

CODE OF CONDUCT

TO ENSURE HUMANITARIAN WORKERS USE ETHICAL PRACTICES AND ENGAGE IN ETHICAL CONDUCT WHEN WORKING WITH THE MOST VULNERABLE MEMBERS OF SOCIETY

SIF/v4 of 090421 – DC183111

CONTENTS

Foreword	3
Introduction	4
1- SIF Values and Principles	5
2- Recipients	5
3- Rules of Conduct	6
3.1 Personal Responsibility	6
3.2 Respecting Current Legislation and Regulations	6
3.3 Professional Conduct	7
4- Specific Rules of Conduct Concerning Children	9
5- Consequences of Violating or Breaching the Code of Conduct	11

Foreword

The Founding President's Message

“SIF is committed to reducing poverty and vulnerability in France and around the world, taking action wherever there are humanitarian and social needs to be met. We enjoy the trust of our donors, development partners and all those who believe in and/or contribute to our work.

SIF has produced this educational and practical code of conduct to address a range of different situations. It is the basis upon which SIF is built, and each of us must act as both the promoter and guarantor of this code of conduct to ensure that humanitarian workers use ethical practices and engage in ethical conduct when working with the most vulnerable members of society.”

Rachid LAHLOU

Recipients	Cf. page 4
Related documents	Statutes SIF rules and regulations
Further information	SIF Charter Code on Conflict of Interest Whistleblowing Procedure Child Safeguarding Policy
Responsible for the content	HRD
Validation of the content	Board of Directors, 2018/11/09 + 2021/02/05 + 2021/04/09
Available languages	FR, EN
Intranet address	N/A
Last updated on:	2021/04/09
Effective date:	2021/04/30

Introduction

Secours Islamique France (hereafter referred to as SIF) is a national and international solidarity Non-Governmental Organisation (NGO) that works both in France and around the world.

SIF is committed to reducing poverty and vulnerability in France and worldwide, without proselytising or discriminating, regardless of the age, gender, sexual orientation, gender identity, physical appearance, membership or non-membership of a specific ethnic group, nation or religion, language, health, family status including economic status, surname, customs, political opinions or union activities or any other situation of the people concerned. We take action wherever there are humanitarian and social needs that require emergency relief, development programmes and advocacy campaigns.

The non-profit SIF strategy is based on strong values and principles that require exemplary ethical behaviour. To help ensure this, SIF has developed this Code of Conduct to clearly and explicitly set out the rules of behaviour with which all the recipients of this document must comply, particularly when working with children and other vulnerable people.

Furthermore, as a social and humanitarian organisation, when carrying out our work, SIF fully complies with current legislation and regulations, as well as with the values upheld by the external codes and charters to which we adhere. In particular:

- The *Don en Confiance* ('give with confidence') benchmark. This certification is based on the monitoring of 3 components (governance, management and communication) and 4 key principles (respect for the donor, transparency, pursuit of efficiency, probity and objectivity);
- The Code of Conduct for the International Red Cross and Red Crescent Movement (ICRC);
- The Coordination SUD Transparency and Ethics Benchmark; the ECHO framework agreement (Directorate-General for European Civil Protection and Humanitarian Aid Operations);
- The FAS membership charter (*Fédération des Acteurs de la Solidarité*).

This Code of Conduct sets out the minimum standards of conduct required of the recipients in order to ensure the proper implementation of SIF actions and to fully comply with SIF's values.

Each recipient must adhere to and comply with this Code of Conduct, and all line managers (of staff members) and other managers/supervisors (of partners, volunteers, suppliers, etc.) must ensure it is fully respected at all times.

1- SIF Values and Principles

Since its creation in 1991, SIF has believed in a more just and caring world where the basic needs of vulnerable people are met. SIF is built on the values of Islam, solidarity and respect for human dignity, which are central to everything we do. In addition, SIF undertakes to respect the principles that form the basis of humanitarian action:

- Fairness and inclusiveness: to help the most vulnerable, fairly and with humanity, and regardless of origin, gender, culture, religion, political beliefs or affiliations. SIF always strives to achieve our objectives, even under difficult conditions;
- Neutrality and independence: to abstain from taking sides in conflicts and crises by remaining independent from all political, economic, financial or religious organisations;
- Accountability and transparency:
 - towards beneficiaries to provide them with the assistance they need in the most appropriate manner, particularly by ensuring the action taken is effective and by considering the longer-term impacts of the aid provided;
 - towards donors by using their donations conscientiously, properly and transparently;
 - and, more generally, by adopting a socially and environmentally responsible approach and by ensuring compliance with contracts and commitments.

2- Recipients

This Code of Conduct applies to all statutory bodies, board members performing their social duties, SIF employees, consultants, temporary staff, interns, paid and unpaid volunteers, partners, and, more generally, anybody working with SIF, whether in France or abroad, on a temporary or permanent basis.

The rules contained in this Code of Conduct form an integral part of the contractual obligations arising from: (i) the subordinate working relationship for employees; (ii) the joint working relationship for volunteers; (iii) the contractual or convention-based relationship with partners. The penalties listed in the contract may be imposed for failure to comply with these rules.

Under the scope of their responsibilities, the recipients undertake to provide the relevant information relating to the rules and requirements set out in this Code of Conduct to all third parties (suppliers, service providers, partners, temporary staff, subcontractors, etc.).

3- Rules of Conduct

3.1 Personal Responsibility

Each recipient must accept personal responsibility for complying with this Code of Conduct and, in particular, for:

- Reading and understanding both the terms of this Code of Conduct and the consequences of any failure to implement this Code;
- Completing tasks or working on SIF assignments by employing honest, impartial, ethical and professional behaviour;
- Meticulously respecting SIF's fundamental values and principles as described in the first paragraph of this Code of Conduct;
- Adopting verbal and gestural behaviour that shows respect for human values and for people's physical and moral integrity (beneficiaries, SIF employees, partners, etc.), as well as for the working environment and for local faiths, customs and cultures, and for eliminating all deliberate environmental damage.
- Respecting everybody's basic rights, regardless of gender, age, disability, health, language, ethnic origin, colour, religion, caste, sexual orientation and any other features of personal identity or characteristics;
- Neither directly nor indirectly engaging in any form of economic or social exploitation (illegal or forced labour, modern slavery, etc.) or undertaking any other action that fails to respect human dignity;
- Setting an example by adopting irreproachable and ethical behaviour, especially when wearing SIF attire or anything featuring the SIF logo.

3.2 Respecting Current Legislation and Regulations

All the recipients of this Code of Conduct must respect current legislation and regulations. In addition to possible criminal prosecution, violation of this Code by any of the recipients could result in either disciplinary action where there is a subordinate relationship (employees) or the termination of a contractual relationship in other cases.

The following violations are provided by way of example; however, this list is by no means exhaustive:

- Alcohol or drug use: the recipients of this Code of Conduct are strictly prohibited from using and/or possessing any substance deemed illegal in their country of work, whether during or outside working hours (including working lunches and dinners and on business trips, especially during assignments).

- Fraud, corruption, or attempted fraud or acceptance of corruption: it is formally prohibited to engage in these practices, which include: (i) any action that seeks to deceive or to circumvent legislation; (ii) giving or receiving bribes, gifts or commissions, whether to express thanks or to gain a material or moral advantage, particularly as part of a project.

- Money laundering and/or financing terrorism: it is strictly forbidden to accept any money or funding that is of questionable origin or that has been obtained illegally; it is also expressly prohibited to raise funds for perpetrating acts of terrorism.

- Moral or sexual harassment and, more generally, any type of violence or abuse: SIF condemns and will punish, either directly by initiating disciplinary action against its staff, or indirectly through the courts in other cases, any person engaging in the following sexual conduct, without this list being exhaustive or the definitions used being restrictive:
 - (i) Sexual harassment, which involves repeatedly subjecting a person to sexually oriented comments or behaviour that violates their dignity due to the degrading or humiliating nature of these comments/behaviour or creates an intimidating, hostile or offensive environment for them. Sexual harassment also includes all forms of extreme pressure (whether repeated or not) placed on a person with the real or perceived aim of obtaining sexual favours for either the perpetrator or a third party.
 - (ii) Sexual abuse includes all conduct/behaviour, without violence or intimidation, towards people who have not given their consent either due to their age or due to the fact that consent was obtained through an abuse of power or superiority and is thus invalid. Sexual relationships with minors are automatically deemed to be non-consensual even in instances where the victim has given their consent. In such situations, mistaken belief in the age of the victim is not a defence and this argument will be systematically rejected by SIF.
 - (iii) Sexual assault results from any sexual conduct (including rape) that involves violence, intimidation, coercion or threat, whether without or with the victim's consent (given as a result of psychological pressure, or due to vulnerability caused by their economic situation, state of health or inability to give a clear answer, etc.).
 - (iv) Sexual exploitation results from any sexual conduct that involves inciting another person to engage in sexual activity (including pornography) by promising a reward of some kind and with the aim, on the part of the person who instigates it, of making a profit.
 - (v) Any sexual conduct that harms SIF's image, values, assignments and representation in France and abroad, such as engaging in prostitution.

SIF also condemns and will punish moral harassment, such as repeated acts of malicious behaviour (derogatory remarks, intimidation, insults, etc.) that can lead to a sharp deterioration in the victim's working conditions, hurt their career prospects, violate their dignity or adversely affect their physical and mental health.

3.3 Professional Conduct

3.3.1 Relationships with Beneficiaries

The beneficiaries of SIF projects have the right to fair access to the activities set up for them without discrimination.

Any recipients of this Code of Conduct working directly with SIF project beneficiaries who are victims of any form of violence or abuse must report this offence without delay and, where necessary, promptly pass on the information requested by SIF in an honest and transparent manner. The recipients should then: (i) follow the instructions given by SIF in accordance with the legislation, regulations and this Code, particularly with regard to the victims' rights and rights of appeal; (ii) exercise the utmost discretion regarding their identity or the potential procedure; and (iii) ensure their dignity is respected.

3.3.2 Abuse of Power and Weakness

The recipients of this Code of Conduct must both fulfil their role and use their status responsibly.

The abuse of any hierarchical power arising out of a managerial, supervisory or any other working relationship is prohibited. All excessive or aberrant exercise of the power afforded by a person's status or role and/or which exceeds the powers delegated by SIF (humiliation, harassment, coercion, intimidation, etc.) is deemed to be an abuse of power.

It is also prohibited to abuse an individual's weaknesses (SIF project beneficiaries, employees, volunteers, partners, etc.), whether these relate to their economic or social situation, state of health or any other factor, in order to reap a personal benefit. A victim is considered to have a weakness if they are vulnerable.

More generally, the recipient of this Code must refrain from any attitude likely to generate doubts or suspicions about his behavior, especially if this behavior risks creating a disorder or / and causing harm in the good operation and progress of a SIF program, device or service.

Consequently, and given the disturbance caused, it is with regard to the beneficiary prohibited:

- To find oneself, within the framework of the execution of his mission, alone with a beneficiary, in particular in a closed space, unless this is necessary for his safety: to always be accompanied by at least one other adult, or else to be visible to another adult if he has to, exceptionally, remain alone with a beneficiary.
- To maintain an inappropriate relationship with a beneficiary, likely to endanger their life, development and / or well-being, even if this relationship is authorized by law or local customs.

De facto, the recipient of this Code must observe appropriate sexual behavior towards the beneficiary at all times and therefore sexual relations between a beneficiary and a stakeholder of the SIF are not conceivable (see list of recipients cited in part 2 and which constitute the stakeholders of the SIF).

3.3.3 Use of SIF Resources

Unless specifically permitted, utilising SIF (material, financial or human) resources of any kind for personal use, private purposes or any other use not connected to SIF's operational objectives and projects is strictly forbidden.

SIF resources must be operated and managed prudently and transparently in accordance with the checks and measures in place to ensure their optimal use. The people responsible must make all necessary arrangements to protect and secure these resources.

3.3.4 Use of internal SIF and/or personal information

The recipients of this Code of Conduct shall not disclose any data and information that falls outside the scope of the normal requirements of their role or assignment, such as private data or photos that violate the privacy or dignity of the people concerned, without prior and adequate approval.

Consent must always be obtained from an individual (beneficiary, employee, partner, donor, etc.) before collecting, using or sharing their personal data in accordance with our GDPR policy.

All internal SIF information relating to beneficiaries, employees, partners, donors, etc. remains the property of SIF and shall in no circumstances be disclosed to external organisations or individuals without SIF's prior approval.

All personal information collected on adults, children and their families must also remain confidential and must not be shared without their prior consent.

3.3.5 Conflict of Interest

A conflict of interest is any act or situation in which the non-profit purpose or general interest role of SIF is inconsistent with the private interests of a person working to fulfil this role when these interests, by their type and magnitude, interfere with or can be perceived to interfere with the independent, impartial and objective performance of his/her duties or are used to gain a direct or indirect personal benefit.

In the event of an actual, perceived and/or potential conflict of interest, the person concerned should inform their line manager or their contract manager within SIF.

4- Specific Rules of Conduct Concerning Children

SIF works continuously with children when implementing its projects both abroad and in France. As such, the recipients of this Code must adopt suitable behaviour and specific rules when coming into contact with children (whether directly or indirectly).

All recipients must accept their responsibility to adhere to this Code of Conduct, and in particular to:

- Respect the rights of the child, especially their right to safety, and always act in the best interests of the child.
- Support children and their families so that they take part in deliberations and decisions that affect them (with regard to their well-being, standard of living, etc.) in accordance with their age and level of maturity.
- Treat all children with respect and fairness, without any discrimination.
- Behave in a non-violent, caring and pedagogical manner without ever abusing their authority or their position as an adult.
- Obtain authorisation from the child and their parents or legal representatives prior to taking photos, making videos and/or using their image or telling their story.

- Ensure that the dignity and rights of the child are always respected when taking photos, recording videos and gathering children’s testimonies, and that the child and their family are never put in danger as a result of Secours Islamique France communication.
- Foster open communication and a climate of trust with other employees, unpaid volunteers, partners, children, their families and other members of the community to facilitate the sharing of concerns, and the reporting of child protection incidents and to discuss child safeguarding improvements.
- Immediately report to the Child Safeguarding Focal Point any suspected or alleged breach of the Child Safeguarding Policy or this Code of Conduct, including any type of child abuse (even if the information is vague). Confidentiality will be observed throughout the procedure.

All recipients must accept their responsibility to never:

- Abuse or physically assault a child, whether as a disciplinary punishment or in any other context.
- Engage in sexual activity with a person under the age of 18, regardless of the legal age of consent or the local law and customs, or make sexual comments about children. Sexual activity with children is systematically considered non-consenting, regardless of whether a victim gave consent. SIF will therefore reject all arguments alleging ignorance of the victim’s age¹.
- Enter into an inappropriate relationship with a child that might endanger their life, their development and their well-being, even if this relationship is permitted by law or by local customs.
- Behave in an inappropriate manner with a child through gestures or words that could humiliate, demean, or unsettle them or be misinterpreted and place the child in an uncomfortable or dangerous position with respect to their community and thus affect their psychosocial development.
- Discriminate or exclude a child, or conversely demonstrate favouritism, in both cases creating a situation of injustice.
- Remain alone with a child, especially in an enclosed space, unless this is necessary for the child’s safety. Always be accompanied by at least one other adult. If exceptionally it is necessary to remain alone with a child, always stay within another adult's field of vision.
- Engage in a non-professional relationship with the child and/or the child’s family. This includes never inviting a child to one’s home and never making contact via social media.
- Support or participate in any form of illegal, exploitative or abusive activities, and in particular any form of child labour.
- Take and/or publish images of children for non-professional use, especially on social media, and particularly if the children are identifiable. In all cases, recipients of this Code of Conduct commit to updating the privacy settings of all publications that include images of children, in order for personal accounts to remain private.

¹ This includes a prohibition on marriage to a person who is under 18 years of age. However, this is not applicable to SIF partners legally married to a person who is under 18 but is over the age of majority or consent in their country of nationality.
Code of Conduct– CONFIDENTIAL – version of 2020/03/05 (Board approval of 2021/02/05)

- View, publish, share or produce any child pornography images or share pornographic images with children.
- Stigmatise children by portraying them as victims, as weak or helpless and powerless, as this could harm them.
- Violate the consent obtained from children, their parents or legal representatives or the lack of consent (e.g. non-transfer of image rights).

5- Consequences of Violating or Breaching the Code of Conduct

As a humanitarian organisation working with the most vulnerable members of society, particularly in high-risk countries, the protection of our employees, beneficiaries and volunteers is of top priority to SIF.

Any alleged violation of this Code of Conduct must be reported without delay to the relevant line manager or to the contact persons within SIF assigned to handle these reports, or via the stop@secours-islamique.org email address, the international phone line or via any other local mechanism set up by SIF (see the Whistleblowing Procedure) if this is the only option available. Ignoring or failing to report a behaviour that violates this code will not be tolerated.

SIF reserves the right to apply all the measures put in place through our internal procedures, or through legislative, disciplinary or contractual arrangements. SIF does not tolerate any breaches of the law, regulations or this Code of Conduct and will accept no excuses or mitigating circumstances as a defence for these breaches (zero tolerance).

It is the recipients' duty to report any actual or potential violation or breach of this Code of Conduct, even if the allegations prove to be unfounded. The recipients of this Code of Conduct also have a duty to report any requests made by a line manager, colleague, partner or any other person working directly or indirectly with SIF that they consider to require them to act in a manner that is illegal, abusive, unethical, or in violation of this Code.

Reporting must be undertaken in good faith. Malicious or false allegations could result in disciplinary action being taken against members of staff, or in damages being sought by SIF in other cases. The same penalties shall also apply whereby a person is deemed to: (i) have put pressure on the whistleblower to submit false or malicious declarations to SIF or the legal authorities; or (ii) have helped somebody to break the law, regulations or this Code in order to thwart SIF actions or the investigation, or to evade the authorities.

SIF will take all the necessary steps to ensure that the whistleblower suffers no adverse or negative repercussions as a result of their disclosure.