

CODE OF CONDUCT

Validated by the Board of Directors on 19/12/2018

Review validated by COMEX on 22/12/2022

PREAMBLE

Première Urgence Internationale (PUI) is a non-profit, apolitical and secular international NGO.

Première Urgence Internationale comes to the aid of civilian victims, marginalized or excluded by the effects of natural disasters, wars and situations of economic collapse. Its objective is to provide a comprehensive response to all the basic needs of populations who are victims of humanitarian crises in an emergency, until they can regain their autonomy and dignity.

As part of this response, Première Urgence Internationale bases itself on respect for fundamental human rights, social justice and human dignity and approves the Code of Conduct for the International Red Cross and Red Crescent Movement and disaster relief NGOs. It applies zero tolerance to all forms of abuse, exploitation, harassment, discrimination, sexist behavior, mistreatment, fraud and corruption committed by anyone working with PUI. The rules set out in this Code of Conduct aim to ensure the respect and safety of the people and communities affected by a crisis with which Première Urgence Internationale comes into contact and provides assistance and to protect all persons collaborating with Première Urgence Internationale in order to ensure the efficiency and integrity of our work. Première Urgence Internationale defines in this Code of Conduct the rules which are binding on all members and adherents of the association, employees and those accompanying them, trainees, consultants, volunteers, visitors, suppliers and service providers, operational partners in short, all natural or legal persons in a contractual relationship with Première Urgence Internationale (hereinafter referred to as Employees), regardless of their status and their place of employment. Compliance with this Code of Conduct is a responsibility shared by all those who participate in carrying out the mission of Première Urgence Internationale.

Première Urgence Internationale is committed to ensuring safe and secure conditions for all its staff, regardless of their position or location, and to maintaining a working environment that promotes well-being, resilience, health and productivity.

By reading the Code of Conduct, all the above-mentioned parties undertake to respect the rules individually and collectively as well as to ensure that they are respected in their working environment. Each employee represents PUI during and outside working hours. Failure to comply with this Code of Conduct may lead to managerial sanctions including dismissal, as well as notifications in HR files. In the situation where the person who has committed a violation of the Code of Conduct is not directly engaged or employed by Première Urgence Internationale, other measures may be taken (for example, revision of the contractual agreement or protocol agreed with the implementing partner). In this case, Première Urgence Internationale will ensure that disciplinary actions or other measures against the person are applied by the legal employer or the contract holder.

Première Urgence Internationale reserves the right to modify this Code of Conduct at any time (a new version will be communicated if necessary).

CODE OF CONDUCT

- I. **I undertake to respect a professional and personal conduct in accordance with the values upheld by Première Urgence Internationale**
 - Respect and promote the Charter of Première Urgence Internationale as well as all Codes, Policies, Safety Plan and Internal Regulations,
 - Treat all employees, stakeholders and beneficiaries with fairness and respect, courtesy and dignity,
 - Respect the confidentiality of information relating to the activities, staff, beneficiaries, suppliers, any collaborator with Première Urgence Internationale, both for the duration of my contract and after its execution,
 - As a manager, ensure that all those I supervise have the knowledge and resources necessary to comply with the values upheld by Première Urgence Internationale.

II. I undertake to carry out my work without any conflict of interest with the objectives of Première Urgence Internationale

- Not to steal, falsify, or use inappropriately or for personal purposes any document, material, equipment, premises or property of Première Urgence Internationale,
- Not to accept, solicit, organize or offer favors of any kind (gifts, payments, benefits in kind, etc.) from or for a third party, in exchange for preferential treatment or humanitarian assistance,
- Never abuse my authority, position or influence to condition humanitarian assistance,
- Not practice blackmail, extortion or exercise any type of abuse of power with staff, beneficiaries, their families or anyone with whom Première Urgence Internationale has a relationship (suppliers, candidates, etc.).

III. I undertake not to undermine the dignity of people

- Never commit moral or physical harassment, discrimination, humiliation, intimidation, degrading acts, physical or verbal abuse, favoritism, sexist acts, abuse of power, or show 'improper managerial behavior, in any circumstances, regardless of the form, extent or manner, which could cause physical, sexual, or psychological harm to an individual, within and outside the association,
- Not engage in human trafficking, defined as the recruitment, transportation, transfer, harboring or receipt of persons, through the threat of or use of force or other forms of coercion,
- Never exploit the vulnerability of beneficiaries, especially women and children, or allow them to be put in a situation that undermines their dignity,
- Not to use language or behavior that is inappropriate, harassing, abusive, sexually provocative, degrading or culturally inappropriate towards all of my interlocutors,
- Treating all people with respect, equality and dignity, regardless of their origin, sex, sexual orientation, gender identity, age, family situation, physical appearance, particular vulnerability resulting from their economic situation, their surname, their place of residence, their state of health, their loss of autonomy, their deficiency, their genetic characteristics, their mores, their political opinions, their beliefs in a religion or any other personal characteristic,
- To inform beneficiaries (especially children) and community members of their right to report any situation of concern.

IV. I pledge not to commit acts of sexual exploitation and abuse

- Do not engage children under the age of 18 in any form of sex or sexual activity, paid or unpaid, regardless of the age of majority or age of consent in the area. Failure to know a child's age is not a defence,
- Not to participate in an exchange of money, goods or services in exchange for sex, including sexual favors. All forms of humiliation, degrading acts or sexual exploitation (including prostitution) are prohibited. This includes the exchange of aid due to beneficiaries,
- Do not engage in sexual or romantic relationships with the beneficiaries because they are based on an inherently unequal balance of power,
- To establish and preserve an environment that prevents all sexual exploitation and abuse. In particular, it is incumbent on those responsible at all levels to set up systems aimed at preserving this environment and to ensure that they operate.

V. I pledge to promote the rights, respect and dignity of children

- Do not hire or solicit children (anyone under the age of 18) for any form of work regardless of the age of majority in the area. Failure to know a child's age is not a defence,
- Do not take or make public photos of children without the permission of the parent, guardian or carer; all photographs taken must respect the dignity of the child,
- Always ensure the presence of a responsible and trusted adult for any interaction with a child.

VI. I agree to produce and use images, films and other media in a respectful manner

- Assess and try to comply with context-specific traditions or restrictions regarding the production of personal images before photographing or filming any individual,
- Obtain informed consent from any individual before photographing or filming them. In this context, explain how the photograph or film will be used and undertake to have the image authorization form signed granting Première Urgence Internationale permission to use its image in any form and on any medium developed by it, without geographical or time limitation, in full or by extract,
- Ensure that all communications (images, audio, writing etc.) respect the dignity and fundamental human rights of the person represented and that they do not expose them to any risk of reprisals or abuse of any kind either. The subjects photographed must be appropriately dressed and not in poses that could be considered degrading or sexually suggestive,
- Not to use computer or digital means (computers, mobile phones, video cameras, cameras or social media) in a way that is detrimental to Première Urgence Internationale, its activities and all persons linked to the association (including beneficiaries).

As a signatory to this Code of Conduct, I adhere to its rules and principles, and I therefore undertake to create and maintain an environment that prevents and prevents any abuse, and promotes the implementation of all policies of Première Urgence Internationale by participating in the development of systems that maintain and improve this environment.

To this end, I also undertake to:

- Immediately report cases of exploitation, harassment and abuse of any person as well as cases of non-compliance with the Policies of Première Urgence Internationale , through the alert mechanism established by the association , in the greatest privacy,
- Immediately report all charges, convictions and other results of an offence, which occurred before or occurs during my involvement with Première Urgence Internationale that relate to exploitation, abuse, fraud, corruption, money laundering or the financing and support of terrorism or any form of abuse,
- Not intentionally make false allegations or accusations against any natural or legal person concerning the violation of the provisions of this Code of Conduct as well as the Policies of Première Urgence Internationale , under penalty of sanctions and/or legal proceedings.
- To cooperate, in complete confidentiality and impartiality, with the internal administrative investigations conducted by Première Urgence Internationale.

THE CODE OF CONDUCT IS A BINDING DOCUMENT

➔ By signing it, you acknowledge having received and understood:

- This Code of Conduct
- The PUI Charter
- The Child Rights Safeguarding Policy
- The Anti-Fraud and Anti-Corruption Policy
- The Protection Against Sexual Exploitation, Abuse and Harassment Policy
- The Policy Against Terrorism Financing and Money Laundering
- The alert mechanism guide

➔ You agree to respect them and have them respected. Any breach of one of the rules may be followed by disciplinary sanctions (breach of contract, etc.) and/or other measures (legal proceedings, revision of the memorandum of understanding, etc.).

➔ Clarifications can be provided to you at any time on request:

- For members, employees, interns and volunteers: to your line manager or the Human Resources Department.
- For partners, consultants, visitors, suppliers and service providers: to the referent/PUI contact.

➔ By signing it, you authorize PUI to carry out the necessary probity checks in relation to international sanctions.

To report a situation or behavior that contravenes the Code of Conduct or the Policies of Première Urgence Internationale,



Contact your line manager or write to alerte@premiere-urgence.org

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Detachable flap for the attention of the association

By engaging with Première Urgence Internationale, I acknowledge having received, read and understood this Code of Conduct and the Policies of Première Urgence Internationale and undertake to respect them and have them respected.

Date :

Full name :

Signature preceded by the handwritten words "Read and approved":



**PREMIERE
URGENCE
INTERNATIONALE**