



CODE OF CONDUCT – SAHCO Consulting

Introduction

As a staff member, consultant, or intern of SAHCO Consulting, you are required to comply with the organization's policies and procedures, the terms and conditions of your contract/agreement, and ensure that your conduct aligns with the company's beliefs, values, and objectives.

The purpose of this Code of Conduct is to provide guidance on key issues you should be aware of and the standards of behavior expected of you in certain circumstances. The Code applies to all staff members, consultants, or interns of SAHCO Consulting, regardless of their duty station.

By accepting your appointment/contract/placement, you agree to regulate your conduct in accordance with the requirements of this Code. The Code is designed to guide and protect you, although each individual is responsible for their own behavior and violations may result in termination of contract or agreement (staff, consultants, contractors, or interns), as well as disciplinary measures (staff and consultants), including dismissal in some cases.

Legal Context

While recognizing that laws and local cultures vary significantly from one country to another, this Code of Conduct is based on European and international legal standards while reflecting the company's core beliefs and values. However, you are also required to comply with all applicable local laws in any country in which you work or travel on behalf of SAHCO Consulting.



Code of Conduct – Standards

As a staff member, consultant, or intern of SAHCO Consulting, I will:

1. Be responsible for the use of information and resources to which I have access through my contract/placement/employment with SAHCO Consulting.

I will ensure that any information, funds, and resources entrusted to me are used responsibly and that I account for all funds and property, in accordance with the appropriate policy and procedural requirements.

Resources and property may include:

- Phones, computers, UHF radios, digital equipment, medical equipment, stationery
- Other equipment or training resources belonging to SAHCO Consulting
- Computers, including the use of email and Internet
- SAHCO Consulting accommodation (including housing in international locations)
- SAHCO Consulting rental vehicles
- SAHCO Consulting materials, including training programs, marketing information, and other official company documents

2. Ensure the safety, security, health, and well-being of all SAHCO Consulting staff members, consultants, contractors, and interns.

I will:

- Comply with all legal and organizational health and safety requirements on the work site.
- Comply with the Global Safety and Security Plan.
- Comply with all local security regulations, including those of partner organizations when applicable (e.g., during training for another organization).
- Conduct myself in a manner that avoids unnecessary risk to my own safety, security, health, and well-being, as well as that of others, including partner organizations and trainees.

3. Ensure that my personal and professional conduct is, and is perceived to be, of the highest standards and consistent with SAHCO Consulting's beliefs, values, and objectives.

I will:

- Treat all individuals fairly, with respect and dignity.
- When working internationally or traveling abroad on behalf of SAHCO Consulting, comply with all local laws and be sensitive to local customs.
- Not work under the influence of alcohol nor use or possess illegal substances on SAHCO Consulting premises/accommodations or on the premises of other organizations and clients.



- I will ensure that my sexual conduct does not bring SAHCO Consulting into disrepute and does not affect or undermine my ability to fulfill my role.

Specifically, I will not:

- Engage in sexual relations with anyone under the age of 18, regardless of local cultural norms.
- Purchase sexual services where prohibited, regardless of national legislation.
- Receive sexual services in exchange for other services or favors.
- Make unwelcome sexual advances, requests for sexual favors, verbal or physical conduct or gestures of a sexual nature that could reasonably be expected or perceived to cause offense or humiliation.

I will:

- Work in a manner that demonstrates full accountability towards beneficiaries, partner organizations, donors, and other staff within the company.
- Abstain from any form of corruption or illegal payment, regardless of local customs.
- Not carry weapons or ammunition of any kind on SAHCO Consulting premises or in rented vehicles at any time.

4. Avoid conflicts of interest between my private life and the work of SAHCO Consulting.

I will:

- Declare any financial, personal, family (or close intimate relationship) interests in official business matters that may impact the work of SAHCO Consulting (e.g., contracts, employment, promotions, partner organizations, civil authorities, beneficiary groups).
- Conduct myself in a manner that does not undermine national or international perceptions of SAHCO Consulting's impartiality.

As a staff member, consultant, contractor, or intern, I will:

- Request permission before accepting nomination as a political candidate or other official role where this could conflict with my duties.
- Not accept external employment, consulting work, or volunteer activities without prior authorization from management where this could conflict with my role at SAHCO Consulting.
- Not accept significant gifts or compensation from governments, beneficiaries, donors, trainees, clients, suppliers, or others offered due to my work with SAHCO Consulting.
- Not abuse my position to request services or favors from others in exchange for SAHCO Consulting assistance.



5. Refrain from all forms of harassment, discrimination, physical or verbal violence, intimidation, or exploitation

I will:

- Fully respect SAHCO Consulting's equal opportunity, diversity, and anti-discrimination employment policies.
- Never engage in exploitative, abusive, or corrupt relationships.

I have carefully read and understood SAHCO Consulting's Code of Conduct and hereby agree to comply with its requirements and commit to the standards of behavior necessary to support the objectives, values, and beliefs of SAHCO Consulting.

Full Name: _____

Signature : _____

Date : _____