

## – Contracted Consultants

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### 1 Introduction

In keeping with its vision and values, INTRAC is committed to maintaining the highest standards of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details INTRAC's expectations of staff in key areas.

This document should be read in conjunction with INTRAC's Code of Ethics, available on our Website

### Scope and purpose

This Code of Conduct applies contracted consultants.

The purpose of this Code of Conduct is to set out the conduct expected of INTRAC consultants. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for termination of contracts for services.

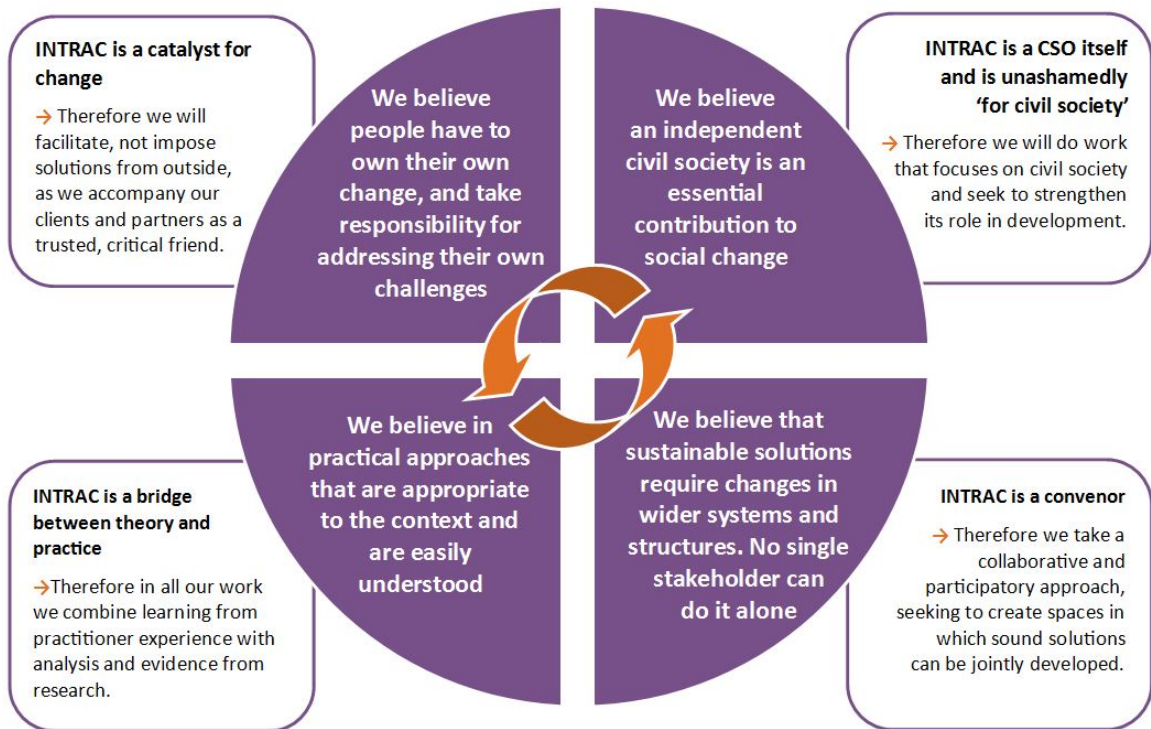
Whilst recognising that local laws and cultures differ considerably from one country to another, INTRAC is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international and UN standards. INTRAC consultants are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

## Mission and values

INTRAC's Vision, Mission and Values are summarised on [our website](#) as

INTRAC exists to strengthen the effectiveness of civil society to challenge poverty and inequality, empowering people to gain greater control over their own future.

Our vision is that people are able to come together and to organise in forms that are effective, sustainable and legitimate in their own societies.



# Code of Conduct Standards

As an INTRAC consultant I will:

## **1.1 Uphold the integrity and reputation of INTRAC by ensuring that my professional and personal conduct is consistent with INTRAC's values and standards**

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of INTRAC, I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring INTRAC into disrepute and does not impact on or undermine my ability to undertake the assignment for which I have been engaged.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on INTRAC or client premises or accommodation

## **1.2 Not engage in abusive or exploitative conduct**

- I will not engage in sexual activity with children (persons under the age of 18).  
I acknowledge that mistaken belief in the age of a child is not a defence.
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.  
I acknowledge that this behaviour is prohibited.  
I recognise that this includes any exchange in return for assistance that is due to a beneficiary.
- I will not engage in sexual relationships with beneficiaries.  
I recognise that such relationships are based on inherently unequal power dynamics.
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.
- I will not physically assault a child or vulnerable adult.
- I will not emotionally or psychologically abuse a child or vulnerable adult.

## **1.3 Ensure the safety, health and welfare of all INTRAC and client staff members and associated personnel (volunteers, partners, suppliers and contractors)**

- I will adhere to all legal and organisational health and safety requirements in force where I am working.
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- I will avoid behaviour that could result in unnecessary risk to the safety, health and welfare of myself and others, including clients, partner organisations and communities with whom we work.

**1.4 Be responsible for the use of information, assets and resources to which I have access by reason of my employment with INTRAC**

- I will ensure that I use INTRAC and client assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use INTRAC or client IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics. It also includes any material encourages extremism.
- I will not use INTRAC or client IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

**1.5 Perform my duties and conduct my private life in a manner that avoids conflicts of interest**

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of INTRAC.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within INTRAC or INTRAC's clients, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will inform INTRAC of any nominations to an official role in a political party and understand that this may result in the need for me to withdraw from current and future contracts.
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my engagement with INTRAC.

**1.6 Uphold confidentiality**

- I will exercise due care in all matters of official INTRAC business. I will not divulge any confidential information relating to colleagues, clients, work-related matters or any sensitive information unless legally required to do so.

## Complaints and reports

INTRAC staff are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern which appears to breach the Standards contained in this Code.

Staff in this context includes contracted consultants as well as employed staff.

This applies to incidents that they witness, are made aware of, or suspect have occurred.

INTRAC staff reporting concerns are protected by the Complaints and Whistleblowing policy.

Contracted consultants who have a complaint or concern relating to breach of the Code should report it immediately to the relevant job manager. This would normally be the INTRAC employee who contacted them about an assignment. If the complaint or concern is more general than a specific assignment they should use either the Training Manager or the Business Development Manager as their first port of contact. In their absence you should contact the Finance and Admin Director.

<https://www.intrac.org/who-we-are/meet-the-team/staff/>

Whilst working on assignment for a client, staff should also follow the procedures that the client has in place for complaints and reports. Details may be provided in the annexes to the specific contract for an assignment. The INTRAC project manager should be asked to advise if this is not the case.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per the INTRAC Complaints and Whistleblowing policy and procedures.

## Related policies

- a) [Health and Safety handbook and policy manual](#)
- b) [Complaints and Whistleblowing Policy](#)
- c) [Anti-Bribery and Corruption policy](#)
- d) [Safeguarding policy](#)
- e) [Anti Bullying and Harassment policy](#)
- f) [Safety and Security policy](#)
- g) [Information Security Policy](#)
- h) [Data Protection Policy](#)

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In accepting my appointment I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code.

Name:

Signature:

Date: