



Global! Code of Conduct

2022 - Digital version



Terre des hommes
Helping children worldwide.

Organizational values

We aim for full integration of those five values in decision-making and when defining policies, services, strategies and plans of action and acting on behalf of children, their families and communities, partners, donors and ourselves.

Participation and empowerment

- We promote and enhance participation and empowerment.
- We create the space for active participation and embrace inputs from others.
- We are sensitive about other's need to influence.
- We share and delegate power and responsibilities.

Partnership and collaboration

- We trust the capacities of our key actors as primary responders and agents of change. We build on their strengths and their needs.
- We champion co-creation and value complementarity.
- We appreciate other points of view and seek collectively for pragmatic and innovative solutions.
- We manifest humility, respect and fairness and see others as equal partners.

Innovation and learning

- We promote a culture of innovation.
- We value curiosity, welcome new initiatives and foster creativity.
- We embrace voluntary learning and are ready to trial and error.
- We foster knowledge sharing, learning and strive for sustainability.

Diversity and inclusion

- We celebrate the Diversity and Inclusion of people.
- We genuinely commit to diversity and inclusion and see it as a wealth in all our activities.
- We understand the cultural contexts and value differences.
- We are truly committed to an equal treatment.

Leadership and excellence

- We thrive to offer our best, we think ahead and are ready and willing to go the extra mile for the well-being of children.
- We provide quality programming and support. We are accountable and transparent. We power responsibly.
- We position ourselves through our expertise and *savoir-faire*.
- We advocate for the rights of children whenever possible and seek actively opportunities to do so.



My commitments




- I respect Tdh's values.
- I act honestly and ethically.
- I work to safeguard children.
- I condemn all forms of sexual abuse and/or exploitation.
- I respect the principle of non-discrimination.
- I respect the dignity of the people we work with.
- I act within the institutional framework.
- I act responsibly towards our staff.
- I use IT equipment responsibly.
- I conduct our activities diligently.
- I respect the environment.
- I work with reliable partners.





Global Code of Conduct

 Directive on Data Protection

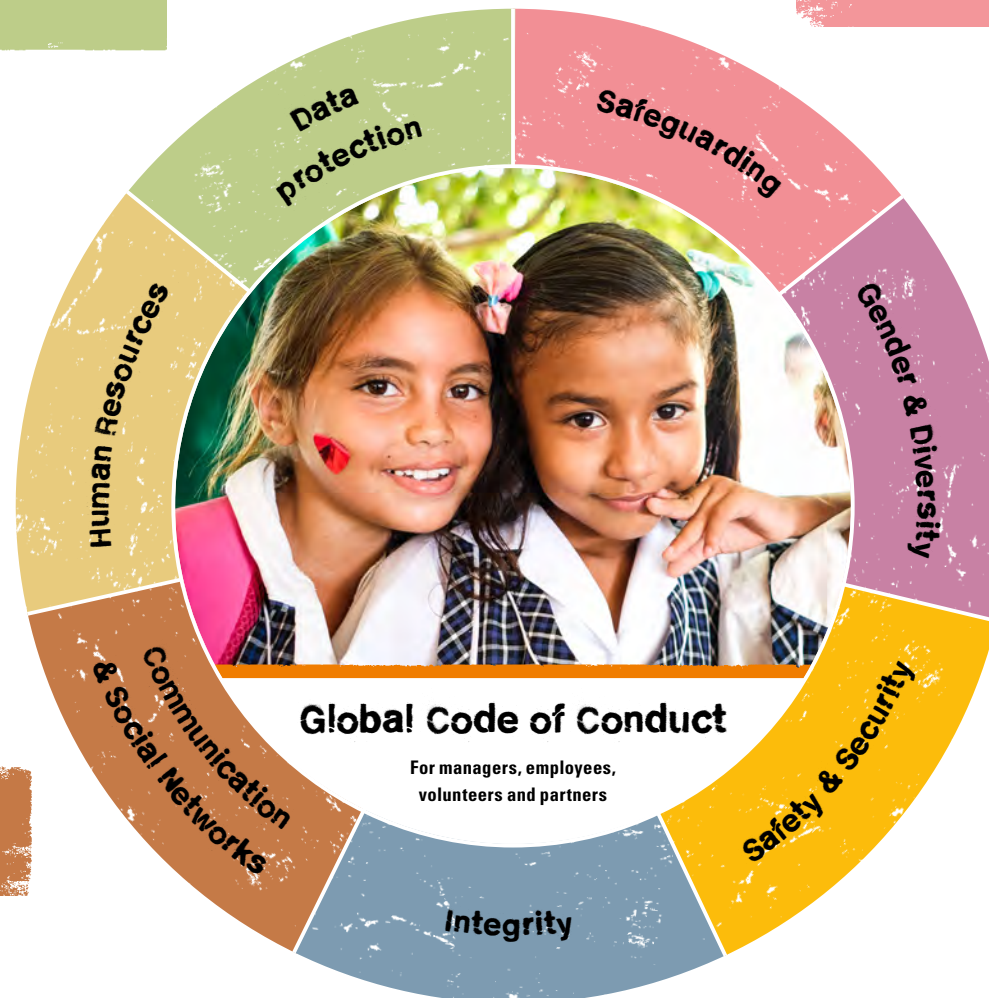
-  Child Safeguarding Policy
-  Policy on the Protection from Sexual Exploitation and Abuse
-  Directive on the Protection of Personal Integrity

-  General Duty of Care Policy
-  Staff Health Policy
-  Internal Staff Regulations

 Gender and Diversity Policy

-  Digital Guidelines and Social Networks
-  Image Language

 Safety and Security Policy



-  Policy against Corruption, Fraud and Conflicts of Interest
-  Policy against the Financing of Criminal Activities

Global Code of Conduct

The Global Code of Conduct summarises Tdh's institutional policies and regulations.

It aims to provide staff with a professional framework that covers all forms of behaviour or action. It aims to provide staff with a professional framework that covers all forms of behaviour or action. Given the trust placed in us by the donors, backers and people we work with, this framework applies to relationships between employees and relationships with beneficiaries, as well as with the members of their communities.

We require our staff and partners to abide strictly by this GCC.

Safeguarding

Child Safeguarding Policy (CSP)

This policy ensures that all of the Foundation's projects and interventions are completely safe for children (i.e., anyone under the age of 18) and that the organization and its representatives always act in their best interests. The CSP describes measures to prevent all forms of abuse that may be perpetrated by employees of or other persons associated with the organization, as well as any operational risks (related to the concept of do no harm), against children. It also describes the different levels of responsibility for safeguarding children, the reporting mechanism and the response measures for potential incidents.

Policy on Protection from Sexual Exploitation and Abuse (PSEA)

This policy reaffirms and details the Foundation's zero-tolerance approach to any form of abuse and exploitation committed by any of its employees, representatives or those of a partner on adult beneficiaries and on adult members of the communities in which the organization intervenes. This policy protects anyone 18 years of age or older and also incorporates operational risks (related to the concept of do no harm). It outlines prevention, reporting and response measures, and details the levels of responsibility for each of these aspects.

Personal Integrity Protection Directive (PIPD)

This directive stems from the employer's legal obligations to do everything possible to protect employees against attacks on their personal integrity that have a negative impact on their well-being at work (psychological health, physical integrity, moral integrity, professional and economic reputation, private sphere). It describes measures for prevention, reporting and response, and details the levels of responsibility of each of these aspects. It refers to the duty of care of the Terre des hommes Foundation towards its employees.

Gender and Diversity

Gender and Diversity Policy

This policy outlines Tdh's commitments and guiding principles for gender and diversity across its operations and the inner functioning of the organization. It provides a clear framework for the organization to bring about a more inclusive working environment, and to systematically mainstream and monitor gender and diversity in Tdh operations. For its programs, Tdh is committed to apply a Gender & Diversity responsive approach and, where possible within specific projects, aim for a transformative approach.

Safety and Security

Safety and Security Policy

The objective of the safety and security policy is to provide the entire organization and its staff with a clear, structured and coherent model for managing the risks inherent in our professional activities.

Integrity

Policy on Prevention of Financing of Criminal Activities

Tdh intends to comply with Swiss and international law and related regulations that prohibit transaction with proscribed groups and individuals associated with illicit activities, such as terrorism or other criminal practices, listed on the United Nations Security Council's Consolidated Sanctions List or other similar ones. To this end, Tdh has developed a structured framework for ensuring that standards of due diligence and compliance with anti-terrorism and anti-money laundering financing related laws and other measures are met. Tdh will follow these standards when implementing programmes and projects, both directly and when work is delivered in its name.

Policy against Corruption, Fraud and Conflicts of Interest

Tdh is particularly committed to transparency in its activities and transactions, particularly in the negotiation and execution of its contracts with donors and suppliers, in the management of its human resources and in the implementation of institutional and operational projects. Corruption, fraud and conflicts of interest jeopardize the organization's ideals regarding integrity and ethics, its effectiveness as well as the proper management of the funds allocated to conduct our mission towards the beneficiaries and can seriously damage Tdh's image. Tdh operates in many different contexts and may be subject to different laws, on top of international standards, which share the definition of high standards in the prevention and treatment of corruption fraud. This policy is intended to list and define the prohibited behaviours within the organization and to specify the responsibilities of the entities and individuals concerned.

Communication and Social Networks

Digital Guidelines and Social Networks

In this directive, it is recalled that all communication must respect the 10 ethical rules of Terre des hommes, with a particular focus on the use of social networks.

It also includes a chapter on the personal use of social networks: rules to respect and good practices.

Image language

This guide recalls the ethical rules concerning the use of images. It also addresses the notion of anonymity and informed consent, as well as the rules for using images.

Human Resources

Global Duty of Care Policy

The objectives of this policy are to define the concept of duty of care within Tdh; to reaffirm Tdh's commitment to its staff in terms of duty of care; to introduce the different pillars of duty of care and their implementation within Tdh.

Staff Health Policy

This policy sets out Tdh's commitments with regard to staff, in order to ensure working conditions that protect physical and mental health. The aim of occupational health is to promote and maintain the highest level of physical, mental and social well-being for staff in all professions. Tdh's commitment is based on the three levels of prevention described by the WHO and also used in the field of occupational health: primary, secondary and tertiary prevention.

Internal Staff Regulations

The Internal Staff Regulations and its annexes regulate the conditions of employment and set out the duties and rights of Tdh employees. It follows and respects local labor laws as well as Tdh minimum standards.

Data Protection

Data Protection Directive

Tdh aims to comply with international best practice and national regulations ensuring transparency in the collection and processing of personal data.

The purposes must be recognizable and accepted by the persons concerned.

These data must be protected against unauthorized processing by appropriate organizational and technical measures.

Reporting procedure

Any suspected or confirmed breach of the Global Code of Conduct must be reported within 24 hours through the Concern mechanism:

- ▶ By email to the following address: concern@tdh.ch
- ▶ Via the website: concern.tdh.ch

We require our manager, employees, volunteers and partners to scrupulously respect the Tdh Global Code of Conduct.

Every child in the world has the right to a childhood. It's that simple.

