

GUIDELINE

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CVR-nr.: 20 70 02 11



Danish Red Cross Code of Conduct

ADOPTED BY MANAGEMENT GROUP ON 20 AUGUST 2019

1 AIMS OF THE CODE OF CONDUCT

As an employee of Danish Red Cross, you are part of a global movement that is every day making a difference for people affected by conflicts, natural disasters, persecution, inequality and isolation. Your conduct has an impact on the reputation of the Red Cross - locally, nationally and globally - and thus the opportunity for the Red Cross to be placed to respond to humanitarian needs.

All employees are expected to be aware of and respect the values of the Red Cross. Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. We trust that you will act in accordance with these values and wish to represent Danish Red Cross in the best possible way.

This Code of Conduct describes what Danish Red Cross expects of you as an employee. Apart from this Code of Conduct we expect you to use your common sense, personal judgement and moral barometer when acting on behalf of Danish Red Cross. If you are in doubt – never hesitate to discuss any challenges with your line manager.

2 WHO IS COVERED BY THE CODE OF CONDUCT AND WHEN

The Code of Conduct applies to all employees of Danish Red Cross, both in Denmark and abroad.

The Code of Conduct applies when you are representing Danish Red Cross. This means during working hours, during work related travel in Denmark and abroad, and as a delegate. Delegates must be particularly aware that work as a delegate often takes place in a local community, where it can be difficult to separate your role as an employee and you as a private person.

In addition to this Code of Conduct, you must at all times keep yourself updated on policies and guidelines of Danish Red Cross and act in accordance with these. If Danish, international or local rules and regulations are more restrictive than this Code of Conduct, the former must be complied with.

3 AREAS COVERED BY THE CODE OF CONDUCT

3.1 An organisational culture based on respect and dignity

We treat other people with respect and dignity, and we do not discriminate and treat others differently because of social status, race, ethnicity, colour, religion, gender, sexual orientation, political affiliations, handicap, health conditions or anything else.

3.2 Use of the emblem and logo of the Red Cross

The emblem is protected under international humanitarian law and is important from a symbolic perspective. With basis in international humanitarian law the Red Cross and the Red Crescent movement has special authority to use the emblem. We use the emblem/logo responsibly as it is associated with the Red Cross.

3.3 Conflicts of interest and anti-corruption

We act with loyalty and in the interests of Danish Red Cross, and we do not abuse our position in Danish Red Cross for our own personal gain.

We avoid situations where personal interests are in conflict or may come into conflict with the interests of Danish Red Cross. If any doubt exists, it must always be referred to the line manager for clarification.

We do not solicit, expect or invite any payment, services or other forms of compensation in return for help and support from Danish Red Cross. Likewise we do not receive gifts or services that could be regarded as bribery. Minor symbolic gifts may be accepted and offered. In case of doubt, we discuss the situation with our line manager.

We also comply with the more detailed "*DRC Position on Corruption*".

3.4 Sexual abuse and exploitation

As a humanitarian organisation, the Red Cross has a special obligation to protect people in vulnerable situations and treat them with dignity, and we pay particular attention to ensuring we do not abuse our authority and trust.

We do not engage in sexual relationships with individuals (regardless of age) who are recipient of protection or assistance from Danish Red Cross.

Children constitute one of the most vulnerable groups in the society, and all children have a right to security and protection. Red Cross employees are responsible for protecting children from abuse in all activities.

The Red Cross complies with the international standards and guidelines formulated by the UN, IFRC and institutional donors for the protection of children, and we do not enter into sexual relationships with individuals under 18 years of age regardless of the legal age of majority in the country in which we are located.

We also comply with the more detailed policy "*IFRC Child Protection Policy*" and "*Policy to prevent exploitation, abuse and harassment*".

4 ROLES AND RESPONSIBILITIES

As an employee, you are responsible for complying with this Code of Conduct. In case of doubt regarding interpretation or in the event of a dilemma, you must consult your line manager.

Managers at all levels within Danish Red Cross are responsible for ensuring that their employees are familiar with and understand this Code of Conduct. Managers must take the lead and be aware that their conduct has a particular impact on the reputation of the Red Cross.

5 INFRINGEMENTS OF THE CODE OF CONDUCT

Breach of the Code of Conduct may have consequences for the individual's employment. Sanctions/consequences will be evaluated based on the specific case and circumstances.

At the intranet and website of Danish Red Cross complaints about the behaviour of employees and suspected breach of this Code of Conduct can be submitted.

6 PERSONAL DECLARATION

I hereby confirm that I have read, understood and will comply with the Code of Conduct of Danish Red Cross.

By signing, I also confirm that I have read and understood other policies and guidelines of the Red Cross that may apply at any given time (which can be found on the intranet) and will comply with these, including:

- *Anti-corruption policy "DRC Position on Corruption"*
- *Policy to prevent exploitation, abuse and harassment*
- *IFRC Child Protection Policy*

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Name

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Position

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Signature

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Date