

Code of Conduct

For all Caritas Somalia staff

INTRODUCTION

This Code of Conduct specifies the attitudes and behaviours that all Caritas Somalia staff¹ are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.

“Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it, and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern.”²

All Caritas Somalia staff are expected to uphold the **Vision, Mission, and Values** of the organization and act in ways that protect the dignity of those we serve, colleagues, and the organization itself.

1. PERSONAL/PROFESSIONAL CONDUCT AND PROFESSIONAL ETHICS

- I shall ensure that my personal and professional conduct is, and is seen to be, of the highest professional standard in keeping with the Vision, Mission and Values of Caritas Somalia.
- I will treat all people equally, with dignity and respect.
- I will not discriminate or tolerate discrimination against any person or group, on any grounds including: culture, ethnicity, race, gender, age, sexual orientation, religion, disability, marital status, family status, or membership of any minority or marginalised identity group.
- I will refrain from any form of bullying, harassment, victimisation, discrimination, abuse, intimidation or exploitation, or in any other way infringing the rights of others.
- I will uphold Caritas Somalia’s safeguarding commitments in both my professional and personal lives.
- I will not abuse the position of power that is inherent due to my role with Caritas Somalia.
- I will ensure my behaviour, both during and outside of work, does not impact or undermine my ability to undertake the role for which I am employed.
- I will not work under the influence of alcohol, drugs, or illegal substances.
- I will ensure my actions and conduct, both during and outside of work, do not potentially cause offence to another person and do not bring the organisation’s name and good standing into disrepute.

¹ For the purposes of this Code of Conduct “staff” refers to all employees, consultants, volunteers, interns, and Board members

² Deus Caritas Est, #31.

- I will make myself aware of and observe local laws in all countries where I may work. I will respect and be sensitive to local customs and culture. In the case of practices that may be harmful, I will adhere firstly to Caritas Somalia policies and Code of Conduct in both my personal and professional interactions. I understand that I may also seek guidance from senior management on safe mechanisms to address harmful practices in the communities where we work and/or on harmful norms or attitudes on gender inequality or other forms of discrimination held among colleagues or peers.

2. CARITAS SOMALIA AS A CHURCH ORGANISATION

I recognise that Caritas Somalia is a Catholic organisation. I understand that I have the right to hold private opinions that differ from formal Catholic teaching. However, I understand that I have a responsibility not to cause reputational damage to the organisation by my behaviour in public, in real life or online.

3. CRIMINAL ACTIVITY

- I will not involve myself in any criminal activities, activities that contravene human rights, or those that compromise the work of Caritas Somalia and our partners.
- I will not abuse or exploit programme participants in any way and will report any such behaviour of others to the management of Caritas Somalia.
- I will not use, distribute, sell, or be in possession of illegal goods or substances.
- I will immediately disclose to Caritas Somalia any current and past criminal convictions or charges, in particular those relating to exploitation or abuse of an adult or a child, including but not limited to sexual exploitation, abuse, or harassment, when I join Caritas Somalia or whilst working with Caritas Somalia.

Contact for criminal concerns: complaintsandfeedbackscs@gmail.com

Contact for safeguarding concerns: cssafeguarding@gmail.com

4. ANTI-CORRUPTION, ANTI-MONEY LAUNDERING AND COUNTERING THE FINANCING OF TERRORISM (AML/CFT)

- I will not engage in, support, tolerate, or encourage corruption, bribery, fraud, or other forms of financial misconduct.
- I will not facilitate or participate in money laundering or the laundering of criminal proceeds.
- I will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace or finance terrorism.
- I will report any suspicious activity, incidents of fraud, or other violations in line with Caritas Somalia's Anti-Corruption, AML/CFT and Counter-Terrorism Policies (2026).

Contact for reporting: complaintsandfeedbackscs@gmail.com

5. CONFLICT OF INTEREST

- I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact the work of Caritas Somalia – e.g., contracts, employment or

promotion within Caritas Somalia, partner organisations, civil authorities, or programme participant groups – in accordance with the Conflict of Interest Policy.

- I will not act in situations in which my personal interests may conflict, or appear to conflict, with the position or interests of Caritas Somalia or its partner organisations.
- I will disclose any relevant memberships, positions, or affiliations that could present a conflict of interest.

6. SECURITY, HEALTH AND SAFETY

- I will be responsible for my own health, safety, and welfare.
- I will not negligently or wilfully engage in any unreasonable activity that could endanger my colleagues' health, safety, and wellbeing.
- I will be aware of situations which may present health, safety, and security risks and manage these appropriately.
- I will comply with any local guidelines for security, in a manner consistent with Caritas Somalia's Security Policy.
- I will report any concerns, near misses, or incidents at the earliest opportunity.
- I will adhere to all national-level public health guidelines in my work location, or international public health guidelines if deemed more appropriate by Caritas Somalia.

7. SAFEGUARDING

- I understand that Caritas Somalia has zero tolerance to exploitation, abuse, and harassment (including sexual exploitation, abuse, and harassment).
- I will work actively to promote the best interests of children, vulnerable adults, and all beneficiaries.
- I will, in all my activities regardless of location, ensure that the best interests of children, adults, and vulnerable individuals at risk are promoted and protected. I will not engage in behaviour likely to cause harm, including physical, sexual, emotional abuse, neglect, exploitation, or harassment, and will report any such harm in line with Caritas Somalia's Safeguarding Policy.
- I recognise and will uphold Caritas Somalia's safeguarding commitment in both my professional and personal life.
- I will act in line with Caritas Somalia's Safeguarding Policy and relevant guidance.
- I will encourage children and adults to feel safe to point out attitudes or behaviours they do not like and to know where and how to make a complaint.
- I will support an environment open to receiving safeguarding concerns and be aware of how to respond appropriately to disclosures.

- One-to-one situations with staff and programme participants are strongly discouraged. If unavoidable, a risk assessment must be conducted and approved by the director or president, with risk mitigations implemented.
- I will not trivialise or exaggerate issues of abuse or harassment.
- I understand that Caritas Somalia's safeguarding commitments comply with international standards and must be upheld even if local legislation is absent.
- I understand there is a mandatory duty to report.
- I will not engage in sexual interaction with a person under the age of 18 (regardless of local age of consent), nor enter into a sexual relationship with a programme participant or engage in commercial sexual transactions.
- I will act in line with Caritas Somalia's Modern Slavery, Trafficking in Persons, and Child Labour Statement.
- I understand that Caritas Somalia is committed to ensuring that people dismissed for safeguarding breaches cannot move to new employers without disclosure. Caritas Somalia is a member of the Misconduct Disclosure Scheme (MDS). I agree that, subject to the MDS process, where I request Caritas Somalia to provide a reference, it will disclose disciplinary sanctions related to sexual exploitation, abuse, or harassment.

8. DATA PROTECTION

- I will abide by Caritas Somalia's Data Protection Policy concerning the processing of personal data in the organisation.
- I will not release any private, sensitive, or confidential information, including intellectual property relating to Caritas Somalia, to anyone outside the organisation unless legally required or approved by my manager.
- I will only use Caritas Somalia's name, logos, and brand with express permission, whether communicating internally or externally, in line with organisational guidance to protect the organisation's reputation.
- Any personal data I process in the course of my work will be done in line with Caritas Somalia's Data Protection Policy and applicable legislation (Data Protection Act, Law No. 005 of 2023, and Malabo Convention).
- I will ensure personal data is processed lawfully, fairly, transparently, collected for legitimate purposes, limited to what is necessary, accurate, stored securely, and retained only as required.
- I will take particular care to inform myself about the data protection policies relevant to my role and complete all required training.
- I will not process any personal data for my personal benefit.
- I will always respect the dignity and privacy of individuals and ensure that no one is put at risk through careless processing.

- If I am unsure or suspect a data protection incident, I will report it immediately to Caritas Somalia at complaintsandfeedbackscs@gmail.com

9. RESOURCES AND ASSETS

- I will ensure that I use Caritas Somalia property, funds, and resources to which I have access in a responsible and careful manner and am accountable for their use, according to Caritas Somalia's policy and procedural requirements. Resources and property include Caritas Somalia vehicles; telephones, photocopiers, and stationery; other office equipment or equipment/resources belonging to Caritas Somalia; computers, including the use of email, internet, and intranet; and Caritas Somalia accommodation (including housing in international locations).
- Upon the end of my employment or service with Caritas Somalia, I shall return all property issued to me by the Organisation.

10. PROFESSIONAL DEVELOPMENT

- I will take responsibility for my continuing professional development by a combination of approaches and techniques (relevant reading and research, industry journals, reflection and review, and/or accredited courses) to enhance the quality of my knowledge, skills, and competence.

11. DUTY TO REPORT

- I will report any concern, suspicion, and/or incident which breaches the standards within this Code and any other Caritas Somalia policy to the relevant party as outlined in the policy or directly to the Director or the president. I will not intentionally make false accusations in relation to this Code against any individual.
- I will report any concern, suspicion, and/or incident, which breaches the standards within this Code, regardless of whether I feel it is current, recent, or historical. There is no timeframe on reporting alleged breaches of this policy.
- I will not penalise or permit penalisation against anyone who reports risks or incidents of wrongdoing.

The above is not an exhaustive list of examples of how Caritas Somalia representatives should conduct themselves. All representatives have a responsibility to use their own initiative and give careful consideration to the choices they make and the impact they may have on the organisation.

Breaches of this Code of Conduct, or of other relevant policies and procedures, may lead to disciplinary action up to and including dismissal.

Further information on some of the behaviours expressed in this Code of Conduct can be found in the relevant key Caritas Somalia policy or procedural documentation.

SIGNED AGREEMENT

- I agree to accept and work within the Code of Conduct in its entirety, noting in particular the commitments I am making with regard to:
- Personal/Professional conduct and professional ethics
- Caritas Somalia as a Church organisation
- Criminal activity
- Anti-corruption, anti-money laundering and countering the financing of terrorism (AML/CFT)
- Conflict of interest
- Security, health and safety
- Safeguarding
- Data Protection
- Resources and assets
- Duty to report

I understand that it is my responsibility to seek clarity or raise concerns, with my director or president, prior to engaging in, or abstaining from, any action that is, or reasonably may be determined, as contrary to the Code of Conduct. I understand that a breach of the Code of Conduct can lead to disciplinary action up to and including dismissal.

Signed: _____

Print Name: _____

Date: _____