



BIOFORCE INSTITUTE

Code of Conduct

24/10/18

Table of contents

- PREAMBLE: BIOFORCE’S VALUES AND AIMS..... 3**
- AIMS OF THE CODE OF CONDUCT 3**
- WHO THIS CODE OF CONDUCT APPLIES TO?..... 3**
- WHAT TO DO WITH THIS CODE?3
- CODE OF CONDUCT..... 3**
- 1. 1. PERSONAL BEHAVIOR4
- 2. FRAUDULENT AND CORRUPT BEHAVIOR.....4
- 3. USE OF RESOURCES4
- 4. CONFLICTS OF INTEREST5
- 5. COMMUNICATION AND INFORMATION5
- 6. PREVENTION FROM SEXUAL EXPLOITATION AND ABUSE5
- 7. REPORTING6
- APPENDIX 1: COMPLAINT AND CASE PROCESSING PROCEDURE..... 7**

Preamble: Bioforce Institute's Values and Aims

The Bioforce Institute is an international non-profit organization. It is involved in preparation and response to crises resulting from conflict, natural disaster, and epidemics. Its actions sustainably strengthen the skills of those involved in crisis management and provide effective and sustainable assistance, up to the needs of affected vulnerable populations

In 2012, the staff of the Bioforce Institute defined values, approved by the Board of trustees, which represent as core principles of humanitarian action. These values are: Commitment, Solidarity, Professionalism, Sharing, Responsibility and Innovation. These values, linked with the mandate of the Bioforce Institute, must guide the behavior of each of its members or associated with the Bioforce Institute.

Aims of the Code of Conduct

This document officializes a bespoke set of ethical and regulatory guidelines that help our organization's contracted and affiliated individuals to maintain high standards of behavior in all activities and environments associated with the Bioforce Institute.

Who this code of conduct applies to?

This code applies to all persons having a contractual and/or moral relationship with the Bioforce Institute:

- ✔ Bioforce Institute Board of trustees,
- ✔ Bioforce Institute staff,
- ✔ Staff family members in the areas of deployment,
- ✔ External trainers, speakers.

This code must be signed personally by all the individuals concerned, and applies worldwide to all persons involved with the Bioforce Institute either on a contractual basis or by affiliation

A Code of Conduct specifically dedicated to the trainees will be annexed to the Policies and Regulations for Bioforce Institute Trainees and will be signed by each of them.

What to do with this code?

This code must be applied, promoted, and upheld by all Bioforce Institute contracted and affiliated individuals.

Mechanisms for handling and reporting cases of non-compliance with these rules can be found in Appendix 1.

Code of Conduct

1.1. Personal behavior

As Bioforce Institute contracted and affiliated individuals, we behave with integrity in all personal conduct and treat others with consideration.

- 1.1 I will treat others with respect, dignity, courtesy, collegiality, honesty and fairness and with proper regard for their rights, safety and welfare.
- 1.2 I will make decisions fairly, impartially and promptly, having regard to all relevant information, legislation, policies and procedures.
- 1.3 I will contribute to an environment and workplace that is free of bullying or discrimination against colleagues, trainees and members of the public.
- 1.4 I will encourage positive work habits, behaviors and personal and professional workplace relationships and boundaries.
- 1.5 I maintain in all circumstances, the boundary between the professional and the personal.
- 1.6 I will not spread rumors and false allegations against anyone and will refrain from making comments based on one's gender, sexual orientation, political orientation, religion or any other personal characteristics.

2. Fraudulent and Corrupt Behavior

As Bioforce Institute contracted and affiliated individuals we act ethically, respect the laws of our countries of residence, activity and deployment; and specifically avoid engaging in any behavior that may be considered fraudulent and/or corrupt.

I will not submit material that in part or in its totality is not my own work; or submit my work without properly attributing the correct sources of its content.

- 2.1 I will not engage in conduct that is dishonest and that causes actual or potential benefit or detriment to any person or entity.
- 2.2 I undertake to respect scrupulously the current purchasing procedures within the institute.
- 2.3 I will not misuse my position to the advantage of others or myself.
- 2.4 I will not conduct any activity related to terrorist organizations, and will engage in any due process necessary to ensure that neither my activity nor that of the Bioforce Institute is connected directly or indirectly to a terrorist organization.
- 2.5 I will be attentive to any questions relating to intellectual property for all documents provided.

3. Use of resources

As Bioforce Institute contracted and affiliated individuals we use the resources of our organization in a responsible and accountable manner

- 3.1 In my use of Bioforce Institute resources, I always take into account that Bioforce Institute is a charity. I do not use the Bioforce Institute resources, including my work time, for private or business gain for myself or for others.
- 3.2 I will adopt an eco-friendly behavior in the management of Bioforce Institute resources (vehicles, water, paper, electricity, etc.).

4. Conflicts of interest

As Bioforce Institute contracted and affiliated individuals we ensure that our private interests and affiliations do not conflict, or appear to conflict, with our public and professional duties.

- 4.1 I verify that my personal, financial or political interests, or those of my family and associates does not conflict with, or influences, my professional obligations.
- 4.2 I properly manage any actual, potential, or perceived conflict of interest.

5. Communication and information

As Bioforce Institute contracted and affiliated individuals we communicate ethically, only use information for authorized purposes and store information safely.

- 5.1 I will only disclose official information or documents as required by law of where proper authorization is given.
- 5.2 I will not misuse official information or documents for personal or commercial gain for myself or others.
- 5.3 I will always ensure that, when conducting interviews with people, they are aware of the purpose of my interview or study, of where I will store the information I collected from them, of their right to withdraw from my study or project at any moment, and of who my supervisor is in case they need further information on my study or project.
- 5.4 I will make sure that all videos and photographs are taken with the proper consent and authorization, that the individuals featured are not taken in a stereotyping, degrading or infantilizing manner.
- 5.5 I will always use respectful words and people's names when speaking to them and to other persons or when I communicate on them.
- 5.6 I will take care to protect records and confidential information from technical and organizational measures to ensure a level of security appropriate to the risk I will properly record actions and decisions to ensure transparency and accuracy.

6. Prevention from sexual exploitation and abuse

As Bioforce Institute contracted and affiliated individuals we do not engage in sexual harassment or in the sexual exploitation and abuse of vulnerable adults and children.

- 6.1 I will refrain from maintaining a private relationship with a trainee or other beneficiary, and I will not invite trainees or beneficiaries to my home without professional reason or without the permission of my manager.
- 6.2 I shall not engage in any intimate relationship with any individual who is in my direct line of management. If I however engage in such a relationship, I shall immediately disclose it to my management.
- 6.3 I will not engage in an intimate relationship with a trainee or a beneficiary.
- 6.4 I will never engage in any form of sexual relations with anyone under 18 years old, regardless of the age set by the sexual majority, the law or local customs in my country of residence, activity or deployment.
- 6.5 I will never engage in any form of sexual relations or favors in exchange for money, gifts, job or humanitarian aid even if the person proposed this exchange. This applies to all circumstances, whether the person is identified as a sex worker or not.

6.6 I will never be able to hire a child to work, including housework or child care, against access to assistance, scholarship or any other type of benefits. This statement is also valid for any trainee or beneficiary except in the context of their learning strictly defined by an educational scenario.

7. Reporting

As Bioforce Institute contracted and affiliated individuals we ensure that this Code of Conduct is respected by ourselves and we shall report any suspicion of violation of this present code, this while refraining from making any false accusation.

If I am directly affected by the non-compliance with an article, as a victim I can file a complaint using the Complaint and Case Processing Procedure annexed to this Code of Conduct. If I witness a violation of this Code, I report it using the same procedure and refrain from making false accusations.

7.1 I will always raise any concern or query concerning the present Code of Conduct using the reporting procedure set out in the appendix to this Code of Conduct.

7.2 I will immediately report any suspicions or allegations of behaviours going against the principles of the Bioforce Institute Code of Conduct, even if the allegation is vague and without having investigated it personally.

7.3 I shall refrain from making any false accusation against a colleague of any individual affiliated to Bioforce Institute of breaking the provisions of this Code of Conduct.

7.4 I will protect the whistleblower (s) while ensuring the strict confidentiality of the identity of the report authors, data subjects and information collected by all recipients.

The elements to identify the whistleblower cannot be disclosed, except to the judicial authority, without his consent.

The elements to identify the person implicated by an alert cannot be disclosed, except to the judicial authority, before established the based nature of the alert.

This Code of Conduct was adapted for Bioforce Institute from:

Confédération européenne des ONG pour les secours et le développement, Code de Conduite en images et messages, 2006

CHS Alliance, Norme humanitaire fondamentale, 2014 (date de vérification)

Handicap International, Direction exécutive fédérale, Code de Conduite: prévention des abus et sauvegarde, janvier 2018

Loi Sapin II, 2016

Département de l'Australie occidentale, Département de l'éducation, Code de Conduite, septembre 2011

Appendix 1: Complaint and Case Processing Procedure

Who this code of conduct applies to?

This procedure applies to all signatories of the Bioforce Institute Code of Conduct and/or to all persons involved with the Bioforce Institute either on a contractual basis or by affiliation worldwide.

In which case does this procedure apply?

This procedure applies in all cases where a hierarchical communication relationship does not work or can not work.

This complaint procedure is used by any person directly affected by a violation of an article of the Code of Conduct and, as a victim, may file a complaint using this procedure.

It also applies to all witnesses to a violation of the Code of Conduct who report this violation using the same procedure.

Principles of process

Throughout the process of complaint and processing identified cases, the following principles will apply:

Confidentiality: The Bioforce Institute is committed to creating an environment in which complainants can submit grievances and receive appropriate assistance in a confidential manner.

Accessibility: The Bioforce Institute's complaint procedure is available to all persons affiliated with, or staff members or beneficiaries of Bioforce Institute operations.

Safety: The Bioforce Institute's complaint procedure considers potential hazards and risks for all parties, incorporates prevention against damages and injuries, provides physical protection and must deal with possible retaliation against users.

Transparency: Individuals affiliated with, or staff, or beneficiaries of Bioforce Institute operations know that the Bioforce Institute's complaint procedure exists, and how to access it.

Complaint and Case Processing Procedure

Reporting methods

Two ways are available to initiate the complaint procedure:

- Via the online form accessible directly on the website of the Bioforce Institute www.institutbioforce.fr. A page is dedicated to the Code of Conduct and the Complaint and Case Processing Procedure. By using this form, the filing of report can be anonymous.
- By email to signalement@institutbioforce.fr in the case where limited internet access does not permit to complete the online form.

In both cases, the report will be received simultaneously by the four members of the Reporting Committee for immediate management.

Management of the reporting procedure

The Reporting Committee is composed of four members from different Bioforce Institute departments and with an equality of gender. It brings together the CEO of the Bioforce Institute, the administrative and financial manager, a project coordinator and the head of the Bioforce Institute Africa center.

Any person from this Committee involved in the report received will be immediately excluded from the complaint and processing procedure. He/She will not be able to participate in the Treatment Committee.

This committee is responsible for the management of the procedure, from the reception of the report to the application of the decided measures.

The Reporting Committee shall immediately commit - within 48 hours - to acknowledge receipt of the alert and to take appropriate protective measures (protection of the victims and / or whistleblowers) after assessing the degree of urgency and sensitivity of the case reported.

The Committee undertakes to preserve the confidentiality of cases reported and treated until the end of the proceedings in connection with the principle of the presumption of innocence.

The recorded information will be stored by the Reporting Committee in accordance with the General Data Protection Regulation.

Treatment of reported cases

After ensuring that the report is well-founded, the Reporting Committee is responsible for appointing a Treatment Committee which will bring together the persons it deems competent according to the type of case to be treated.

As a first step, the Treatment Committee is responsible for evaluating the precautionary measures taken and ensuring their effectiveness.

The Treatment Committee undertakes to inform users of the various steps and measures taken in the management of the reported case.

Following the decisions made in response to the reported case, the arbitration and the actions taken will be communicated to the user in writing. The Treatment Committee is committed to quickly contact the user to ensure that his decision is consistent with the expectations of all parties involved.