



CODE OF CONDUCT

METAdrasi – Action for Migration and Development

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Accepted by BoD: Decision No. 2/16.02.2017	Approved by General Assembly: Decision No. 3/31.03.2017	<i>Acceptance and adoption of the UNHCR Code of Conduct through Article 5, par.2 of Bylaws</i>
<u>1st amendment:</u> Accepted by BoD Decision No. 05/14.06.2022	<u>1st amendment:</u> Approved by General Assembly: Decision No. 3/13.01.2023	<i>Adaptation of the UNHCR Code to METAdrasi's Code of Conduct.</i>
<u>2nd amendment:</u> Accepted by BoD Decision No. 02/09.06.2023	<u>2nd amendment:</u> Approved by General Assembly: Decision No.	<i>Amendment of articles 2 and 3.4 with the addition of basic principles listed in article 13 of joint Ministerial Decision No. 187634/2023 (Government Gazette 2125/B/31-3-2023).</i>

1. Introduction

METAdrasi's capacity to ensure the protection of and support to refugees and other persons of concern is inextricably linked to the ability of its staff to uphold and promote the highest standards of ethical and professional conduct. We, the staff members of METAdrasi, are personally and collectively responsible for maintaining these standards.

This Code of Conduct is designed to assist staff to better understand the obligations placed upon their conduct by the terms of their association with METAdrasi. It is a moral code that intended to establish strong work ethics ensuring that staff do not abuse power, and to serve as a guide for staff to make ethical decisions in their professional lives as well as in their private lives.

The Code of Conduct applies to all METAdrasi staff members, who will be requested to sign it. Other people working for or associated with METAdrasi -such as collaborators, volunteers, interns- will also be requested to sign this Code of Conduct, in order to confirm that they uphold its standards as far as applicable to their status.

All METAdrasi's staff are responsible for encouraging, advocating and promoting the dissemination of the Code of Conduct and have a role in implementing, monitoring and enforcing its standards. Also, they are responsible for reporting any incident, suspicion or concern that relates to, or may relate to, a breach of this Code of Conduct via METAdrasi's online forms at link <https://metadrasi.org/en/contact/>

2. Core values and guiding principles

METAdrasi's staff are committed to the following fundamental values and principles:

We will ensure that our conduct is consistent with and reflects the values enshrined in the Charter of the United Nations: respect for fundamental human rights, social justice, human dignity and the value of every human being and respect for the equal rights of men and women. We will assist METAdrasi to actively promote adherence to the principles of national and international refugee, human rights, and humanitarian law. We will be guided by the core values professionalism, integrity and respect for diversity.

- We will ensure the protection of and assistance to refugees and other persons of concern. We are committed to supporting the fullest possible participation of refugees and other persons of concern in decisions that affect their lives.
- We will respect the dignity and worth of every individual, promote and practice understanding, respect, compassion and tolerance and will demonstrate discretion and maintain confidentiality as required. We will aim to build constructive and respectful working relations with our partners, will continuously seek to improve our performance, and will foster a climate that encourages learning and supports positive change.
- We will respect the principle of equality, without any discrimination as to race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, gender identity, age, socio-economic status, disability, political or other belief, membership in a particular social group, vulnerability, the state of physical or mental health or any other distinguishing feature or any disability. We will strive to remove all barriers to equality.

- We will respect the cultures, customs and traditions of all people, and will avoid behaving in ways that are not acceptable in a particular cultural context. However, when the tradition or practice is considered to be directly contrary to an international human rights instrument or standard, the applicable human rights instrument or standard will prevail.
- We will demonstrate zero- tolerance to any form of sexual exploitation or abuse to adults and children or any form of child abuse.
- Our work will be governed by the principles of transparency and accountability, the best interests of the child, participation and respect for the minor's views, avoiding harm, strengthening the resilience of minors and respecting the minor's cultural background,
- Our work will be governed by the principle of confidentiality and protection of personal data.

3. Commitment to the Code of Conduct

As a staff member of METAdrasi, I commit myself to:

3.1. Treat all refugees and other persons of concern fairly, and with respect and dignity

I will always seek to understand the difficult experiences that refugees and other persons of concern to METAdrasi have faced and survived, as well as the disadvantaged position in which they may find themselves in relation to those who hold power or influence over aspects of their lives.

I will always seek to care for and protect the rights of children, and act in a manner that ensures that their best interests shall be the paramount consideration.

If my job involves direct work with refugees or other persons of concern, I will try to fully understand their experiences and needs, and to explain the role of METAdrasi and its activities.

I will keep myself informed about METAdrasi's policies, objectives and activities and about the needs of persons of concern, and will do my utmost to support METAdrasi's work and vision.

3.2. Uphold the integrity of METAdrasi, by ensuring that my personal and professional conduct is of the highest standard

I will demonstrate integrity, truthfulness, dedication and honesty in my actions. I will be patient, respectful and courteous to all persons I come in contact with from my position as an employee.

I will observe and abide by existing laws and regulations, will meet all my private legal and financial obligations, and will not seek to take personal advantage of any privileges that have been conferred on me.

3.3. To perform my official duties and conduct my private affairs in a manner that avoids conflicts of interest, thereby preserving and enhancing public confidence in METAdrasi

My actions will be free of any consideration of personal gain. I will neither seek nor accept instructions regarding the performance of my duties from government or from any regional or local authority.

I will not accept/nor give any honour, favour, gift, remuneration from/to any other source external to METAdrasi without prior authorization, and I will neither accept/ or give bribery from/to anyone. I will not

accept supplementary payments or subsidies from any source.

I will not be engaged in any external employment or activity, which are in conflict with the basic principles of this Code, or participate in certain political activities such as standing for or holding public office without prior notification of the Organization's BoD.

I will not take any action that constitutes special treatment of associates (persons or companies) or participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interests may arise.

3.4. Contribute to building a harmonious workplace based on the principle of equality, team spirit, mutual respect and understanding

I will respect the principle of equality and will not engage in any form of discrimination based on race, sex, religion, colour, national or ethnic origin, language, marital status, sexual orientation, gender identity, age, socio-economic status, disability, political or other belief, membership in a particular social group, vulnerability, state of physical or mental health or any other distinguishing characteristic or any disability.

I will show respect to all colleagues, regardless of status or position, and will allow all colleagues the opportunity to have their views heard, and to contribute from their knowledge and experience to team efforts. I will communicate openly and share information -subject to confidentiality requirements- with other colleagues, and will endeavour to respond in a timely manner to queries.

I will respect my colleagues' privacy, and avoid misinformation. I will seek to resolve differences and solve problems when they arise, and will contribute to building constructive dialogue, guided by mutual respect and an open, positive approach, between management and staff representatives.

As a head of department/manager/ coordinator, I will be open to the views of all team members. I will provide timely feedback on the performance of each team member, as well as guidance, motivation and recognition of their merits.

3.5. Promote the safety, health and welfare of all METAdrasi staff as a necessary condition for effective and consistent performance

I will remain aware of and comply with all instructions designed to protect my health, welfare and safety. I will always consider the safety of staff in operational decisions. If I have doubts regarding an instruction that I consider threatening to my safety or the safety of other persons, I will bring this immediately to the attention of my manager/coordinator or of the head of HR department.

As a head of department/manager/ coordinator, I will endeavour to ensure that the health and well-being of staff are not subjected to undue risk. I will promote work-life balance for staff, and will respect staff entitlements.

3.6. Safeguard and make responsible use of the information and resources to which I have access by reason of my employment with METAdrasi

I will exercise due care in all matters of official business, and not divulge any confidential information related to refugees or other persons of concern, colleagues and other work-related matters.

I will protect, manage and utilize METAdrasi human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at METAdrasi's disposal for the benefit of refugees and other persons of concern.

3.7. Prevent, oppose and combat all exploitation and abuse of refugees and other persons of concern

I will not commit any action or conduct that could result in or be perceived as any form (including sexual) of exploitation or/and abuse. I will comply with METAdrasi's Policy for Preventing and Responding to sexual exploitation, abuse and harassment.

I undertake not to abuse power and influence that I have by virtue of my position. I will never request any service or favour from refugees or other persons of concern in return for protection or assistance. I will never engage in any exploitative relationships –sexual, emotional, financial or employment-related – with refugees or other persons of concern.

I will not engage in sexual activity with children under the age of 18 and I will comply with highest standards of protection and care for children as they are stipulated in METAdrasi's Child Safeguarding Policy. Mistaken belief in the age of the child does not constitute a defence.

I am obliged to report any incident of exploitation and abuse -including child abuse- of refugees and other person of concern, that comes to my attention.

3.8. Refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of METAdrasi

I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example, child labour, and trafficking of human beings and commodities.

3.9. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or favouritism in the workplace

I will not engage in or tolerate any form of harassment in the workplace, including sexual harassment and abuse of power

As a head of department/manager/coordinator, I will not solicit favours, loans or gifts from staff, nor will I accept unsolicited ones that are of more than token value.

I recognize that there is an inherent conflict of interest and potential abuse of power in having intimate and sexual relations with staff under my supervision. Should I find myself in such a relationship, I am committed to handle the issue with due responsibility and report it to the head of HR department in order to avoid any possible negative impact on the team and the Organization.

I am signing METAdrasi's Code of Conduct to confirm that I understand and commit to uphold the highest standards of professional and personal conduct.

I understand that the Code of Conduct applies to me throughout the period that I am employed by or representing the Organization, including when I am off duty or on leave and that the violation of the Code of Ethics constitutes a disciplinary offense according to article 25 of METAdrasi's Work Regulation.

I understand that this Code of Conduct complements, but does not replace, any other policies, rules and regulations of the Organization.

Full name:

Place:

Date

Signature: