



# SAFEGUARDING CODE OF CONDUCT

## INTRODUCTION

This is a Code of Conduct for The 1k Project for Ukraine (<https://www.1kproject.org>), which is a United States based 501c3 direct relief effort that empowers individual sponsors, businesses and nonprofits to send \$1K to Ukrainian families. We focus on single mothers and families with 3+ children.

Our capacity to ensure the protection of our beneficiaries and other persons of concern depends on the ability and commitment of the organisation to uphold and promote the highest standards of ethical and professional conduct. The Founders and employees have a particular responsibility to uphold these standards, to set a good example, and to create a safeguarding culture that supports and empowers staff. We recognize that our work often puts its staff in positions of power in relation to its beneficiaries. All those who serve this organisation have an obligation not to abuse this power.

Our Code of Conduct applies to all staff contracted by the \$1k Project for Ukraine, board members, associated personnel whilst engaged with work or visits related to the \$1k Project for Ukraine including but not limited to the following: consultants; volunteers; contractors; journalists, celebrities, and politicians.

## IMPLEMENTATION AND REVIEW

This Code of Conduct is endorsed by The 1k project for Ukraine's board of directors and / or its most senior management structure. Every attempt will be made to ensure that those we serve have access to it and that it is understood. The Code of Conduct will be reviewed annually by the appropriate authority within the organisation.

## BACKGROUND

The Code of Conduct lays out our expectations and guiding principles for appropriate behaviour in the office and field. By agreeing to work for us, its directors, trustees, staff, and volunteers undertake to comply with The 1k project for Ukraine's policies and procedures and to uphold the highest standards of personal and professional conduct to ensure that our integrity and reputation shall not be jeopardised by their actions nor those it seeks to help come to any harm.

All employees, volunteers and visitors are expected to read and sign it, and a copy will be held in the individual's personnel file.

## CORE VALUES AND GUIDING PRINCIPLES

**Our staff and volunteers 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 and human dignity, and respect for the equal rights of each individual. We will promote adherence to the principles of international refugee law, international human rights law, and international humanitarian law. We will be guided by the core values of the UN system, including professionalism, integrity, and respect for diversity, and will maintain an international perspective at all times.
- We will respect the dignity and worth of every individual, will 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, supports positive change, and applies the lessons learned from our experience.
- We will show respect for all persons equally without distinction whatsoever of race, gender, religion, colour, national or ethnic origin, culture, customs, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, or any other distinguishing feature. We will strive to remove all barriers to equality.
- We have a responsibility to protect beneficiaries and to avoid exposing them to further harm as a result of our actions. We also have a duty of care to all our volunteers. We aim to follow the UN's humanitarian principles of neutrality, impartiality, avoiding harm, accountability, participation, and respect. In practice, that means we all need to follow this Code of Conduct:

# CODE OF CONDUCT

I commit myself to the following:

**To treat all persons of concern fairly, and with respect and dignity.**

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

**To uphold the integrity of the organisation by ensuring that my personal and professional conduct is, and is seen to be, 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 with whom I deal in an official capacity, including persons of concern, representatives of operational and implementing partners, governments, and donors.
- I will do my utmost to ensure that the conduct of members of my household does not reflect unfavourably on the integrity of The \$1k project for Ukraine.

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- My actions will be free of any consideration of personal gain, and I will resist any undue political pressure in decision-making.
- I will neither seek nor accept instructions regarding the performance of my duties from any government, including by national authorities, or from any authority external to the organisation. I will neither give nor accept any honour, decoration, favour gift, remuneration, or bribe, to / from any government; nor will I give nor accept such to / from any other source external to the organisation without prior authorisation. It is, however, allowed to give or accept small tokens of appreciation that are exchanged in accordance with local practice provided that it cannot compromise the integrity of the organisation.
- I will avoid assisting private persons or companies in their undertakings with the organisation where this might lead to actual or perceived preferential treatment.
- I will never participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interests may arise.

**To contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.**

- 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 use internal procedures and processes to express unhappiness and will not use social media for such purposes.
- Though I may disagree with a colleague, or with a manager 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. I accept that not all the changes which I wish to promote will necessarily be adopted by the organisation.

**To 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.
- I will not solicit favours, loans, or gifts from staff or volunteers, nor will I accept unsolicited ones that are of more than token value.

**To safeguard and make responsible use of the information and resources to which I have access by reason of my employment with The 1k project for Ukraine.**

- I will exercise due care in all matters of official business, and not divulge any confidential information about persons of concern, staff, volunteers, and other work-related matters in accordance with the terms of employment and current guidelines.
- I will protect, manage, and utilise the organisation's human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at the organisation's disposal for the benefit of the persons of concern.

**To prevent, oppose and combat all exploitation and abuse of persons of concern.**

- I undertake not to abuse the power and influence that I have by virtue of my position over the lives and well-being of persons of concern.
- I will never request any service or favour from persons of concern in return for protection or assistance.
- I will never engage in any exploitative relationships, emotional, financial or employment related with persons of concern, nor engage in commercial exchange of sexual services

- I will not engage in sexual exploitation or abuse of persons of concern, and I have a particular duty of care towards women and children.
- I will not share any information related to the beneficiaries outside the framework of the 1k Project for Ukraine and/or with persons other than the associated personnel.
- I will not make any contact outside work nor share my personal contact details with any 1k Project beneficiaries.
- I will neither support nor take part in any form of illegal, exploitative, or abusive activities, including, for example, child labour, and the trafficking of human beings and commodities.

## COMPLAINTS AND REPORTS

Each person who signs this Code is obligated to bring to the attention of the relevant manager any potential incident, abuse, or concern that they witness, are made aware of, or suspect which appears to breach the standards contained in this Code. If you have a complaint or a concern relating to safeguarding, if you suspect a safeguarding incident, or if you have any question about Safeguarding at the \$1k Project for Ukraine, please report it to our safeguarding officer via email at [safeguarding@1kproject.org](mailto:safeguarding@1kproject.org)

I, \_\_\_\_\_ accept and declare that by appending my signature herein on this document, I confirm that I have read and understood the Code of Conduct and its standards. I understand that any divergence from these standards may result in the termination of my employment/volunteering contract with The 1k project for Ukraine and, where an act of criminality is concerned, a referral to the appropriate legal authorities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_