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**ANNEX A: CODE OF CONDUCT UNICEF: PROTECTION AGAINST SEXUAL EXPLOITATION AND ABUSE.**

Sexual Exploitation and Abuse (SEA) towards those we seek to assist is unacceptable and prohibited. They constitute a very serious attack on the trust placed in us by the people we serve and on our duty of accountability to them. Such acts violate the human rights of victims and seriously damage the credibility and image of UNICEF and the United Nations as well as the humanitarian community and the community of development actors. They undermine the good relations that we can and must have with the communities we work with and ultimately endanger our ability to act.

The United Nations has measures in place to prevent and respond to Sexual Exploitation and Abuse by United Nations personnel and associated personnel (i.e., consultants, employees, and volunteers of organizations under contract to the UN). These measures are described in the Secretary-General's Bulletin ST/SGB/2003/13 on special measures of protection against Sexual Exploitation and Abuse.

In compliance with these provisions, as a supplier/contractor,

**I am committed to:**

1. Treat all people with fairness and respect, courtesy, and dignity, in accordance with International Law on Human Rights and the Rights of the Child.
2. To provide humanitarian assistance to affected populations by integrating the elements of protection: “Do No Harm” by ensuring safety, dignity and effective access to the services provided.
3. Help create and maintain an environment that prevents Sexual Exploitation and Abuse, sexual harassment, corruption, or abuse of power and promote the implementation of the code of conduct.
4. Immediately report any allegation, suspicion, or concern regarding failure to comply with the standards set out in this Code of Conduct either in confidence to the Protection from Sexual Exploitation and Abuse Focal Point, or to the UNICEF Representative in (mention Country Office), or to the following generic address: xxx.
5. Investigate and take appropriate corrective measures, including imposing disciplinary measures on the individual that has perpetrated Sexual Exploitation and Abuse.
6. Ensure that the protection against Sexual Exploitation and Abuse provisions are included in all subcontractors’ agreements.
7. Not intentionally make false accusations against another worker for violating the provisions of the Code of Conduct or disseminate false statements about co-workers or UNICEF.
8. Periodically provide training to my employees on the prohibition of acts of Sexual Exploitation and Abuse, including new hires.
9. Mandatory training courses for protection against Sexual Exploitation and Abuse, sexual harassment and abuse of power.

**I acknowledge that it is strictly forbidden to:**

1. Engage in sexual activity with children, regardless of age of majority or local consent. Lack of knowledge of the actual age of the child cannot be invoked as a means of defense.
2. Abuse my authority, position, or influence by refusing humanitarian protection, aid or services, or granting preferential treatment in order to solicit sexual favors, gifts, payments of any kind or any other advantage.
3. Exchanging money, employment, goods, or services with anyone, including the exchange of aid that is due to recipients, for sexual favors.
4. To go to brothels or places declared prohibited by the security organs of each agency/organization.
5. Using children or adults to get other people to engage in sexual activity.
6. Accept any sexual favor in exchange for food or non-food assistance provided to beneficiaries.

**I certify that I have read and understood the above content and agree to abide by this Code of Conduct on Sexual Exploitation and Abuse at all times.**

Name of the company Legal representative Signature

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**INTERPRETATION OF THE TERMS OF THE CODE OF CONDUCT.**

**Child:** a person under the age of 18. Power refers to the decisive authority or ability to materially affect various forms of rights or relationships. Power derives primarily from position, rank, influence, status, or control of resources.

**Unequal power relations** are one of the most critical environments for sexual exploitation. Again, it is recalled that due to their unequal status, women and girls are particularly at risk of sexual exploitation and abuse, although boys and even adult men can also be vulnerable.

**Sexual Abuse**: Any sexual abuse committed with force, coercion or in favor of an unequal relationship, the threat of such abuse also constituting sexual abuse.

**Sexual Exploitation:** Act of abusing or attempting to abuse a state of vulnerability, an unequal power relationship or a relationship of trust for sexual purposes, including but not exclusively with a view to obtaining a pecuniary or social advantage or politics.

**Sexual Exploitation and Abuse (SEA):** Particular forms of gender-based violence that have been reported in humanitarian contexts, more specifically acts involving aid workers.

**Sexual harassment** includes any unwanted sexual advance, any request for sexual favour, any verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that could reasonably shock or humiliate someone. Sexual harassment can occur when it interferes with work, becomes a condition of employment, or creates an intimidating, hostile or offensive environment. It can be a single incident or a series of incidents. Sexual harassment can occur outside of the workplace and/or outside working hours.

**UNICEF staff:** UNICEF staff includes all workers engaged by UNICEF or representing UNICEF, whether recruited locally or internationally.

**Humanitarian worker:** anyone who is associated with the provision of protection and/or assistance to affected populations and who has a contractual relationship with the participating agency/partners, including auxiliary workers from the targeted communities. This term encompasses all staff of humanitarian agencies and entities, including UN staff, GOs, NGOs, implementing partners and relevant community organizations, as well as paid staff, volunteers, contractors’ partners, auxiliary workers, and anyone performing a task on behalf of a humanitarian organization or entity, regardless of the type or duration of their contract.

**Beneficiaries of humanitarian aid:** Persons who receive aid in the context of emergency relief or development aid under assistance programs (generally: “the affected population” or “the affected community”). This term includes refugees, internally displaced persons, and other vulnerable people, as well as members of host communities. The victim of sexual exploitation or abuse in the sense that it is understood here is a beneficiary, without necessarily being in a situation of vulnerability; the existence of an unequal balance of power or a relationship of trust is sufficient.

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**Sexual relationships with beneficiaries:** Development workers and humanitarian workers occupy positions of authority, power and control over resources and services. Sexual relations between beneficiaries and agents humanitarian concerns should raise concerns, including even those that could be described as proper and consensual. There should be no room for even the perception that abusive and exploitative relationships might take place.