



# **GOAL CODE OF CONDUCT**

<b>Members:</b>	<ul style="list-style-type: none"> <li>• all board members/trustees, board committee/advisory board members and company members of each of GOAL, GOAL (International) and GOAL USA Fund, together with GOAL's branches/liason offices in programme countries.</li> <li>• all GOAL employees (Head Office and Field), secondees, interns and volunteers.</li> <li>• all consultants* (including internal consultants with a GOAL email address). <ul style="list-style-type: none"> <li>• all contractors/suppliers**</li> </ul> </li> <li>• all GOAL partners* (those entering into partnership agreements with GOAL, GOAL (International) and GOAL USA Fund); and</li> <li>• all GOAL visitors (defined as all visitors to any of GOAL's programming operations, namely those acting as representatives of donors and funding partner organisations (e.g. universities, INGOs, corporates), guest visitors, and/or all people associated with GOAL programming).</li> </ul> <p>* adheres to the GOAL's Code of Conduct  <b>OR</b> has in place their own internal Code of Conduct which provides equivalent or greater protection and they certify compliance periodically.</p> <p>** adheres to GOAL Supplier Code of Conduct, which is applicable from September 2020.</p>
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## 1. Introduction

In this Code of Conduct (hereinafter, the “**Code**”), reference to GOAL will include reference to GOAL in Ireland; GOAL (International) in the UK, GOAL USA in the US and all GOAL branches and/or liaison offices, as well as other entities established in programme countries from time to time (together hereinafter referred to as “**GOAL**”).

As GOAL works with the most vulnerable communities to help them respond to and overcome humanitarian crises, and to assist those facing poverty and exclusion achieve greater resilience and well-being, we, as GOAL board members/trustees and company members, GOAL employees, consultants/contractors/suppliers, GOAL partners and GOAL visitors must always maintain and be seen to practice the highest standards of behaviour, accountability, and integrity with everyone we encounter. This will ensure that we protect our staff, we deliver the best service to the communities with whom we work and protect and uphold GOAL’s image and reputation.

The Code sets out behaviour deemed to be acceptable and that which is unacceptable. It defines your responsibilities while connected with GOAL. The examples given are, by definition, non-exhaustive. Where the Code does not address any specific issues or ethical dilemmas that arise, common sense should be applied. If in doubt, discuss the matter with a member of management, a HR representative, or a GOAL focal point if you are a GOAL partner.

The Code is informed by International Human Rights and Humanitarian Law, UN standards and Conventions including the UN Convention on the Rights of the Child (CRC) and best practice guidelines from the humanitarian sector (including GOAL’s own policies and experience). GOAL is also committed to maintaining the Core Humanitarian Standards found [here](#), which should be read and understood alongside the Code.

The Code applies regardless of location. As GOAL operates in multiple countries across the globe, the Code cannot cover all laws and regulations in every country. You will need to be familiar with the relevant laws and regulations as they apply to you and where you work or operate. If there is a difference between a local legal requirement and the Code, apply the highest and most stringent standard. If in any doubt, please contact a member of management, a HR representative, or a GOAL focal point if you are a GOAL partner.

## 2. Who must comply with the Code?

The GOAL Code of Conduct, or equivalent, is applicable to every GOAL Member.

“**GOAL**” includes GOAL, GOAL (International), GOAL USA and all GOAL branches and/or liaison offices in programme countries and any subsequent subsidiaries/affiliates incorporated from time to time.

“**Members**” are defined as:

- all board members/trustees, board committee/advisory board members and company members of each of GOAL, GOAL (International) and GOAL USA, together with GOAL’s branches/liason offices in programme countries.

- all GOAL employees (national, international, Head Office), secondees, interns and volunteers.
- all consultants\* (including internal consultants with a GOAL email address).
- all contractors/suppliers.
- all GOAL partners (those entering into partnership agreements with GOAL, GOAL (International) and GOAL USA).
- all GOAL visitors (defined as all visitors to any of GOAL’s programming operations, namely those acting as representatives of donors and funding partner organisations (e.g. universities, INGOs, corporates, guest visitors, and/or all people associated with GOAL programming).

All Members are obliged to create and maintain an environment that promotes the implementation of the Code or equivalent. Those in positions of authority in GOAL have a particular duty to act as positive role models in upholding the organisation’s standards, and to support and develop appropriate systems to maintain such an environment.

*We expect you to:*

- *Respect GOAL’s values which are central to how we operate.*
- *Behave in an ethical manner, which means being accountable for your actions and decisions.*
- *Comply with the principles and rules in the Code and fulfil your legal and regulatory obligations;*  
*and*
- *Speak up if you feel a working practice or behaviour is not ethical or safe or if it breaches the Code*

The Code is integral to every meeting, relationship, engagement, contract, terms of reference or agreement that our organisation is party to or enters into. Failure to adhere to the Code may result in necessary disciplinary action or equivalent being taken, up to and including dismissal, removal or termination of a contractual relationship (as relevant) and may lead to criminal prosecution.

### **When does this Code apply to me?**

The Code of Conduct applies in all my interactions with GOAL, including but not limited to business, funding, employment, governance or programmatic work, from the commencement of an engagement with GOAL; or contractual relationship with GOAL and will continue for the duration of the engagement or relationship.

<b>GOAL Members</b>	<b>When will I receive this Code?</b>	<b>When does this Code apply to me?</b>	<b>When am I required to certify?</b>
<b>GOAL board member/trustee, committee/advisory board member and company member of GOAL</b>	(i) On or prior to appointment to the GOAL board or committee/advisory board; and (ii) annually.	The Code of Conduct applies on appointment and for the duration in office.	(i) Certification on or prior to appointment with GOAL; and (ii) re-certification annually.

<b>GOAL employee, secondee, intern and volunteer</b>	(i) On induction; and (ii) annually.	The Code of Conduct applies for the duration of employment or engagement with GOAL.	(i) Certification on or prior to commencement of employment or engagement with GOAL; and (ii) re-certification annually
<b>GOAL consultant</b>	During contract/engagement negotiations with GOAL.	The Code of Conduct applies for the duration of the contractual relationship with GOAL.	(i) Certification and adherence of the Code of Conduct upon entry into of GOAL contract (ii) re-certification annually
<b>GOAL contractor/ supplier</b>	From 1 <sup>st</sup> September 2020, during contract/engagement negotiations	From 1 <sup>st</sup> September 2020, the Supplier Code of Conduct applies for the duration of the contractual relationship with GOAL on a comply or explain basis.	From 1 <sup>st</sup> September 2020, Certification, and adherence of the Supplier Code of Conduct upon entry into of GOAL contract
<b>GOAL partners</b>	GOAL Code is part of GOAL Partnership agreement	They agree to abide by GOAL Code and associated GOAL policies or by their own Code which provides equivalent or greater protection	Certification and adherence ensured by agree to GOAL's T&C or equivalent and GOAL contract
<b>GOAL visitors</b>	(i) At briefing prior to travel to; or (ii) upon visiting GOAL's programming operations	They agree to GOAL Code and associated GOAL policies.	Certification prior to visiting any of GOAL's programming operations

### 3. The Code

I **will** promote all fundamental human rights.

I **will not** discriminate, directly or indirectly, on the grounds of gender; gender identity; gender expression; marital status; family status; sexual orientation; religion; age; disability; race; nationality; political affiliation; social status; citizenship status; or membership of an ethnic community.

I **will** treat every person with respect, dignity and courtesy. I **will** act in a supportive, professional manner towards all those I work with. I **will** contribute towards building a safe, inclusive, and harmonious, workplace.

I **will** obey international law and the laws of the country where I am based, and respect local customs. I **will** always apply the highest and most stringent standard.

I **will not** allow my personal views to affect GOAL's status as a non-religious, non-political organisation.

I **will not** commit any act, or consent to any act being committed, that could cause physical or psychological harm or suffering to any person. I **will** be particularly conscious of the vulnerabilities experienced by women, by children, and by other marginalised groups in this regard. I understand that sexual activity with children (persons under the age of 18) which also includes child marriage is strictly prohibited. This applies regardless of local laws and customs regarding age of majority and/or consent. Mistaking the age of a child **will not** form any part of a defence.

I **will not** abuse any real or perceived power that accrues from my position in GOAL.

I **will not** seek to influence humanitarian assistance, give preferential treatment, offer employment or promotion, or give or receive money in order to gain a benefit for myself or others, receive gifts or advantages or 'sexual favours'.

I **will not** enter into any sexual activity which may be perceived as an exploitation of an unequal power dynamic. Sexual relationships between any GOAL Member and programme participants or members of affected communities, or any other behaviour that is humiliating, degrading or exploitative, or behaviour that undermines the credibility and integrity of humanitarian aid work, is prohibited.

I **will not** excuse or ignore or participate in corrupt, fraudulent, exploitative, or unethical activities. This includes, but is not limited to the trafficking of people, participating in any armed, political or religious conflict, dealing in illegal drugs, gems or arms or using the services of a sex worker.

I **will** uphold the highest standards of integrity, honesty and transparency. I **will** strive for the most ethical, effective and efficient use of GOAL resources.

I **will** disclose any and all interests, whether (a) personal, financial, business, political or family interest(s), and any outside employment/engagement that may impact my responsibilities and obligations to GOAL either in fact or appearance in accordance with GOAL's Conflict of Interest Policy.

I **will** behave in such a manner as to avoid any unnecessary personal risks that may impact on the health, safety and welfare of myself and others. This includes partner organisations, programme participants, and members of affected communities.

I **will not** be under the influence of alcohol or drugs, which include illegal drugs and misused prescription medication, while engaged in GOAL duties. I **will not** work while impaired by a lawful prescription medication or over-the-counter drugs. I **will** be fit to carry out my role in GOAL and fulfil my responsibilities.

I **will** exercise due care in all matters of official business and not divulge any confidential information about programme participants, staff members, or other work-related matters.

I **will not** speak to the media on behalf of GOAL, or in respect of GOAL programmes or the situation in a country where GOAL is based, except where I am given explicit written authorisation to do so by my Line Manager or Country Director.

I **will not** post social media that brings GOAL into disrepute or causes offence to a host country and/or any section of its community. I **will** act in accordance with the GOAL Social Media and Online Messaging Policy.

I **will** always uphold GOAL's organisational values of Humanitarianism, Courage, Partnership, Transparency & Accountability and Inclusiveness.

I **will** report any concerns of suspected wrong-doing by any staff/representative of a Member under GOAL's Whistleblowing Policy, either internally emailing **speakup@goal.ie**, or through the externally managed hotline, **Safecall: [www.safecall.co.uk/report](http://www.safecall.co.uk/report) / [goal@safecall.co.uk](mailto:goal@safecall.co.uk)**.

The Code should be read in conjunction with the following associated GOAL policies:

- Anti-Fraud Policy
- Child and Adult Safeguarding Policy
- Child Protection Policy
- Conflict of Interest Policy
- Data Protection Policy
- Dignity at Work Policy
- Gender Equality Policy
- IT Acceptable Usage Policy
- Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy
- Social Media and Online Messaging Policy
- Whistleblowing Policy

#### 4. Certification

- I hereby certify that I am aware of my obligation to comply with the Code and the associated GOAL policies.
- I further certify that I commit to disclosing any concerns of suspected wrong-doing related to the Code and the associated GOAL policies, through the mechanisms outlined above or in GOAL's Whistleblowing Policy. I understand that GOAL is committed to treating any such disclosure in a confidential and anonymous way with no risk of retaliation.
- I also certify that I am aware of the consequences of non-compliance with the Code and the associated policies which will include immediate disciplinary action, up to and including dismissal, removal or termination of a contractual relationship (as relevant), and/or criminal prosecution where relevant.

By signing below, I confirm that I have read, agree with, and will adhere to the Code and the above certifications.

Please ensure that once you have certified the Code of Conduct, you return this signature page to HR

Name: _____ (block letters)
Signature: _____
Date: _____

**NOTE:**

Report any concerns of suspected wrong-doing by staff/representative of a Member under GOAL's Whistleblowing Policy either:

- internally emailing [speakup@goal.ie](mailto:speakup@goal.ie), or
- through the externally managed hotline, **Safecall:** [www.safecall.co.uk/report](http://www.safecall.co.uk/report) / [goal@safecall.co.uk](mailto:goal@safecall.co.uk).