

## **Code of Conduct for Personnel**

### **Working in an operation managed or co-ordinated by the German Red Cross (GRC)**

The Rules of Conduct set out below apply to the delegates, local staff, volunteers and consultants working in an operation managed or co-ordinated by the GRC. All these categories of field personnel are required to establish professional and personal relations and to practise working methods that will build confidence in the GRC and its member Societies. They must be aware of the fact that their actions may have important consequences for many human beings.

In consequence, the undersigned agrees:

1. to pay due respect to the religious beliefs, customs and habits of the population of the country of assignment, and to conduct himself/herself accordingly;
2. to observe strictly the laws and regulations of the country of assignment, including those concerning security, traffic rules and currency exchange; the delegate and his/her family members cannot expect any support from the GRC if he/she knowingly contravenes such laws and regulations;
3. to enquire from the Secretariat on the rights and obligations deriving from the legal status of the GRC delegation in the country of assignment, and to observe strictly the corresponding obligations;
4. to respect and to promote respect for the emblems of the Red Cross;
5. not to use or to have in his/her possession weapons or ammunition at any time;
6. to dress in a manner appropriate to the assignment, avoiding any impression of military status and refraining from wearing GRC insignia when not on official duty (except insignia of small size, such as a lapel pin);
7. to abstain from undertaking any public, professional, commercial or academic activities outside of those specified in the delegate's job description/mission instructions without permission from the Secretary General of the GRC;
8. to observe discretion during the assignment and in relation to anything he/she may witness when carrying it out, including during the period following the assignment;
9. to avoid making references to political and military situations in official or private communications, including conversations, telephone calls, radio messages, cables and letters, except for Heads of Delegation or Sub-delegation, or persons acting on their behalf in communications among themselves or between themselves and the Secretariat of the GRC, these communications to be strictly limited to what is necessary for the accomplishment of their task;

10. to refuse any financial or material gifts, or promises of such gifts or other advantages, except for the token presents which are customarily offered;
11. not to commit the GRC, either financially or in any other way, unless officially authorised to do so; to administer with exactness and care the funds and material supplies entrusted to him/her, and to be prepared throughout the assignment to render an account of the use of such funds and supplies;
12. to adhere to the GRC policy on zero tolerance to drinking and driving; it is forbidden to drive any GRC vehicle with any alcohol in the blood; drinking and driving will be considered as misconduct under the GRC's disciplinary procedures. Depending on the seriousness of the case, it may be considered gross misconduct.
13. to be prepared, should the circumstances require, for transfer to another GRC assignment, subject to its compatibility with his/her qualifications;
14. to return at the conclusion of the mission all GRC material, including identity card and insignia issued to him/her;
15. to refrain from publishing articles or research findings resulting from the mission, without first clearing the text with the GRC Secretary General, including during the period following the assignment;
16. regarding the execution of his/her mission, not to have contacts with organisations other than the RC without authorisation of the Head of Delegation or the competent Desk Officer in the Secretariat;
17. to act in conformity with other instructions and directives from the GRC.
18. to refrain from any act or omission, or from any words which may bring discredit to the GRC.

This document forms part of the contractual obligations of the undersigned.

*I, \_\_\_\_\_ declare that I shall respect the Fundamental Principles of the International GRC Movement. I also declare that I shall observe the Rules set out above. If I do not do so, the GRC Secretariat is authorised to arrange for my immediate return, and that of my family, to my country of recruitment or country of origin, without prejudice of my personal administrative, civil or penal responsibility which could arise from a personal fault.*

Signature \_\_\_\_\_ Place \_\_\_\_\_ Date \_\_\_\_\_

These Rules came into force on 1 January 1984. They were subsequently revised on 1 April 1991, 25 July 1995, 23 September 1996 and 4 January 1999