



CODE OF CONDUCT

Join For Water has built a reputation for the quality of its work, which is based largely on the competence, integrity and leadership of our staff. In order to maintain and further enhance our reputation, we demand high standards of conduct by all staff, as well as by volunteers and consultants.

This code of conduct brings these expected standards together. The code also aims to prevent Join For Water personnel from being in a situation where their conduct may be misinterpreted. The Join For Water code of ethical conduct describes common ethical standards for the conduct of its activities worldwide and serves as a guide for questions or dilemmas where the right choice is not clear.

Join For Water asks that these standards in ethical conduct be applied by its employees, volunteers, contractors and consultants. Join For Water also expects high standards of ethical conduct from the partner organizations it works with. Partners are encouraged to put in place policies that cover the areas covered by this ethical code of conduct.

Conduct refers to the behaviour, language and actions of individuals. Inappropriate conduct can have a negative impact on Join For Water internal culture, relationships with staff and external reputation. As employees, volunteers or consultants of Join For Water, it is up to each of us to respect this code and make the right decisions accordingly. We are also required to report violations of the code that we are aware of or are facing. Join For Water employees, volunteers or consultants who do not comply with this code, including those who fail to report violations of the code, are subject to disciplinary sanctions.

This code is anchored in 5 guiding principles, the basis on which all Join For Water activities are based, as well as each of the actions and decisions of Join For Water employees, volunteers or consultants.

Introduction

The code is anchored in our 5 guiding principles:

1. respect for international law and rights;
2. work effectively and effectively for our mission;
3. treat people with dignity and respect;
4. priority to safety, health and well-being;
5. work with integrity.

Issues raised under this code should be handled with tact, discretion and the level of confidentiality required under the appropriate policy. A breach of the code of ethical Cconduct, or any associated policy, could constitute a disciplinary offense, which will be dealt with in accordance with the appropriate national policy.

Join For Water respects individual rights to privacy and will not interfere in the way people choose to live their lives outside of work, except when this choice may have a direct impact on their employment or may lead to Join For Water in discredit.



For guidance on the application of this code, please contact your supervisor or your human resources manager / resident representative.

Scope of the document

This code of conduct applies to all employees, volunteers, members of the Board of Directors and consultants representing Join For Water to the stakeholders.

While recognizing that different national laws and contexts, this code of conduct establishes minimum standards that apply regardless of where they are located. Where national codes of conduct exist that set stricter expectations, they will apply.

This code of conduct also complements the ethical codes that Join For Water may have signed or agreed to, such as those required by professional bodies.

The code can provide practical guidance for managing many situations. However, no document is able to predict each situation or describe each requirement. More importantly, our code is no substitute for common sense and sound judgment.

If you cannot find answers to your questions in the code, take some time to think about the approach you are proposing, and discuss it with your supervisor or a collaborator or contact the resident representative or a member of the executive committee.

Join For Water requires the following commitments:

Principle 1: I respect the law and international rights.

- ✓ Respect for the law is the very basis of our reputation.
- ✓ I agree to abide by the laws of the country in which I am located and particularly those relevant to the context in which I work and that apply to our field of activities.

Principle 2 : I work efficiently and effectively for our mission.

- ✓ I pledge to use Join For Water funds and resources in a responsible manner to maximize our impact for those without access to safe drinking water, sanitation and hygiene, and Agricultural water.
- ✓ I agree to use and manage the Join For Water funds and resources entrusted to me in a transparent and accountable manner and that I will comply with financial policies and procedures.
- ✓ I undertake to report any abuse of funds or resources.
- ✓ I undertake to always provide true and truthful information in any report and counting that I will be working on as part of my assignment.

Principle 3 : I treat people with dignity and respect.

- ✓ I am committed to being sensitive to different customs and traditions and will refrain from inappropriate behavior, which may offend (especially when the culture of the work context is different from mine).



- ✓ I undertake to show respect for people with different backgrounds, beliefs and lifestyles (including religion, ethnicity, sexual orientation, Nationality, disability and health status).
- ✓ I agree to abide by policies that address issues of discrimination, harassment and intimidation.
- ✓ I am committed to being professional and courteous in my relationships with others and will not use inappropriate or offensive language, either verbally or in written communications (such as e-mail).

Principle 4 : I give priority to safety, health and well-being.

- ✓ I undertake not to undertake actions that place the safety, health or well-being of any person at an unnecessary risk.
- ✓ I agree to abide by all applicable health and safety policies and will avoid unnecessary risks to the safety, health and well-being of myself and others.
- ✓ I agree not to work under the influence of alcohol, to the extent that my ability to do my job is affected.
- ✓ I agree not to work under the influence of a drug or drug-related substance or to introduce any illegal substance into Join For Water premises, sites or vehicles.
- ✓ I undertake to report any person who intends to introduce an illegal substance into Join For Water premises, sites or vehicles.
- ✓ I agree to abide by the policies and strategic notes on risk management and safety. And I will inform my supervisor if there is a security risk that needs to be addressed.

Principle 5 : I will operate with integrity.

- ✓ I pledge to act in accordance with Join For Water' values of equity, sustainability and participation.
- ✓ I undertake not to accept any gift, gratuity or benefit that may be seen as a means of payment to give a favor or advantage. I will report to my supervisor any gift or payment received. I undertake to accept only small gestures of appreciation of a nominal value. The line between a small gesture and corruption can be very fine, in case of doubt I ask the opinion of my hierarchical manager.
- ✓ I undertake to report immediately to my superiors any attempts of corruption committed by my colleagues or partners or providers.
- ✓ I promise not to commit acts of corruption and never offer or accept inappropriate favours.
- ✓ I promise not to use my position within Join For Water to solicit personal advantage (for example: financial or sexual).
- ✓ I agree to use Join For Water' computer and communications equipment in an appropriate manner. In particular, I will not consult, download, create or distribute inappropriate (eg pornographic) or offensive materials.
- ✓ I agree not to abuse or disclose personal or confidential data or information to persons who should not have access.
- ✓ I undertake to report any activity that could be considered a bad professional practice.