issues that you need to be aware of as a UNIDOR worker, and the standards to which you need to adhere in certain circumstances.

The Code applies to all UNIDOR workers, regardless of contract terms or location. In accepting an appointment in UNIDOR, you undertake to carry out your duties and to moderate your conduct to the requirements of the Code.

As a South Sudanese based NNGO, this Code is based on international legal standards, whilst recognising that the laws and cultures prevailing in the countries in which we operate will

vary considerably. The Code also reflects UNIDOR's Mission, and Values. It provide serious warning to employee on sexual relationship they may have with beneficiaries or co-workers as illegal act by Law , getting involve in any domestic politico when carry UNIDOR flag as an employee is not accepted

Failure to observe this code will constitute to **gross misconduct** and are therefore terms for **termination of employment** immediately

## **STANDARDS**

**As a UNIDOR worker, I agree to:**

- **Ensure my professional and personal conduct is always of the highest standards and in keeping with UNIDOR's Mission, and Values.**
- Treat all persons fairly, with respect and dignity
- Observe local laws and be sensitive to local customs when working in any UNIDOR programme
- Adopt best practice in management, servant leadership and team life
- Show the characteristics and behaviours of honesty, selflessness, accountability, transparency, punctuality, readiness to declare conflicts of interest and refusal to corruption
- Ensure there is no favouritism based on gender, race, culture, belief etc
- Never be under the influence of alcohol, nor use or possess any illegal substances on UNIDOR premises, accommodation or at business meetings places
- Ensure that by adhering to the UNIDOR value on morality, that I neither engage in use of inappropriate internet sites, nor

view or pass sexual material electronically, nor engage in any inappropriate sexual conduct

- Abstain from any transactions involving the payment of money, goods, services or favours for sex
- **Ensure the security, safety, health and welfare of all UNIDOR workers**
- Comply with any UNIDOR or country specific security guidelines and be proactive in informing management of any breaches or improvements
- Adhere to all legal and organisational health and safety requirements in place in the work or accommodation environment
- Behave to proactively avoid any unnecessary risk to the security, safety, health and welfare of myself, colleagues, partners and beneficiaries
- **Be responsible for the information and resources to which I have access as part of my role in UNIDOR**
- Use the information, resources and funds entrusted to me in a responsible manner, adhering to all accounting and procurement policies, procedures, systems and controls
- Maintain confidentiality regarding information and opinions, and protect them from unauthorised access
- Be a good steward of all resources including: vehicles, telephones/communication systems, computers including use of email/internet, photocopiers, fax machines, stationary, supplies, accommodation, money
- **Refrain from any form of discrimination, harassment, abuse or exploitation**
- Comply with UNIDOR's policies and procedures regarding equality, diversity, anti-harassment etc, Prevention of Sexual

Exploitation Abuses (PSEA) find detail from Protection units policy

- Agree to never engage in verbal or physical abuse, intimidation, exploitation, extortion or any corrupt relationships/deals
- **Perform my duties and conduct my private life in a way that avoids possible conflicts of interest with either my role as a UNIDOR worker and/or with UNIDOR's operations**
- Declare any financial, personal or family (including close / intimate relationship) interest in matters of official business which may impact on UNIDOR's work. This will include sharing any UNIDOR information or personal involvement in regard to tenders, contracts for goods/services, business interests, employment/promotion, references etc
- Never request any service/favour from another in return for assistance from UNIDOR
- Refuse any additional employment/consultancy/income generation scheme outside UNIDOR without written agreement from management
- Seek permission before agreeing to being nominated as a prospective candidate/ other role for a political party
- Not accept any gift or remuneration from a member of a government, donor, supplier, or other party, that is given as a result of my UNIDOR employment.
- Behave in a manner that does not undermine international or in country perceptions of UNIDOR
- **Avoid involvement in any activities that contravene human rights, are criminal or compromise the work of UNIDOR**
- Notify UNIDOR of any **criminal record prior to UNIDOR employment**, and any subsequent charges faced during employment

- Abstain from any form of sexual behaviour, exploitation or abuse with minors under the age of 18, regardless of local custom, and report any such behaviour from other workers, to management
- **Sexual relationships between humanitarian** workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility of the humanitarian aid worker. Which will never be tolerated if evidence found your contract will be terminated immediately as such practice can spoil the integrity of the organization and images
- UNIDOR will not allow or accept any employee to use UNIDOR facilities to bring their spouse or friend for sex as it damage the image of the organization and it does affect other employees feeling who can be seeing such practice and Action are not acceptable and should it happen such employee must be terminated immediately and if the base manager ignore and did not report and later such information reach the management both of them must lost their contracts
- Where a humanitarian worker develops concerns or suspicion regarding sexual abuse or exploitation, whether in the same agency or not, they must report such concerns via an established agency reporting mechanism, in UNIDOR, report to the senior manager and executive Director.
- **Exchange of money, employment, goods or services for sex including sexual favours or other forms of humiliating** degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries., The action is to force employee an immediate termination of his/her contract
- UNIDOR workers are obliged to create an environment which prevents sexual abuse and promotes the implementation of

this code of conduct. Managers at all levels have particular responsibility to support and develop systems which maintain this environment.

As members of the humanitarian community in South Sudan, we are committed to upholding human rights, social justice and human dignity by adhering to the Code of Conduct principles for the prevention of sexual abuse and exploitation within our

**I have read carefully and understand the UNIDOR Code of Conduct, and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support the Mission, and Values of UNIDOR**

Dr Makena Kaburu Signature  Date 1/1/2021  
Chairperson BoD\_

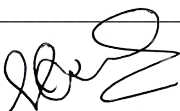
James Keah Signature  Date 1/1/2021  
Secretary to the BoD and Executive Director

UNIDO Employee Signature \_\_\_\_\_ Date 1/1/2021



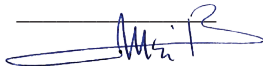
Dr. Makena Kaburu  
**Chairperson BOD**

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Robert Bother  
**Treasury**

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James Keah  
**Secretary/ED**

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