



*Positive*

*Action  
for*

*Development*

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# **Organizational Code of Conduct**

**Addis, Ababa**

**Ethiopia**

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## I. OVERVIEW OF THE CODE OF CONDUCT

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The following is a briefing note for PAD staffs Code of Conduct. Staff in PAD are expected to carry out their duties in line with this Code of Conduct of the Organization. PAD will require their staff and volunteers to sign this Code of Conduct when joining the organizations and comply with it to the fullest. This Code of Conduct seeks to guard our standards of behavior. It is not about operational details. Rather, it seeks to maintain the high standards of independence, effectiveness and impact to which disaster response our organization aspires. It is a voluntary code, enforced by the will of the organization accepting it to maintain the standards laid down in the Code. In events the organization implement activities 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 Governments and Donor Government organizations in order to facilitate the effective delivery of humanitarian assistance?

## II. Organizational Background

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### **Why we exist:**

The population of Ethiopia is growing intensively. Numbers show that most of the population found at the young age group. Being the productive age group, this group has neither benefited from the countries resources nor benefited the country. This is the result of political injustice, poverty, illiteracy etc. As a result the most important age group of the society is the victim of low standard of living, illegal migration, homeless, addiction, unemployment etc.

PAD-Ethiopia believes that long lasting changes depends on ensuring local ownership to changed practices and the management of interventions during and beyond the actual project period. The organization strategically aimed vision is to: see a community of hope, humane, and social justice and bringing people together to work in partnerships; Promote hope humanity and social justice for every human, life in all its fullness; to improve the livelihoods of the disadvantageous groups for Social and Inclusive Economic Growth through actively engaging in positive actions promoting responsive care and support and fight the causes of poverty in Ethiopia. This will be sought achieved through the following three key pathways of the three programmatic areas the organization has engages. i.e. WASH, Resilience and Health: Changing social norms and hence practices and behavior; build strong community responses and; linking community interventions with government policies, offices. PAD will address and mainstream as relevant: international migration, poverty reduction and HIV/AIDS, gender, people with social needs and the environment.

## **Establishment:**

Positive action for Development (PAD) is an indigenous non-governmental, non for profit Ethiopian resident's civil Society organization with active registration status at Federal Level. The organization initially licensed at Ethiopian Federal Democratic Charities and Societies agency on June 6/2011 with a registration number 2330. The organization has also been re-registered and accorded legal personality with registry number 2330 on May 22, 2019 as Local Organization in accordance with the civil society Organization proclamation No. 1113/2019. Positive action for Development has active presence in Addis Abeba and Eastern part of the country.

## **3. PURPOSE OF CODE OF CONDUCT**

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### **3.1. Who must comply with the PAD Code of Conduct?**

PAD's Code of Conduct is applicable to every employee including director, volunteer, visitor, partner, consultant, and intern and staff member on secondment from other organizations. All of these are obliged to create and maintain an environment that promotes the implementation of this Code of Conduct.

Those in positions of authority in PAD have a particular duty to act as positive role models in upholding the organization's standards, and to support and develop appropriate systems to maintain such an environment. The Code of Conduct is integral to every contract, terms of reference or agreement that our organization enters into, or is party to.

Failure to adhere to the Code of Conduct may result in disciplinary action being taken, up to and including dismissal, and may lead to criminal prosecution.

All staff, directors, consultants, secondees, interns, volunteers, and visitors are required to confirm, on an annual basis, that they have read, agree with, and will adhere to the Code of Conduct.

### **3.2. PAD Core Principles of Code of Conduct**

#### **The humanitarian imperative comes first**

The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle which should be enjoyed by all citizens of all countries. As members of the 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 should not be viewed as such.

**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 programmes, 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 programmes. 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.

**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. 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 particular political or religious creed.

**We shall endeavor not to act as instruments of government foreign 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 should 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 labour 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.

**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.

**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. We will place a high priority on the proper co-ordination of our emergency responses.

**Ways shall be found to involve programme beneficiaries in the management of relief aid**

Disaster response assistance should 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 programme. We will strive to achieve full community participation in our relief and rehabilitation programmes.

**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 programmes which actively reduce the beneficiaries' vulnerability to future disasters and help create sustainable lifestyles. We will pay particular attention to environmental concerns in the design and management of relief programmes. We will also endeavor to minimize the negative impact of humanitarian assistance, seeking to avoid long-term beneficiary dependence upon external aid.

**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 programmes will be based upon high standards of professionalism and expertise in order to minimize the wasting of valuable resources.

**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 should 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.

## **5. 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 and governments. These guidelines are presented for guidance. They are not legally binding, nor do we expect governments 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.