



## CODE OF CONDUCT

### To Protect Beneficiaries from Abuse and Exploitation

Rev 9/19/14

#### Preamble

Catholic Relief Services (CRS) is committed to creating and maintaining an environment which promotes its core values and prevents abuse and exploitation of all beneficiaries. CRS employees, consultants, volunteers, and interns are expected to contribute to building a harmonious workplace based on team spirit, mutual respect, and understanding. All are equally expected to uphold the dignity of all beneficiaries with whom they come into contact by ensuring that their personal and professional conduct is of the highest standards at all times. This Code of Conduct is applicable to, and binding upon, all CRS employees, as well as consultants, volunteers, and interns in service to CRS (collectively "Affiliates").

CRS strongly condemns and prohibits all forms of abuse and exploitation. Therefore:

1. Abuse and exploitation constitute acts of serious misconduct and are therefore grounds for disciplinary action up to and including termination or dismissal. Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes exchange of, or threat of withholding, assistance that is due to beneficiaries.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense<sup>1</sup>.
3. When a CRS employee or Affiliate develops a concern or suspicion regarding abuse or exploitation by another humanitarian worker, whether within CRS or not, s/he must report such concerns following CRS' reporting procedures.
4. CRS employees and Affiliates are not to engage in any form of harassment, discrimination, physical or verbal abuse, intimidation, favoritism, or exploitative relationships. Sexual relations between humanitarian workers and beneficiaries are strongly discouraged.
5. CRS employees and Affiliates are expected to behave in accordance with CRS' values and create and maintain an environment which prevents abuse and exploitation.

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<sup>1</sup> This prohibition shall not apply where the employee is legally married to someone under the age of 18 but over the age of majority or consent in their country of citizenship (in accordance with national laws).

## Acknowledgement

I have carefully read CRS' Code of Conduct and understand it. If I have questions or need clarification, I understand that it is my responsibility to speak to my supervisor and/or Human Resources. I am aware that CRS expects me at all times to uphold the standards of behavior as described in this Code of Conduct, and that I have an affirmative duty to report violations of it. I also understand that if I am a CRS employee, the consequences of my breaching the Code of Conduct or my failure to comply may lead to disciplinary action up to and including termination. If I am an Affiliate (i.e. consultant, volunteer, or intern in service to CRS), I acknowledge that my agreement to conform to this Code of Conduct does not create an express or implied employment relationship with CRS, but that my breaching the Code of Conduct or my failure to comply may lead to my dismissal and/or the termination of whatever relationship I have with CRS.

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Print Name

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Signature

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Date