

# CODE OF CONDUCT



CartONG is a Non-Governmental Organization whose mission is to put data in service of humanitarian, development, and social projects.

It brings its multi-disciplinary expertise and the commitment of its volunteers and employees to face the technical, strategic, and ethical challenges of digital technology.

CartONG uses the tools and methodologies of information management, particularly geographic information management, to gain a better understanding of the issues at stake in difficult contexts and the needs of targeted populations, and thus improve the quality and accountability of field actions by facilitating their monitoring and evaluation.

To achieve this, CartONG promotes the sharing and appropriation of data, tools, and methods, by and for everyone. It strives to work in a spirit of collaboration and partnership to achieve a lasting impact. In accordance with its Associative Project, this activity is carried out by its staff and volunteers in accordance with the values of the association:

- Focusing on people: we place the dignity of individuals and communities at the heart of our choices and actions, respecting their rights and the principles of economic, ecological, and social justice.
- Professionalism: we look for that little extra that makes all the difference, with a pragmatic focus on technical quality.
- Agility: an integral part of our DNA, our team cultivates its ability to innovate and adapt to each context and each request.
- Autonomy: through an original organization and a continuous transfer of skills, CartONG empowers its members and partners. Our greatest success is your autonomy!
- Collaboration: at every stage of our projects, we aim to involve all stakeholders in a spirit of openness and sharing.
- Conviviality: CartONG is a place where people help each other, where they feel connected and where they can flourish, while respecting our diversity.

CartONG, which adheres to the Code of Conduct defined for the International Red Cross and Red Crescent Movement and for NGOs during disaster relief operations, also wanted to formalize, in a document specific to the association, each person's commitment to adopt irreproachable ethical behavior in line with these values.

This is the purpose of this Code of Conduct.

As a staff or board member or a volunteer (taking part in a pro-bono mission alongside CartONG), I undertake to work in full awareness of humanitarian principles (humanity, neutrality, impartiality, and independence) in all places where I work or am deployed, and to :

## 1. TREAT ALL PERSONS OF CONCERN FAIRLY AND WITH RESPECT AND DIGNITY

I will always seek to understand the difficult experiences that persons of concern have faced and survived, as well as the disadvantaged position in which they may find themselves - particularly because of their gender, sexual orientation, age, or disability - from those who have power or influence over certain aspects of their lives.

I will always seek to care for and protect human rights (including children's rights), and to act in such a way that their best interests are at the forefront of my priorities. I will keep myself informed of CartONG's policies, objectives, and activities in this regard.

## **2. TO UPHOLD THE INTEGRITY OF CARTONG BY ENSURING THAT MY PERSONAL AND PROFESSIONAL CONDUCT MEETS, AND IS SEEN TO MEET, THE HIGHEST STANDARDS.**

I will act with integrity, sincerity, dedication, and honesty. I will be patient, respectful, and courteous to all those with whom I deal in the course of my duties, including stakeholders, representatives of implementing and operational partners, governments, and donors.

I will respect local laws and fulfill all my private legal and financial obligations.

## **3. TO CARRY OUT MY DUTIES AND CONDUCT MY PRIVATE AFFAIRS IN SUCH A WAY AS TO AVOID CONFLICTS OF INTEREST, THEREBY PRESERVING AND STRENGTHENING PUBLIC CONFIDENCE IN CARTONG.**

My actions will be free from any consideration of personal gain (other than salary), and I will resist any undue political pressure in my decisions.

I will not commit fraud in any form whatsoever. Fraud is defined as any action aimed at obtaining an unauthorized advantage, such as money, goods, services, or other personal or commercial benefits, regardless of whether this advantage benefits the employee concerned, CartONG, or a third party.

I will not use my position to obtain advantages or favors and will not accept such advantages, favors, or gifts in cash or in kind, promises of gifts, or any other advantage.

I will ensure that my outside activities, whether paid or unpaid, do not interfere with my work and are not incompatible with CartONG's interests.

I will avoid placing myself in a situation of direct or indirect conflict between my personal interest (including that of my close relations) and that of CartONG. I will declare any conflict of interest<sup>1</sup> that would put me at odds with CartONG's missions.

## **4. HELPING TO CREATE A HARMONIOUS WORKPLACE BASED ON TEAM SPIRIT, MUTUAL UNDERSTANDING AND RESPECT.**

I will show respect for all my colleagues, regardless of their status or position, and give them the opportunity to make their views heard and to contribute their knowledge and experience to the team's efforts.

I will communicate openly and share relevant information (subject to confidentiality requirements) with other colleagues and endeavor to respond promptly to enquiries.

I will respect the privacy of my colleagues and avoid circulating false information. I will seek to resolve disputes and problems when they arise. I will contribute to constructive dialogue, guided by mutual respect and an open and positive approach.

As a leader, I will be open to the opinions of all team members. I will give my opinion on the performance of each member of the team in due course, guiding and motivating them and fully recognizing their merits.

<sup>1</sup> A conflict of interest is "a situation of interference between a public interest and public or private interests which is likely to influence or appear to influence the independent, impartial and objective exercise of a function" (Act no. 2013-907 of 11 October 2013)

## **5. TO PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF ALL CARTONG STAFF AS A PREREQUISITE FOR EFFECTIVE AND CONSISTENT WORK.**

I will be attentive and comply with all instructions designed to protect my health, well-being and safety. I will always consider the safety of staff when making operational decisions. If I have any doubts about an instruction that I consider to be a risk to my safety or that of others, I will inform my line manager immediately.

As the person in charge, I will endeavor to ensure that the health and well-being of our staff are not exposed to unnecessary risks.

I will encourage a healthy work-life balance for staff and respect their rights.

## **6. TO PRESERVE AND USE RESPONSIBLY THE INFORMATION AND RESOURCES TO WHICH I HAVE ACCESS AS A RESULT OF MY ACTIVITY WITHIN CARTONG.**

I will exercise due diligence in all official matters and will not divulge any confidential information on work-related matters.

## **7. PREVENTING, REJECTING, AND COMBATING ALL FORMS OF 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 solicit services or favors from persons concerned or from any other persons under my authority in exchange for protection or assistance. I will never enter into an exploitative relationship - sexual, emotional, financial, or professional - with persons of concern.

If I find myself in such a relationship with a person of concern that I consider to be non-exploitative and consensual, I will report the matter to my line manager for advice on the understanding that the matter will be handled with appropriate discretion. I understand that both I and my line manager have normal mechanisms for consultation and appeal on such matters.

I will act responsibly when hiring or engaging persons of concern or other persons under my authority for private services. I will report in writing to my line manager on the nature and conditions of this employment.

## **8. REFRAIN FROM ANY INVOLVEMENT IN CRIMINAL OR UNETHICAL ACTIVITIES, ACTIVITIES THAT VIOLATE HUMAN RIGHTS, OR ACTIVITIES THAT COMPROMISE THE IMAGE AND INTERESTS OF CARTONG.**

I will not support or take part in any form of illegal activity, exploitation or abuse, including, for example, child labor and trafficking in human beings and goods.

As CartONG is committed to the highest standards of child protection and care, I am aware that I must not engage in sexual activity with anyone under the age of 18.

## **9. REFRAIN FROM, OPPOSE AND REPORT ANY FORM OF MONEY LAUNDERING OR TERRORIST FINANCING.**

I behave irreproachably in the fight against money laundering and the (direct or indirect) financing of terrorism.

I undertake to report any situation of money laundering or terrorist financing that I become aware of as an employee, Board member, member or volunteer (volunteer participating in a pro-bono mission) of CartONG, regardless of the place or context in which this observation is made (in any work situation, including deployment with partners). I will immediately bring it to the attention of my line manager.

As the person in charge, I will take action if an unusual situation is reported.

## **10. REFRAIN FROM ANY FORM OF HARASSMENT, DISCRIMINATION, PHYSICAL OR VERBAL VIOLENCE, INTIMIDATION OR FAVORITISM IN THE WORKPLACE.**

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

More specifically, I will abide by the rules of behavior put in place by CartONG as part of its Sexual Exploitation and Abuse Prevention (PSEA) policy, displayed in the office and on the server. And I will be able to alert the harassment and sexist abuse referent of the CSE if necessary (his/her contact details are in the same place as the PSEA policy).

As a manager, I will not solicit favors, loans, or gifts from staff and I will not accept unsolicited gifts.

I recognize that there is an inherent conflict of interest and potential abuse of power in having intimate and sexual relationships with employees under my responsibility. If I find myself in such a relationship, I will resolve this conflict of interest without delay.

## **11. SIGNING THE CODE OF CONDUCT**

I declare that I have read, understood, and accepted the terms and conditions set out here. As well as our privacy policy: <https://www.cartong.org/fr/privacy-notice>.

Lastly, I declare that I am aware of the existence within the Board of a Conciliator, whose role is to intervene, in particular if the application of this Code of Conduct were likely to create tensions with my superiors or work colleagues.

Name :

Date :

Signature :