



IsraAID Code of Conduct

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RATIONALE

IsraAID is a non-profit and non-governmental humanitarian aid organization, operating worldwide and guided by the principles of human dignity and freedom.

IsraAID's code of conduct establishes ethical and moral rules pertaining to the behavior and practice of IsraAID's employees, volunteers, and service providers (thereafter, IsraAID's personnel) within the professional sphere. It is an addendum to the Human Resources Policy.

IsraAID's code of conduct is binding to all volunteers, international and national employees, and service providers directly hired by IsraAID. In addition, IsraAID's Country Directors, Heads of Mission and general managers shall make sure that IsraAID's implementing and operational partners acknowledge, sign and abide by the code of conduct before entering into any an official partnership. IsraAID's employees, volunteers, and service providers are expected to uphold the highest standards of morality, at headquarters and in country offices, within the office structure and in field work, and in all interactions, whether with beneficiaries, direct or indirect partners, and colleagues.

I. Adherence to the Code of Conduct for the International Red Cross and Red Crescent (ICRC) Movement and NGOs in Disaster Relief (see Annex 1)

The ICRC Code of Conduct seeks to maintain the highest standards of independence, effectiveness, and impact to which NGOs aspire.

IsraAID is committed to abiding by the ICRC's code of conduct for NGOs in Disaster Relief and its three annexes (**all attached in Annex 1**). They are an integral part of IsraAID's code of conduct. IsraAID's employees, volunteers, and service providers shall, therefore, commit to acknowledge, respect, and fulfill its content.

II. Adherence to the Core Principles of Non-Discrimination and Independence

IsraAID's personnel shall extend aid to those in need without regard to religion, race, gender, ethnicity, sexual preferences, political aspirations, and circumstances. Aid priorities shall be calculated based on needs alone. IsraAID recognizes the crucial role played by women in disaster-prone communities and shall ensure that this role is supported, not diminished, throughout its activities.

IsraAID's organization and personnel shall, in no case, use aid to further any political or religious standpoint.

The organization shall not tie the promise, delivery, or distribution of assistance to the embracing or acceptance of a specific political or religious creed.

IsraAID is independent of governments and commits not to act as instruments of any government's foreign policy nor donor governments. IsraAID shall never knowingly – or through negligence – allow to be used to gather information of a political, military or economically sensitive nature for governments or other bodies that may serve purposes other than those which are strictly humanitarian.

III. Respect for National/Local Laws and Regulations

All IsraAID's employees, volunteers, and service providers – national and international – shall respect the laws of the country of operation (i.e. the host country). IsraAID's personnel shall conduct themselves taking into full consideration the national and local customs and culture of the country of operation.

IsraAID's personnel shall always carry personal identification (e.g. copy of passport) and professional certification (e.g. professional license; work ID card; work permit) in English or an official language of the country of operation. IsraAID is committed to cultivating positive and respectful relations with the population of the country of operation. IsraAID's personnel shall respect IsraAID's instructions regarding national and local laws, regulations, and customs in the country of operation. Failure to do so may constitute a criminal offense in the host country and/or an infraction of IsraAID's Human Resource policy; put the personnel's safety at risk; and tarnish the personnel's and the organization's reputation.

IV. Adherence to Moral and Ethical Behavior as Part of IsraAID's Identity

1. Respect the Culture, Norms, and Customs of the Countries of Operation

IsraAID's personnel shall bear in mind that any of the actions they undertake under an IsraAID contract (including the discussions they may have with individuals outside of the organization) are associated, directly or indirectly, with IsraAID. Therefore, employees shall refrain, to the best of their knowledge, from entering into any controversial discussions, behaviors, and activities while working under IsraAID's contract. IsraAID's personnel, Country offices, and activities shall fully consider the cultural and social norms of the country of operation, including sensitivity towards photography; transportation; clothing; gender considerations; interactions and communication; official protocols; security measures; geographical contexts, etc. All employees, volunteers and service providers shall, therefore, adapt their behavior and activities accordingly. Employees shall not hesitate to ask the Country Director/Head of Mission or any other relevant IsraAID management staff shall they need further guidance on cultural sensitivity.

2. Interactions as IsraAID's Representative

IsraAID's personnel shall respect the instructions of IsraAID's supervisor(s) and acknowledge that they represent IsraAID while performing their duties under IsraAID's contract. In order not to compromise the hard work of predecessors and future representatives, IsraAID's personnel shall maintain gracious and professional relationships. In the event IsraAID's personnel encounters a challenge or obstacle, they shall immediately contact the supervisor.

3. Bribery, Fraud & Corruption

IsraAID embraces a zero-tolerance policy against bribery, fraud, and corruption, including moral corruption. The organization prohibits the exchange of money for unofficial services, especially with public service officials, including military and police personnel, except in specific life-threatening circumstances. IsraAID's employees, volunteers and service providers who engage in bribery shall immediately be subject to disciplinary measures in accordance with the Human Resource policy, the anti-fraud policy, and the present code of conduct.

In cases where IsraAID's employees witness bribery and corruption within the organization, they shall immediately report to their supervisor. In case the incident includes the supervisor, it should immediately be reported to the Human Resources department.

Instances where employees, volunteers, and service providers had no choice but to provide money in order to receive services, outside of the official framework (e.g. in life-threatening circumstances), it shall immediately be reported to the Country Director/Head of Mission and recorded in an incident report using IsraAID's incident report template.

Bringing small gifts to partners, colleagues and people IsraAID works with, shall however not be considered bribery but recognition for good services and/or friendship within the official professional setting, provided that their values do not exceed reasonable costs according to the cultural context of Operation¹.

4. Communication and Representation

IsraAID's employees shall respect and view the individuals and communities we work with as equal partners in action. In our public information strategy, we shall portray an honest, balanced, and responsible image of the disaster-related situations and affected individuals and communities, avoiding unfair dramatization and maximizing local capacities whenever possible. IsraAID's employees shall advocate for better public

¹ In Israel, the maximum value for gift giving shall not exceed 50 US dollars.

response and attention to the issues at stake. IsraAID shall work to promote the voices of affected individuals, communities, and local/national partners as much as possible. IsraAID's employees shall not let external or internal demands for publicity affect the professional nature of activities and priorities.

5. Exploitation of Authority

IsraAID operates in disaster-affected areas and works with vulnerable communities and individuals affected by conflict, displacement, poverty, distress, and discrimination who find themselves in situations where they can be exploited and/or abused. IsraAID is committed to effectively prevent and address, through a zero-tolerance policy, exploitation of authority. IsraAID's personnel shall not exploit the authority given to them by the organization or by conditions in the field to harm an individual's physical and emotional integrity, dignity, and personal safety. IsraAID is committed to promoting an environment in which all its employees uphold the highest standards of professional and personal conduct.

A. Child Labor and Modern Slavery: IsraAID is committed to prevent and combat human trafficking and modern slavery (including the worst forms of child labors) as well as to prevent and combat all forms of violence against children. IsraAID's employees shall fully adhere to the comprehensive code of conduct against child labor and modern slavery (**Annex 3**), which is an integral part of IsraAID's code of conduct.

B. Sexual Exploitation and Abuse: IsraAID is committed to prevent and combat Sexual Exploitation and Abuse (SEA). Sexual Exploitation includes all situations where a person in a position of power, authority or in control of resources, seeks or accept to provide protection or assistance in exchange for sexual acts or favors. It is the actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including profiting monetarily, socially, or politically. Irrespective of authority, position, influence, or trust, sexual exploitation can also occur through pressure, force, and manipulation. Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions and includes inappropriate touching. SEA are unacceptable behaviors and prohibited conduct for all IsraAID's employees, volunteers, and service providers.

IsraAID's employees shall fully adhere to the comprehensive code of conduct against sexual exploitation and abuse (**Annex 2**), which is an integral part of IsraAID's code of conduct.

C. Sexual and Moral Harassment in the workplace: As part of the policy against sexual abuse and exploitation, IsraAID is committed to preventing, and enforcing a zero-tolerance policy against sexual and moral harassment in the workplace.

Moral harassment (also called psychological or emotional harassment) in the workplace is understood as: "If a person or a group of individuals treats [an employee] in a manner that is hostile, whether through actions, words or in writing, and if those actions affect [this employee's] dignity, physical or psychological wellbeing, as well as causing a deterioration in [the employee's] workplace or even jeopardizing [the employee's] employment, [the employee is] the victim of psychological harassment."²

Sexual harassment in the workplace is defined as repeated gestures or remarks made in order to obtain sexual favors from a worker. It can be subtle without the victim being aware of it (e.g. a client keeps telling sex-oriented jokes), or more direct and progressively leading to abusive requests or gestures (fondling), and even escalate into sexual assault or rape, threatening employment.

IsraAID's personnel shall not commit any act of harassment that could result in physical, sexual, or emotional harm to individuals. Sexual and moral harassment are grave offenses punishable by strict disciplinary measures as identified in the Human Resources policy. All Country Offices and headquarters shall ensure the promotion and fulfillment of this policy. All IsraAID's employees and direct partners shall receive proper guidance on harassment prevention and response. The prohibition against sexual and moral harassment shall apply not only in the office but anywhere where the organization is engaged, including travel, external meetings, overseas projects, etc. The prohibition shall apply to behaviors towards other workers, representatives of other organizations, beneficiaries, and anyone with whom IsraAID's personnel engage on behalf of IsraAID. Should an IsraAID employee encounter or experience inappropriate behavior, she/he must immediately report to a supervisor.

D. Dating/Consensual Relationship Policy Provision: IsraAID strongly believes that a work environment where employees maintain clear boundaries between personal and professional interactions is more conducive to a productive and comfortable environment. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Employees in supervisory or managerial roles, (i.e. with authority over others' terms and conditions of employment) are subject to more stringent requirements under this policy due to their role and authority status, their access to sensitive information, and their ability to affect the terms and conditions of employment of employees in subordinate positions.

² Accepted definition by renown expert, French psychiatrist Marie-France Hirigoyen, available at: <http://www.prevention-violence.com/en/int-111.asp>.

IsraAID's employees shall fully adhere to the Dating/Consensual Relationship Policy Provision (**Annex 4**), which is an integral part of IsraAID's code of conduct.

6. Security

IsraAID's personnel shall commit to abide by 1) IsraAID's overall security guidelines and procedures; 2) the security protocols and procedures applicable in the country of operation; including evacuation procedures, transportation policies, curfew policies, guidelines on safe behavior and procedures related to prevention and response to existing threats. Failure to comply with security guidelines and protocols shall be subject to disciplinary measures in accordance with IsraAID's Human Resources policy.

For further guidance on prevention and response mechanisms in the relevant country, employees shall refer to the Country Director/Head of Mission.

I have read and understood the above and I commit to abide by the present code of conduct and related Annexes and act accordingly.

Name: _____

Date: _____

Signature: _____

ANNEX 1 – Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief. ³

Purpose

This Code of Conduct seeks to guard our standards of behavior. It is not about operational details, such as how one shall calculate food rations or set up a refugee camp. Rather, it seeks to maintain the high standards of independence, effectiveness and impact to which disaster response NGOs and the International Red Cross and Red Crescent Movement aspires. It is a voluntary code, enforced by the will of each organization accepting it to maintain the standards laid down in the Code. In the event of armed conflict, the present Code of Conduct will be interpreted and applied in conformity with international humanitarian law.

The Code of Conduct is presented first. Attached to it are three annexes, describing the working environment that we would like to see created by Host Governments, Donor Governments, and Intergovernmental Organizations in order to facilitate the effective delivery of humanitarian assistance.

Definitions

NGOs: NGOs (Non-Governmental Organizations) refers to organizations, both national and international, which are constituted separate from the government of the country in which they are founded.

NGHAs: For the purposes of this text, the term Non-Governmental Humanitarian Agencies (NGHAs) has been coined to encompass the components of the International Red Cross and Red Crescent Movement - The International Committee of the Red Cross, The International Federation of Red Cross and Red Crescent Societies and its member National Societies - and the NGOs as defined above. This code refers specifically to those NGHAs who are involved in disaster response.

IGOs: IGOs (Inter-Governmental Organizations) refers to organizations constituted by two or more governments. It thus includes all United Nations Agencies and regional organizations.

Disasters: A disaster is a calamitous event resulting in loss of life, great human suffering and distress, and large-scale material damage.

³ 29-02-1996 Article, International Review of the Red Cross, No. 310

Prepared jointly by the International Federation of Red Cross and Red Crescent Societies and the ICRC, available at: <https://www.icrc.org/eng/resources/documents/article/other/code-of-conduct-290296.htm>.

The Code of Conduct

Principles of Conduct for The International Red Cross and Red Crescent Movement and NGOs in Disaster Response Programs.

1. The Humanitarian imperative comes first

The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle which shall be enjoyed by all citizens of all countries. As members of the international community, we recognize our obligation to provide humanitarian assistance wherever it is needed. Hence the need for unimpeded access to affected populations, is of fundamental importance in exercising that responsibility. The prime motivation of our response to disaster is to alleviate human suffering amongst those least able to withstand the stress caused by disaster. When we give humanitarian aid it is not a partisan or political act and shall not be viewed as such.

2. Aid is given regardless of the race, creed, or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone

Wherever possible, we will base the provision of relief aid upon a thorough assessment of the needs of the disaster victims and the local capacities already in place to meet those needs. Within the entirety of our programs, we will reflect considerations of proportionality. Human suffering must be alleviated whenever it is found; life is as precious in one part of a country as another. Thus, our provision of aid will reflect the degree of suffering it seeks to alleviate. In implementing this approach, we recognize the crucial role played by women in disaster-prone communities and will ensure that this role is supported, not diminished, by our aid programs. The implementation of such a universal, impartial and independent policy, can only be effective if we and our partners have access to the necessary resources to provide for such equitable relief, and have equal access to all disaster victims.

3. Aid will not be used to further a particular political or religious standpoint

Humanitarian aid will be given according to the need of individuals, families, and communities. Notwithstanding the right of NGHAs to espouse political or religious opinions, we affirm that assistance will not be dependent on the adherence of the recipients to those opinions. We will not tie the promise, delivery, or distribution of assistance to the embracing or acceptance of a political or religious creed.

4. We shall endeavor not to act as instruments of government foreign policy

NGHAs are agencies which act independently from governments. We therefore formulate our own policies and implementation strategies and do not seek to implement the policy of any government, except in so far as it coincides with our own

independent policy. We will never knowingly - or through negligence - allow ourselves, or our employees, to be used to gather information of a political, military or economically sensitive nature for governments or other bodies that may serve purposes other than those which are strictly humanitarian, nor will we act as instruments of foreign policy of donor governments. We will use the assistance we receive to respond to needs and this assistance shall not be driven by the need to dispose of donor commodity surpluses, nor by the political interest of any particular donor. We value and promote the voluntary giving of labor and finances by concerned individuals to support our work and recognize the independence of action promoted by such voluntary motivation. In order to protect our independence, we will seek to avoid dependence upon a single funding source.

5. We shall respect culture and custom

We will endeavor to respect the culture, structures and customs of the communities and countries we are working in.

6. We shall attempt to build disaster response on local capacities

All people and communities - even in disaster - possess capacities as well as vulnerabilities. Where possible, we will strengthen these capacities by employing local staff, purchasing local materials, and trading with local companies. Where possible, we will work through local NGHAs as partners in planning and implementation and co-operate with local government structures where appropriate. We will place a high priority on the proper co-ordination of our emergency responses. This is best done within the countries concerned by those most directly involved in the relief operations and shall include representatives of the relevant UN bodies.

7. Ways shall be found to involve program beneficiaries in the management of relief aid

Disaster response assistance shall never be imposed upon the beneficiaries. Effective relief and lasting rehabilitation can best be achieved where the intended beneficiaries are involved in the design, management, and implementation of the assistance program. We will strive to achieve full community participation in our relief and rehabilitation programs.

8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs

All relief actions affect the prospects for long term development, either in a positive or a negative fashion. Recognizing this, we will strive to implement relief programs which actively reduce the beneficiaries' vulnerability to future disasters and help create sustainable lifestyles. We will pay attention to environmental concerns in the design and management of relief programs. We will also endeavor to minimize the negative impact of humanitarian assistance, seeking to avoid long-term beneficiary dependence upon external aid.

9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources

We often act as an institutional link in the partnership between those who wish to assist and those who need assistance during disasters. We therefore hold ourselves accountable to both constituencies. All our dealings with donors and beneficiaries shall reflect an attitude of openness and transparency. We recognize the need to report on our activities, both from a financial perspective and the perspective of effectiveness. We recognize the obligation to ensure appropriate monitoring of aid distributions and to carry out regular assessments of the impact of disaster assistance. We will also seek to report, in an open fashion, upon the impact of our work, and the factors limiting or enhancing that impact. Our programs will be based upon high standards of professionalism and expertise in order to minimize the wasting of valuable resources.

10. In our information, publicity, and advertising activities, we shall recognize disaster victims as dignified humans, not hopeless objects

Respect for the disaster victim as an equal partner in action shall never be lost. In our public information we shall portray an objective image of the disaster situation where the capacities and aspirations of disaster victims are highlighted, and not just their vulnerabilities and fears. While we will cooperate with the media in order to enhance public response, we will not allow external or internal demands for publicity to take precedence over the principle of maximizing overall relief assistance. We will avoid competing with other disaster response agencies for media coverage in situations where such coverage may be to the detriment of the service provided to the beneficiaries or to the security of our staff or the beneficiaries.

The Working Environment

Having agreed unilaterally to strive to abide by the Code laid out above, we present below some indicative guidelines which describe the working environment we would like to see created by donor governments, host governments and the inter-governmental organizations – principally the agencies of the United Nations – in order to facilitate the effective participation of NGHAs in disaster response.

These guidelines are presented for guidance. They are not legally binding, nor do we expect governments and IGOs to indicate their acceptance of the guidelines through the signature of any document, although this may be a goal to work to in the future. They are presented in a spirit of openness and cooperation so that our partners will become aware of the ideal relationship we would seek with them.

Annex I (of the ICRC's code of conduct): Recommendations to the governments of disaster affected countries

1. Governments shall recognize and respect the independent, humanitarian, and impartial actions of NGHAs

NGHAs are independent, bodies. This independence and impartiality shall be respected by host governments.

2. Host governments shall facilitate rapid access to disaster victims for NGHAs

If NGHAs are to act in full compliance with their humanitarian principles, they shall be granted rapid and impartial access to disaster victims, for the purpose of delivering humanitarian assistance. It is the duty of the host government, as part of the exercising of sovereign responsibility, not to block such assistance, and to accept the impartial and apolitical action of NGHAs. Host governments shall facilitate the rapid entry of relief staff, particularly by waiving requirements for transit, entry and exit visas, or arranging that these are rapidly granted. Governments shall grant over-flight permission and landing rights for aircraft transporting international relief supplies and personnel, for the duration of the emergency relief phase.

3. Governments shall facilitate the timely flow of relief goods and information during disasters

Relief supplies and equipment are brought into a country solely for the purpose of alleviating human suffering, not for commercial benefit or gain. Such supplies shall normally be allowed free and unrestricted passage and shall not be subject to requirements for consular certificates of origin or invoices, import and/or export licenses or other restrictions, or to importation taxation, landing fees or port charges.

The temporary importation of necessary relief equipment, including vehicles, light aircraft, and telecommunications equipment, shall be facilitated by the receiving host government through the temporary waving of license or registration restrictions. Equally, governments shall not restrict the re-exportation of relief equipment at the end of a relief operation.

To facilitate disaster communications, host governments are encouraged to designate certain radio frequencies, which relief organizations may use in-country and for international communications for the purpose of disaster communications, and to make such frequencies known to the disaster response

community prior to the disaster. They shall authorize relief personnel to utilize all means of communication required for their relief operations.

4. Governments shall seek to provide a coordinated disaster information and planning service

The overall planning and coordination of relief efforts is ultimately the responsibility of the host government. Planning and coordination can be greatly enhanced if NGHAs are provided with information on relief needs and government systems for planning and implementing relief efforts as well as information on potential security risks they may encounter. Governments are urged to provide such information to NGHAs.

To facilitate effective coordination and the efficient utilization of relief efforts, host governments are urged to designate, prior to disaster, a single point-of-contact for incoming NGHAs to liaise with the national authorities.

5. Disaster relief in the event of armed conflict

In the event of armed conflict, relief actions are governed by the relevant provisions of international humanitarian law.

Annex II (of the ICRC's code of conduct): Recommendations to donor governments

1. Donor governments shall recognize and respect the independent, humanitarian, and impartial actions of NGHAs

NGHAs are independent bodies whose independence and impartiality shall be respected by donor governments. Donor governments shall not use NGHAs to further any political or ideological aim.

2. Donor governments shall provide funding with a guarantee of operational independence

NGHAs accept funding and material assistance from donor governments in the same spirit as they render it to disaster victims; one of humanity and independence of action. The implementation of relief actions is ultimately the responsibility of the NGHAs and will be carried out according to the policies of that NGHAs.

3. Donor governments shall use their good offices to assist NGHAs in obtaining access to disaster victims

Donor governments shall recognize the importance of accepting a level of responsibility for the security and freedom of access of NGHAs staff to disaster sites. They shall be prepared to exercise diplomacy with host governments on such issues if necessary.

Annex III (of the ICRC's code of conduct): Recommendations to intergovernmental organizations

1. IGOs shall recognize NGHAs, local and foreign, as valuable partners

NGHAs are willing to work with UN and other intergovernmental agencies to effect better disaster response. They do so in a spirit of partnership which respects the integrity and independence of all partners. Intergovernmental agencies must respect the independence and impartiality of the NGHAs. NGHAs shall be consulted by UN agencies in the preparation of relief plans.

2. IGOs shall assist host governments in providing an overall coordinating framework for international and local disaster relief

NGHAs do not usually have the mandate to provide the overall coordinating framework for disasters which require an international response. This responsibility falls to the host government and the relevant United Nations authorities. They are urged to provide this service in a timely and effective manner to serve the affected state and the national and international disaster response community. In any case, NGHAs shall make all efforts to ensure the effective co-ordination of their own services.

In the event of armed conflict, relief actions are governed by the relevant provisions of international humanitarian law.

3. IGOs shall extend security protection provided for UN organizations, to NGHAs

Where security services are provided for intergovernmental organizations, this service shall be extended to their operational NGHAs partners where it is so requested.

4. IGOs shall provide NGHAs with the same access to relevant information as is granted to UN organizations

IGOs are urged to share all information, pertinent to the implementation of effective disaster response, with their operational NGHAs partners.

Annex 2: Code of Conduct on Sexual Exploitation and Abuse for All IsraAID's Employees

All Country Offices shall make sure that all international and national employees, volunteers, and service providers, receive an informative briefing about the present code of conduct, sign it and commit to abide by its terms.

IsraAID's Commitment

IsraAID works with vulnerable communities affected by conflict and displacement, who find themselves in situations where they can be exploited and/or abused.

IsraAID, as an International Non-Governmental Humanitarian Aid Organization working in **IsraAID XX [LOCATION]**, is committed to prevent and combat Sexual Exploitation and Abuse (SEA).

Sexual Exploitation includes all situations where a person in a position of power, authority or in control of resources, seeks or accept to provide protection, assistance in exchange for sexual acts or favors. It is the actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including profiting monetarily, socially, or politically. Irrespective of authority, position, influence, or trust, sexual exploitation can also occur through pressure, force, and manipulation.

Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions, and include inappropriate touching. SEA are acts of unacceptable behaviors and prohibited conduct for all IsraAID's staff and consultants.

IsraAID is committed to promote an environment in which all its staff, including temporary consultants, uphold the highest standards of professional and personal conduct.

Undertakings

IsraAID's personnel commits to:

- (1) Respect and promote the fundamental rights of all, without discrimination of any kind, irrespective of race, religion, gender, ethnicity, sexual orientation, political beliefs, social status or disability;
- (2) Treat all beneficiaries and other persons fairly and with respect and dignity, in accordance with the laws of **IsraAID XX [LOCATION]** international law and local customs;

- (3) Never commit any act of harassment that could result in physical, sexual, or emotional harm to individuals, especially women and children;
- (4) Never exploit the vulnerability of beneficiaries;
- (5) Never condone or participate in any corrupt or illegal activities;
- (6) Never engage in any act of Sexual Exploitation and Abuse (as define above), or any other related sexually humiliating, depredating, and exploitative behavior;
- (7) Never engage in any type of sexual activities with children under the age of 18; mistaken belief in the age of a person cannot be considered as a defense;
- (8) Never use children or adults to procure sexual services to others;
- (9) Never exchange money, good, services, employment for sexual favors;
- (10) Never make use of brothels;
- (11) Never request sexual favors from beneficiaries in exchange of humanitarian assistance.

By accepting employment with IsraAID in **IsraAID XX [LOCATION]**, the personnel and consultants, accordingly assume the duty of humanitarian care and ethical conduct that goes with the responsibilities.

By signing this code of conduct, the personnel and consultants thereby signal their responsibilities to uphold their standards of behavior accordingly.

Name: _____

Position: _____

Date: _____

Signature: _____

ANNEX 3: Code of Conduct Against Child Labor and Modern Slavery

IsraAID's Commitment

IsraAID works with vulnerable communities and individuals affected by conflict, displacement, poverty, and discrimination who find themselves in situations where they can be exploited and/or abused.

IsraAID, as an International Non-Governmental Humanitarian Aid Organization, is committed to prevent and combat human trafficking and modern slavery (including the worst forms of child labors) as well as to prevent and combat all forms of violence against children.

There are an estimated 5.5 million children in forced labor (worst forms of child labor and modern slavery). This includes trafficked children, children in debt bondage and other forms of forced labor, and forced recruitment for armed conflict, prostitution, pornography, and other illicit activities (ILO 2012). There are 168 million children in child labor more broadly, or 11 percent of all children aged between 5 and 17 years old. Of these children, 73.1 million are too young to work (5 – 11 years old) and more than half of them, 85 million, are in hazardous work – these are also known as the worst forms of child labor and require immediate action.

Definitions

Modern slavery: IsraAID defines modern slavery as encompassing the variety of situations in which one person is forcibly controlled by an individual or group for the purpose of exploitation including: slavery and forced labor, debt bondage or bonded labor, human trafficking, domestic servitude, forced or servile marriage, the worst forms of child labor and other exploitation, including sexual and broader child exploitation.

Worst forms of child labor: IsraAID adheres to the ILO definition of the work forms of child labor, including child slavery, trafficking, debt bondage, serfdom, forced labor, including forced recruitment for use in armed conflict, prostitution, pornography, and hazardous work (these are all considered forms of modern slavery).

Undertakings

IsraAID undertakes to:

1. Pay attention to gender sensitivity in its efforts to prevent and combat child labor and the modern slavery. Child labor shall be tackled with a differentiated approach for boys and girls. Gender roles, age, birth order and family structure often dictate the occupations and tasks undertaken by boys and girls; the conditions, hours, and visibility of their work; their vulnerability and protection concerns; and educational opportunities.

2. Ensure specific attention is placed on children in conflict and humanitarian settings. This includes work in fragile states that are experiencing conflict or protracted humanitarian situations, and more stable states affected by an emergency or conflict. IsraAID is committed to work on reinforcing systems that will protect children who live through conflict and/or humanitarian crises (including unaccompanied minors), or who are forced to travel to escape their effects and seek to address their urgent needs - including protection from exploitation and violence, and access to education;
3. Reach the most vulnerable/marginalized children including, unaccompanied and separated children, migrant children, children who are out of school, excluded groups (including marginalized by caste or semi-feudal relationships), disabled children/ relatives of the disabled forced to work, and children of parents involved in illicit work.
4. Scrutinize the entire value chain when seeking partnerships (including donors, service providers, staff recruitment, casual work contracts etc.) in order to identify and address poor working conditions and exploitation.
5. Take full consideration of children's views into all phases of the program design cycle - form program assessment to evaluation.
6. Brief and train its personnel, partners, service providers and contractors about the present policy.

By accepting employment with IsraAID, the personnel, contractors, partners, and consultants accordingly assume the duty of humanitarian care and ethical conduct that goes with the responsibilities.

By signing this code of conduct, the personnel, contractors, partners, and consultants, thereby signal their responsibilities to uphold their standards of behavior accordingly.

Name: _____

Position: _____

Date: _____

Signature: _____

ANNEX 4: Dating/Consensual Relationship Policy Provision:

IsraAID strongly believes that a work environment where employees maintain clear boundaries between personal and professional interactions is more conducive to a productive and comfortable environment. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Employees in supervisory or managerial roles, (i.e. with authority over others' terms and conditions of employment) are subject to more stringent requirements under this policy due to their role and authority status, their access to sensitive information, and their ability to affect the terms and conditions of employment of employees in subordinate positions.

When entering a romantic relationship in a workplace, the following guidelines shall be respected:

1. During working hours and in locations of work (including but not exclusively: office spaces, office cars, field activities, work-related transportation and any other work related activities), employees are expected to conduct themselves in an appropriate manner that does not interfere with other's perception of comfort and freedoms or with overall productivity, and that is culturally accepted in a work-place.
2. During work breaks, such as lunches, coffee breaks etc. employees engaging in personal exchanges shall observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on the Organization's premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment shall be subject to the appropriate provisions of IsraAID's disciplinary policy.
5. Employees' off-duty conduct is generally regarded as private if such conduct does not negatively interfere the workplace's environment and organization's interests.
6. Any employees in supervisory or managerial roles, (i.e. with authority over others' terms and conditions of employment) such as directors, managers, supervisors and any other organization's official in an influential position within IsraAID, must disclose the existence of a romantic or sexual relationship with another co-worker to the immediate supervisor or the director of human resources (HR). This disclosure will enable IsraAID

to determine whether any conflict of interest exists due to the relative positions of the individuals involved.

7. Regarding Paragraph 6, when a conflict of interest or potential risk is identified, IsraAID will work with the parties involved to consider options for resolving the problem. The initial solution may be to ensure that the parties no longer work together on matters where one is able to influence the other, or act for the other matters such as recruitment, dismissal, promotions, performance management, compensation decisions and financial transactions. These are situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer to other positions or departments.
8. Failure to cooperate with IsraAID to resolve a conflict or challenge caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority over another employee in a mutually agreeable fashion may be deemed insubordination and cause for disciplinary measures.
9. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
10. Where doubts exist as to the specific meaning of the terms used above, employees shall make judgments based on the overall spirit and intent of this policy.
11. Any concerns about the administration of this policy shall be addressed to the director of Human Resources.

Name: _____

Position: _____

Date: _____

Signature: _____

Health Declaration

Name: _____

ID no. (please attach copy): _____

Phone no. _____ Email: _____

Mailing address: _____

1. How would you define your current health state? _____

2. Are you currently being treated or have been in the past for an illness or disability?

Yes No; If yes, specify: _____

3. Do you use any regular medication? Yes No; If yes, specify which at for what:

4. Do you suffer from asthma, allergies, sensitivity to food or medication? Yes No; If yes, specify:

5. Have you had surgery or prolonged hospitalization? Yes No; If yes, specify:

6. Have you ever been treated for mental health problem? Yes No; If yes, specify:

7. What is your Blood Type? [please attached formal medical document] _____

8. Contact details in case of emergency:

Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____