



AIRA STAFF CODE OF CONDUCT

April 2025

Introduction

AIRA's ability to serve marginalised communities is dependent on our staff's ability to uphold and promote the highest ethical and professional standards. AIRA employees are personally and collectively liable for upholding these standards and are expected to act in accordance with AIRA's founding values and this code of conduct so as to avoid misconduct.

The purpose of the code of conduct

1. To assist staff in ensuring that we protect the communities with which we work and that our work does not put the people of concern at risk.
2. To guide all staff on how to uphold the ethical basis of the organisation's views and actions.

Scope of application

This code of conduct applies to all AIRA employees (national and international employees) trainees, volunteers, interns, AIRA visitors, partners, and anyone else who represents AIRA. Whether signed or not, the code will become an automatic part of all AIRA employment contracts and service conditions for all employees.

The Legality of the code of conduct

This code of conduct is a policy binding document

Employees' commitment

As AIRA's employee, I commit myself to the following:

1. To uphold AIRA's integrity by ensuring that my personal and professional conduct is of the highest standard.

- 2.1 I will uphold the integrity of AIRA and my personal and professional performance will always be based on non-racist, non-discriminatory and gender-sensitive conduct.
- 2.2 I undertake not to abuse the power and influence that I have by virtue of my position over the lives of marginalized communities, staff members and other persons. I will never request or receive any service or favour from, any community member, staff member or other persons in return for protection or assistance. I will never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with community members, staff members or other persons.
- 2.3 I will observe local laws, will meet all my legal and financial obligations, and will not seek to take personal advantage of any privileges or immunities that have been conferred on me in the interest of AIRA.
- 2.4 I will uphold the highest standards of competence, efficiency and integrity in my professional life. I will demonstrate truth worthiness, dedication, commitment and honesty in my actions.
- 2.5 I will be patient, respectful and courteous to all persons with whom I deal including colleagues, beneficiaries, local leaders and government representatives, representatives of operational and implementing partners, donors and other NGO and UN agencies.
- 2.6 I will dress in a manner necessary to the assignment and the cultural setting.
- 2.7 I will act in conformity with all AIRA rules, regulations, instructions and policies.

2. To treat everyone with dignity and respect

- 1.1 I will respect local laws, customs and habits of the local culture where AIRA operates.
- 1.2 I will always consider the difficult experiences that marginalised communities and other people of concern to AIRA have faced and survived, as well as the disadvantageous position in which they may find themselves in relation to those who have power or influence over certain aspects of their lives.
- 1.3 I will protect the rights of the most vulnerable, ensuring their best interests.
- 1.4 I will respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability.
- 1.3 I will keep myself informed about AIRA's policies, objectives and activities and about, marginalized communities' concerns. I will do my utmost to support AIRA's protection, assistance and empowering work.

3. To carry out my official duties and private affairs in a way that avoids conflicts of interest.

- 3.1 My actions will be free of any consideration of personal gain, and I will resist any undue political pressure in decision-making.
- 3.2 I will perform my official duties and conduct my private affairs in a manner that avoids conflict of interest, thereby preserving and enhancing public confidence in AIRA.
- 3.3 I will neither seek nor accept instructions regarding the performance of my duties from any authority external to AIRA.
- 3.4 I will work to serve the mandate, objectives and values of AIRA and ensure that personal views, behaviour and beliefs, including political and religious convictions, do not adversely affect official duties or activities performed on behalf of AIRA.
- 3.5 I will neither give nor accept any honour, decoration, favour gift or remuneration from any authority; no will I accept these from any other source external to AIRA without prior authorization, except for minor token items of appreciation.
- 3.6 I will not engage in any outside occupation or employment without prior authorization.
- 3.7 I will not assist private persons or companies in their undertakings with AIRA where this might lead to actual or perceived preferential treatment. I will never participate in activities related to the procurement of goods or services, or in human resource activities, where a conflict of interests may arise. I will act in conformity with all AIRA policies, guidelines and instructions.
- 3.8 I will not receive or provide bribes, including kickbacks-backs of any kind.

4. To use information, materials, and financial resources wisely.

- 4.1 I will not use offices, AIRA property or knowledge gained from functions with AIRA for private gain, financial or otherwise, or for the private gain of any third party, including family, friends or those they favor.
- 4.2 I will handle AIRA's financial and material resources with the utmost care, safeguard these at all times against theft or other damage, keep and maintain them properly, and ensure that unauthorized and unethical use of AIRA funds or private misuse does not occur.
- 4.3 I will safeguard and make responsible use of the information and resources to which I have access by reason of my employment with AIRA.
- 4.4 I will conduct all official duties with integrity, free from any taint of dishonesty or corruption, including not engaging in any act of favouritism, nepotism or bribery. This includes not accepting from any external source (including National Societies, governments, corporations or others)

without authorization, any honour, decoration, gift, remuneration, favour or economic benefit which is more than a “token gift”.

- 4.5 I will exercise due care in all matters of official business, and not divulge any confidential information about community members/beneficiaries, persons of concern to AIRA, colleagues and other work-related matters.
- 4.6 I will protect, manage and utilize AIRA human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at AIRA's disposal for the benefit of beneficiaries and other persons of concern to AIRA.
- 4.7 I will not misuse office assets including the use of AIRA's vehicles for private purposes without authorization, carry out (excessive) private matters during working time, use office equipment for private purposes, or have staff and/or contractors provide unremunerated private services.

5. To use or engage media, information, and information technology responsibly

- 5.1 I will exercise necessary caution and discretion in regard to political or military matters in official or private communications, including telephone calls, radio messages, e-mails and letters.
- 5.2 I will ensure that portrayal of individuals and their circumstances is fairly represented in terms of their capacities and vulnerabilities. All efforts must be made to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories.
- 5.3 Although AIRA has an open and positive attitude towards the media, I will refrain from making comments to the media or to journalists on behalf of AIRA without prior agreement with the Executive Director or Head of Programs.
- 5.4 I am aware that journalists are to be considered as such also after working hours. I must clarify my role as media spokesperson before I pass on information other than general information on AIRA's mandate and programs, when meeting journalists in informal settings.
- 5.5 I am committed to, both while working for and after leaving AIRA, not to reveal any confidential information I have obtained while working for AIRA to any third party. I am aware that the breach of professional secrecy both while employed and after leaving the organization, might lead to a claim for compensation and/or prosecution.
- 5.6 I am responsible for maintaining electronic files and archives in a responsible manner. Information that may be considered illegal, offensive or inappropriate must under no circumstances be processed, downloaded, stored or disseminated.
- 5.7 I will not issue statements to the press or other agencies of public information or submit articles, books or other material for publication if such act relates to the activities or interest of AIRA without prior approval from the Executive Director or Head of Programs.

6. To refrain from the use of alcohol as well as any involvement in criminal or unethical activities, activities that violate human rights, or activities that jeopardise AIRA's image and interests.

- 6.1 I will not be involved in criminal and unethical activities, activities that contravene human rights, or activities that compromise the image and interest of AIRA.
- 6.2 I will under no circumstances drive a vehicle under the influence of alcohol or any other illegal intoxicants. Any knowledge of staff handling any kind of motorized transportation means under such influence should be reported and will be dealt with as a breach on the Code of Conduct and security regulations, and lead to consequences for the individual's contract.

- 6.3 I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example prostitution, child labor, trafficking of human beings, commodities and intoxicants.
- 6.4 I will exercise care with alcohol and will refrain from/avoid using intoxicating substances, including alcohol while on duty.
- 6.5 The only situations where a staff might be exempted of repercussions due to breaching these regulations will be in a situation where there is a life-threatening situation, and all other options have been left out/explored! Any claim to have utilized this clause, will be thoroughly investigated to clarify the circumstances.

7. To promote all AIRA employees' safety, health, and well-being as a prerequisite for effective and consistent performance.

- 7.1 I will always consider the safety of staff in operational decisions.
- 7.2 I will remain aware of and comply with instructions designed to protect my health, welfare and safety.
- 7.3 I have made myself familiar with the AIRA security policy, and will conduct my work accordingly, bearing in mind that common sense always prevails, and each situation is dealt with individually.
- 7.4 I will follow the set safety and security regulations/procedures for the area of operation. Any breaches should be reported, and staff who becomes familiar with colleagues that do not comply and put their own or others safety in jeopardy, will have an obligation to report this this provision does not restrict the employee's right to notify of censurable conditions at the workplace to media, supervisory authorities or other public authorities, if AIRA's established reporting mechanisms have been ineffective.

8. To contribute to creation of a harmonious workplace based on team work, mutual respect and understanding

- 8.1 I will contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.
- 8.2 I will seek to resolve differences and solve problems when they arise.
- 8.3 As a supervisor I will be open to the views of all team members. I will provide timely feedback on the performance of each team member through guidance, motivation and full recognition of their merits.
- 8.4 I will treat my colleagues fairly, with courtesy, dignity and with respect for different customs and cultures and their privacy, and avoid misinformation.
- 8.5 I will not under any circumstances carry out any act of harassment.

9. To prevent, oppose and combat sexual exploitation and abuse.

- 9.1 I will not engage in sexual exploitation or abuse and I have a particular duty of care towards women and children.
- 9.2 I will not commit any act of sexual exploitation, sexual abuse or sexual violence.
- 9.3 I will not engage in any sexual activity with persons (adult or child) that benefit or look to benefit from AIRA's protection or assistance, or with any persons under the age of 18 years, regardless of the age of majority or consent and I accept that mistaken belief in the age of a child is not a defense.

9.4 I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This prohibition extends to any use of sex trade workers.

9.5 I will not use AIRA's equipment, including reading/surfing pornographic websites or message boards or sending pornographic emails.

9.6 I recognize the fact that the above-mentioned standards are not intended to be an exhaustive list. Other types of sexually exploitative or abusive behavior will be grounds for disciplinary measures.

9.7 I will not produce, procure, distribute or use pornographic material in AIRA's offices which also includes any improper and unwelcome conduct that causes or might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment can be physical, psychological or sexual including towards colleagues, beneficiaries and others.

10. To protect and responsibly use the information and resources to which I have access as part of my job at AIRA.

10.1 I will exercise due care in all matters of official business and not divulge any confidential information about beneficiaries, bearing in mind that these resources have been other work-related matters in accordance with the terms of employment and current guidelines

11. Employee acknowledgement:

I am aware of the fact that any breach of this Code of Conduct may lead to disciplinary action, dismissal or even legal action and that intentionally false accusations and reports are seen as a breach of the Code of Conduct and will be subject to disciplinary action.

Employee's;

Name _____ Position _____

Sign _____ Date _____

In WITNESS BY:

Name _____

Sign _____ Date _____