



Finn Church Aid

Code of Conduct for Contractors and Service Providers

Approved by the FCA Management Team on 10 November 2014

1. Introduction

The Finn Church Aid (FCA) strives at upholding and promoting the highest ethical and professional standards in all programme work. To ensure the rights, wellbeing and safety of the staff and peoples we work with in our projects, FCA has a commitment to prevent fraud and corruption, sexual exploitation and abuse, harassment, and abuse of power in any form.

FCA will ensure that also Contractors/Service Providers working for FCA comply with these core principles on accountability when implementing projects on behalf of or jointly with FCA.

2. Scope

This Code of Conduct applies to Contractors, Service Providers and their staff, when implementing on contractual bases a project within an FCA programme.

3. Code of Conduct

In the scope of this Code of Conduct, the Contractor/Service Provider has the responsibility to ensure that all staff members working in the project in concern are aware of this Code of Conduct, understand what it means in concrete behavioural terms, and how it applies to their work.

The Contractor/Service provider has the responsibility to promote and maintain working environment that underpins the following principles.

- Treat the communities with whom we work fairly and with respect, courtesy, and dignity.
- Never take advantage of your position when working with the communities of concern.
- Conduct all business in accordance with internationally accepted practices and procedures and uphold the highest standards of accountability and transparency in relations to finances, management and governance, where relevant.
- Never steal, misuse or misappropriate funds or property.
- Never commit actions that can be considered as harassment.
- Never commit actions that can be considered as or sexual exploitation and/or abuse.
- Never engage in any sexual activity with children, i.e. persons under the age of 18.
- Never use illegal labour, child labour and forced labour

The term “harassment” means any unwelcome comment or behaviour that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behaviour that fails to respect the dignity of an individual.

The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Similarly, the term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards.

4. Dealing with violations of the Code of Conduct

The Parties shall report to each other any substantial suspicions of breaches of violations of the Code of Conduct with no delay. Suspicions and concerns are to be addressed fairly, appropriately, and in a timely manner in a good cooperation by the Contractor/Service Provider and the FCA.

Sexual exploitation and sexual abuse constitute acts of serious misconduct. When a violation of the Code of Conduct has been substantiated, the Contractor/Service provider shall ensure that any staff member having violated the Code of Conduct will be subject to appropriate disciplinary measures.

In case the Contractor/Service Provider does not take appropriate action to interfere cases of substantiated concerns relating to sexual exploitation and abuse, this may - in accordance with relevant legislation - lead to termination of the contract.

In cases of sexual exploitation or sexual abuse, FCA may refer these cases to national authorities for criminal prosecution.

5. Understanding the Code of Conduct

The representative of the Contractor/Service Provider (signature below) has read, understood and is in agreement with the content of this document. The signatory accepts the consequences of any violation of any of the above provisions under this Code of Conduct.

Date: _____

Name of company: _____

Name of representative: _____

Signature: _____