

# HIAS Code of Conduct

## Introduction

In keeping with its vision and values, HIAS is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details HIAS' expectations of employees in key areas.

## Scope and purpose

This Code of Conduct applies to all employees, board members, consultants, contractors, fellows, interns or volunteers or others working on behalf of HIAS in any HIAS global location or on behalf of HIAS in a non HIAS locations. Adapted Codes of Conduct are applicable to partners and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of HIAS employees, board members, consultants, contractors, fellows, volunteers or others working on behalf of HIAS, while under contract to the organization or with a binding relationship, and forms part of all contracts of employment or agreements. The Code of Conduct is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including termination of employment, contract, agreement or relationship with HIAS.

While recognising that local laws and cultures differ considerably from one country to another, HIAS is an International Non-Governmental Organization, and therefore the Code of Conduct is developed from international and UN standards. HIAS staff are expected to uphold the Code of Conduct at all times in addition to abiding by local laws and regulations.

## Mission and values

### Vision

HIAS stands for a world in which refugees find welcome, safety, and freedom.

### Mission

HIAS rescues people whose lives are in danger for being who they are.

We protect the most vulnerable refugees, helping them build new lives and reuniting them with their families in safety and freedom.

We advocate for the protection of refugees and assure that displaced people are treated with the dignity they deserve.

Guided by our Jewish values and history, we bring more than 130 years of expertise to our work with refugees.

## Values

Impassioned by our mission, we bring the lessons of HIAS' history and Jewish ethics and experience to our commitment to serve refugees and other displaced persons of concern around the world through the following values: Welcoming, Dignity and Respect, Empowerment, Excellence and Innovation, Collaboration and Teamwork, and Accountability.

## Code of Conduct Standards

In light of our commitments, especially those relating to safety, protection, dignity and respect, in my HIAS work, I will:

Uphold the integrity and reputation of HIAS by ensuring that my professional and personal conduct is consistent with HIAS' values and standards

- I will treat all people fairly with respect and dignity irrespective of race, color, gender, religion, language, sexual orientation, class, cast, creed, political or religious conviction, veteran status, personal appearance, medical condition, including HIV positive status, disability, age, education, wealth, nationality or ethnicity or any other requirements by local law.
- When working in an international context or travelling internationally on behalf of HIAS, I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring HIAS into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on HIAS premises or accommodation

Not engage in abusive or exploitative conduct (on or off duty)

- I will not exchange money, employment, goods or services for sex, sexual favours or other forms of humiliating, degrading or exploitative behaviour. This also includes any exchange of assistance that is due to beneficiaries or clients of assistance
- I will not engage in sexual relationships with beneficiaries or clients of assistance, since any such relationship cannot be construed as consensual because of inherently unequal power dynamics
- I will not engage in any activities that commercially exploit others including child labour or trafficking
- I will not physically assault others
- I will not emotionally or psychologically abuse others
- I will not take photographs of beneficiaries or clients without their written consent and will not publicize these without permission of the beneficiary or client, including for personal use
- I will not engage or take part in any intentional or unintentional forms of discrimination or harassment

#### Avoid engaging in discrimination or harassment

- I will support equal opportunities and promote a work environment that respects the dignity and worth of each individual
- I will not engage in any intentional or unintentional forms of discrimination or harassment in accordance with HIAS' Discrimination and Harassment Policy

#### Safeguard children

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will always place the rights of the child at the center of the organization's work and activities, and ensure all activities are in the best interests of children
- I will not cause harm to children through sexual or physical abuse, exploitation or neglect
- I will not make unsolicited, personal contact with children via any means, including social media
- I will not take photographs of children without the consent of children, parents or guardians, and will not publicise these without the written consent of parents or guardians including for personal use

#### Ensure the health, safety, security and welfare of all HIAS staff members and associated personnel (consultants, contractors, interns, fellows, volunteers, partners, suppliers and contractors)

- I will adhere to all legal and organizational health and safety requirements in force at my location of work or anytime traveling on behalf of the organization
- I will comply with all global and country or location specific security policies and procedures and be pro-active in informing management of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work
- I will ensure all relationships with co-workers are respectful and appropriate and are not in any way harassing, intimidating or offensive

#### Be responsible for the use of information, assets and resources to which I have access by reason of my employment with HIAS

- I will ensure that I use HIAS assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use HIAS IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use HIAS IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Perform my personal duties and conduct in a manner that avoids any potential or act of conflicts of interest with that of HIAS

- I will declare any real or apparent financial, personal or familiar (or close intimate relationship) conflicts of interest in matters of official business either financial or non-financial which may reflect negatively on the work of HIAS and its mission and values in accordance with HIAS' Conflict of Interest Policy
- I will notify HIAS immediately if I have knowingly committed an offence against a child, been involved in any incident of child abuse or any incident or action now or in the future that might affect, my suitability to work for HIAS that would render me disqualified from working for HIAS and/or having contact with children in the course of my duties
- I will not accept any gift or item of value, for myself or for HIAS or for any other entity, from any current HIAS beneficiary or client.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within HIAS, to any person with whom I have a financial, personal, family (or close intimate relationship) interests
- I will not solicit any gift for myself personally as a result of my employment or relationship with HIAS. I will not accept cash or significant gifts, gratuities, favours, or anything of significant monetary value from contractors, partners, supporters, parties of contractors, governments, communities with whom we work, donors, suppliers and other persons which have been offered to me personally as a result of my employment or relationship with HIAS
- I will not take part in any form of Fraud which is an intentional act of deception, misrepresentation, impropriety, or concealment to gain something of value. Fraudulent acts can include forgery or alteration of any document or policy; falsifying time sheet or documents; abuse of sick time; theft; billing for services not performed and other irregular billing practices; inflating charges for services or products; false claims or any other improprieties. Further information can be found in HIAS' Anti Fraud and Corruption Policy
- I understand that I will not provide or receive any monetary assistance or engage in a relationship with any known individual or entity that is a known terrorist or terrorism group, or any individual or entity that is found in all applicable sanction lists checked by HIAS

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so in accordance with HIAS' Confidentiality Policy

### **Questions, complaints and reports**

HIAS staff, employees, consultants, contractors, fellows, interns, and volunteers are (1) strongly encouraged to ask their supervisor, agency contact, or HIAS human resources about this policy and its application to any actual, potential or hypothetical acts; and (2) are required to bring to the attention of/report any potential or known incident, abuse or concern that they witness, are made aware of, or suspect which

appears to breach the Standards contained in this Code of Conduct by following the HIAS reporting and complaints polices and Whistleblower Policy or any other policy or procedure that includes reporting instructions. HIAS staff reporting concerns in good faith are protected by retaliation in the Employee Handbook and Whistleblower Policy and other applicable HIAS policies or procedures.

Staff members receiving reports or concerns are obliged to refer the report immediately per the HIAS Whistleblower Policy or other applicable policy.

### **Related policies**

Confidentiality Policy

Discrimination and Harassment Policy

Conflict of Interest Policy

Whistleblower Policy/Complaints Policy and Procedures

Global Safety and Security Policies and Procedures

Employee Handbook

Anti Fraud and Corruption policy

Safeguarding policy

### **Employee Code of Conduct Certification Form**

I hereby affirm and acknowledge that I have received a copy of this Code of Conduct, and I fully understand all of the terms contained herein. I agree to comply with all terms of this Code of Conduct and to report any potential or acts of violation of this Code of Conduct or related policies and procedures. Reporting options include anonymous reporting through EthicsPoint, [hias.ethicspoint.com](http://hias.ethicspoint.com), or [ethics@hias.org](mailto:ethics@hias.org). I understand that it is my sole responsibility to ask any questions about this Code, and I confirm that I have had ample opportunities to do so.

I acknowledge and understand that my non-compliance with this Code or my non-disclosure of a violation of this Code of which I am fully aware, or my willful and intentional concealment of a violation of this Code committed by myself or others, may result in disciplinary action, including the termination of my employment or other relationship with HIAS and the pursuit of legal action against me by HIAS.

I further understand that the foregoing may result in criminal or civil penalties and fines imposed by law which HIAS reserves the right to pursue in its sole discretion.

I understand that this policy should be signed upon employment or relationship with HIAS and the January 1 every year after.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position or Affiliation with HIAS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date