

# **Code of Conduct**

## **Purpose of the Code of Conduct**

In order to meet our objectives, mission and core values Sounds of Change must retain its reputation as an NGO of integrity and respect. When working for Sounds of Change you represent Sounds of Change in your work and life. This Code of Conduct seeks to safeguard our standards of behaviour. The Code of Conduct is designed to help you understand how important it is to maintain professional practices and an ethical lifestyle. The Code of Conduct cannot anticipate every possible situation. If you have any concerns about how the Code should be applied in a particular situation, you should discuss this with the Sounds of Change staff.

## **General values**

Sounds of Change applies human rights values and principles through promoting participation, accountability and non-discrimination as much in its internal procedures as in its programming activities. Signatories of the Code of Conduct shall carry out their duties in accordance with these principles, with the highest standard of professional responsibility and integrity. The signatories shall at all times treat others with respect and dignity, and shall carry out their duties demonstrating commitment to equity and fairness for those with whom the organisation collaborates in the pursuit of its objectives as well as with any other people they interact with.

## **Representation**

Signatories should remember that they are representing the organisation at all times and should therefore not indulge in behaviour that may compromise the integrity or professionalism of the organisation. No signatory will use alcohol or drugs when this has a negative impact on the quality of their work, image of the organisation or security situation.

## **Respecting laws and culture of the country**

Signatories are obliged to familiarize themselves with and respect the laws of the country in which they are working. Signatories are required to familiarize themselves with and respect local culture, structures, beliefs, and customs, as long as these are not in contradiction with international human rights norms and humanitarian law.

## **Safety Policy**

Sounds of Change maintains a 'zero- tolerance to violence' policy which includes violence toward any Sounds of Change staff member, representative, partner or beneficiary of any age.

## **Staff relations**

All signatories will contribute to a constructive working atmosphere by refraining from improper behaviour towards colleagues. Improper behaviour includes but is not limited to violence, discrimination, sexual harassment, mobbing or verbal abuse.

All signatories are asked to give careful consideration to entering into romantic relationships with a superior or subordinate as these, by their very nature, are unequal. In such cases, therefore a reassignment of duties may be deemed necessary by management.

## **Social Media**

Sounds of Change has an official company account on social media. When active on social media, we encourage our staff to make a contribution to the transparency and accessibility of

Sounds of Change. As a Sounds of Change ambassador all signatories should be aware of this, even when using social media privately.

### **Photography**

When taking part in or visiting Sounds of Change activities, photography should be kept to a minimum, unless the signatory had been requested or assigned to document the activity. Permission to take photos should always be granted first.

### **Dress code**

Signatories should always be respectful to the local dress code. In many places it's for example inappropriate to wear sleeveless shirts as a woman or shorts as a man. In case of doubt, contact your staff or local contact person.