



Euro-Med Monitor  
FOR HUMAN RIGHTS

# STAFF CODE OF CONDUCT

Euro-Mediterranean Human Rights Monitor

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## 1. Purpose

The purpose of this Code is to give clear guidance on the standards of behavior and conduct of all staff members working at the Euro-Mediterranean Human Rights Monitor, in their dealings with co-workers, management, media, and the general public. Euro-Med Monitor expects that all staff members of the organization comply with this Code. Failing to comply may result in disciplinary action, including, but not limited to, warning letters and contract termination.

## 2. Scope

This code applies to all representatives and employees working at the headquarters or the regional offices of the Euro-Mediterranean Human Rights Monitor, or representatives working for, at, and on behalf of the organization in Europe and the MEAN region (Middle East and North Africa).

## 3. Definitions

- **Staff members:** Includes all persons working for, at, or on behalf of the organization.
- **Regional managers:** Managers of the regional offices of Euro-Med Monitor across the MENA region and Europe.
- **Confidential information:** All information regarded by Euro-Med Monitor as confidential—including mailing lists, financial documents, computer data, passwords, or personal information related to staff members.
- **Victim testimonies:** Testimonies collected by staff members from victims of human rights violations, for the purposes of documentation and investigations.

## 4. Code of Conduct

### 4.1. Responsibilities of Regional Managers

In addition to responsibilities mentioned in the next sections of the Code, regional managers working at Euro-Med Monitor should:

- Report to the senior management on issues related to taking critical decisions that may affect the workflow.
- Avoid bias in decision making.
- Ensure compliance of laws and regulations of the Organization.
- Offer opportunities to enhance the work skills of staff members.
- Use the resources wisely, and avoid using the organization's assets for personal interests.
- Not accept under any circumstances any gifts of money or offers that may influence them in their official capacity.



- Not be affiliated or engage in any activities implemented by any political or religious group or party during their engagement with the organization.
- Not engage in any activities that may conflict with the vision of the organization or the International Law and the International Humanitarian Law.

#### **4.2. Responsibilities of Staff Members**

In addition to responsibilities mentioned in the next sections of the Code, staff members should:

- Comply with all regulations and directions from Euro-Med Monitor.
- Maintain knowledge and understanding of their professional field.
- Demonstrate high standards of respect and impartiality towards their co-workers, management, and the general public.
- Demonstrate good levels of punctuality and attendance.
- Not make unauthorized statements to the media, represent the Organization, or act on its behalf without the permission of the management.
- Maintain a cooperative and collaborative approach to working relationships.
- Not use or give any other staff member illegal drugs or restricted substances.
- Not be affiliated or engage in any activities implemented by any political or religious group or party during their engagement with the organization.
- Not engage in any activities that may conflict with the vision of the organization of International Law and International Humanitarian Law.

#### **4.3. Use of Assets and Facilities**

Staff members should:

- Follow the prescribed procedures for recording and protecting money as detailed in Euro-Med Monitor's policies, if they have access to the organization's funds.
- Use all resources of Euro-Med Monitor wisely and in a careful manner.
- Not use any of the organization's resources for personal interests.
- Not use any of the organization's resources for political or religious causes, or for any acts or activities that conflict with the organization's vision.

#### **4.4. Confidentiality**

Staff members should:

- Maintain the confidentiality of information and data during their employment with Euro-Med Monitor and after the termination of employment.
- Not share any information, data, or names of any of the victim testimonies without the permission of victims and the organization's management.
- Not communicate any information that is considered confidential by Euro-Med Monitor, to any person, organization or entity.
- Not Access or copy any confidential documents without the permission of the management.



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- Access information only for the purposes for which authorization has been given.
- Promptly deliver any documents or information requested from the organization without retaining a copy.

**4.5. Honesty and Integrity**

- Staff members must maintain high levels of honesty and integrity when dealing with the management, co-workers, and in all other aspects of their work with Euro-Med Monitor.
- Staff members must declare their interests if their relationship with any individuals, organizations, groups or entities conflicts with the Organization's vision.

**4.6. Communication with the media and other Organization**

- Staff members must separate their personal roles and interests from their positions at Euro-Med Monitor.
- In matters relevant to the media, staff members must respond to all requests for information and make every effort to achieve prompt and accurate communications
- Staff members must not speak on behalf of the organization unless they are certain that the views they express are those of the Organization.
- In dealing with media, officials, or other organizations, staff members must not damage the reputation of the Organization or that of any other organization.
- In responding to emails, staff members must use appropriate language, and avoid using any offensive or inappropriate terms.

**4.7. Conduct Outside Work**

Staff members must not:

- Engage in any conduct outside work that would damage Euro-Med Monitor's reputation, or the reputation of other staff members.
- Engage in any act of violence, illegal activities, drug use, or sexual misconduct.
- Act on behalf of the organization without the permission of the management.
- Be affiliated or engage in any activities implemented by any political or religious group or party during their engagement with the Organization.
- Engage in any activities that may conflict with the interests and vision of the Organization of International Law and International Humanitarian Law.



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#### **4.8. Reporting Concerns about Staff Member Conduct**

If any staff member becomes aware of breach of Conduct by any other staff member, it is his/her duty to report to his/her supervisor, HR Manager, or the Organization's management. If they become aware of a serious crime committed by another staff member during or after working hours, they are required to report it to the police.

#### **4.9. Post Employment**

Upon the termination of employment:

- If Euro-Med Monitor's management requests the return of information, staff members must promptly deliver all documents, information and materials without retaining a copy.
- Staff members must not communicate any confidential information to any person, organization, or entity.
- Staff members must limit representations and speaking on behalf of Euro-Med Monitor.
- Staff members must return any equipment, devices, or materials borrowed from the Organization's offices.

### **5. Breaches of the Code**

Failing to adhere to Euro-Med Monitor's Staff Code of Conduct may lead the Organization's management to take disciplinary procedures. Breaches committed by staff members employed by the Organization under an employment contract may be dealt with in accordance with the contract or the Organization's policies. Other breaches committed by staff members who are not employed under an employment contract may be dealt with as deemed appropriate by the Organization or in accordance with its policies. If a staff member becomes aware of breach of the Code by any other staff member, it is his/her obligation to report to his/her supervisor, HR manager, or the Organization's management.