



SolidarMed Guidelines

# Code of conduct

(CoC)

The SolidarMed Code of Conduct provides clear guidance on the conduct we expect from all employees. It is the responsibility of all staff to manage their behaviour both in and out of the work place in accordance with SolidarMed's values, policies and procedures, our organisational culture and the laws of the host country, in-line with the expectations set out in this Code of Conduct.

## 1. Values and Responsibilities

At all times, I apply myself in a responsible and loyal manner to the successful implementation of SolidarMed programmes and projects and support the adopted strategies and measures. I regularly reflect on my actions and behaviour and promote compliance with the values and the development approach of SolidarMed.

## 2. Dealing with power

I am aware of my privileged position and use it, without reservations, in the interests of the population concerned. I make decisions responsibly and in accordance with the mission of SolidarMed. My decisions are transparent, unbiased and are not made to my own advantage.

## 3. Appearance

I adapt my demeanour, attire and mode of expression to my role as well as the customs and culture of the country where I am working.

## 4. Conflicts of interest

I distinguish between professional and personal interests. I make any personal interests clear . In case of a conflict of interest, I inform my superiors and accept that my own interests are secondary.

I do not abuse my position for personal gain or to grant advantage to a third party. I do not accept gifts, invitations or other benefits that could influence my integrity or my actions and judgement.

## 5. Respectful treatment of the population, colleagues, partners and donors

I approach all people with respect. I refrain at all times from behaviour or statements that could be interpreted as insulting, derogatory or demeaning. I respect local partners, colleagues, beneficiaries and authorities at all times and deal with differing opinions and possible conflicts in a sensitive and diplomatic manner. I respect and adhere to the regulations and laws of the country I work in

## 6. Appearance in public, loyalty

I am aware that even as a private individual, I will be associated with SolidarMed and that my remarks may have unintended effects. I refrain from making accusations, spreading rumours and avoid inflammatory statements. In public appearances, I make the concerns of the affected population and the SolidarMed assignment the main focus of my communications. In all external communications, I represent SolidarMed with loyalty.

## 7. Initiative

The work of SolidarMed requires a high degree of responsibility and initiative. I proactively recognise the responsibility given to me and bring initiative into my work.

## 8. Use of material and financial resources

I use the funds, material and property of SolidarMed, donors and partners carefully and economically, in accordance with agreements made, in line with the intended purpose, compliant with regulations, and in an effective and efficient manner. I use material entrusted to me solely for professional purposes, all private use requiring a formal agreement in this regard.

## 9. Professional discretion and confidentiality

I discuss official matters and internal information confidentially and with discretion. In all medical affairs and with regard to patient data, I am subject to medical confidentiality. This applies to the period during and after employment with SolidarMed.

## 10. Security

I avoid anything that needlessly endangers others or myself or could jeopardise the overall activities of SolidarMed. I adhere to SolidarMed's security instructions and planning.

## 11. Health

I preserve my personal performance capability, look after my mental and physical health and heed the health of my colleagues. I strive to create a balance between work and rest.

## 12. Political activity

Working for a politically neutral organization, I refrain from any political activity whilst on duty. Should I participate in political activities, I do so strictly as a private individual and refrain from representing or claiming to represent SolidarMed in any form (e.g. orally, by the use of SolidarMed-branded or owned items, any use of the SolidarMed logo or cars).

## 13. Scope of application

This Code of Conduct applies to all employees worldwide<sup>1</sup> in any contractual relationship with SM, including interns, volunteers, board members, advisory board members as well as service providers, at all times during their assignment with SM. The regulations are an integral part of any employment contract with SM.

All organizations with whom SolidarMed collaborates and has financial transactions are made aware of our relevant policies and regulations during partnership negotiations.

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<sup>1</sup> In Switzerland, the program countries or any other country

## 14. Policy management

- Policy approval date: 05.09.2013
- Policy approved by: SolidarMed board
- Policy version: 1.0
- Policy language: English only
- Policy review: Every 4 years
- Policy owner (in charge of conducting review, dissemination, training and learning): SolidarMed focal point integrity