



HUMAN RESOURCE POLICIES MANUAL 2014

IPN – An Agent for Social Change & Development in Pakistan.

RULES OF CONDUCT

RULES OF CONDUCT FOR DELEGATION STAFF OF IPN

The purpose of the following rules is to ensure that, in all their activities, at all times and in all circumstances, IPN staff members uphold the principles upon which the organization was founded and the dignity of the persons with whom they are in contact, thus helping to build a favorable image of the IPN.

These rules apply to all IPN staff members working under the responsibility of the IPN. Expatriates are responsible for ensuring that they are also applied by the persons accompanying them.

Senior staff has a special responsibility to ensure that these rules are observed. Their conduct must set an example for all staff members under their authority.

The rules come under the following headings:

1. General rules of conduct
2. Taking undue advantage of one's position
3. Acts that constitute violation of the law
4. Violation of IPN security rules.
5. Prohibition on buying sexual favors (prostitution)
6. Protection of Children

1. General rules of conduct

- The conduct of all IPN staff members must be consistent with the organization's principles concerning respect for the individual.
- The dignity of all persons (individuals or communities to whom the IPN is bringing aid, persons they meet, the population of the country of assignment, their colleagues, etc.) must be respected, and shocking the population with behavior that is inappropriate in the context avoided.

Any failure to comply with these rules is dealt with by the staff member's immediate superior and is at least mentioned in the appraisal report. The penalty will depend on the gravity of the incident and/or whether it recurs.

2. Taking undue advantage of one's position

- Using one's position at the IPN or the means at the disposal of the organization to obtain favors or personal advantages of any kind whatsoever is considered to be professional misconduct, which is punishable and, depending on the gravity of the incident, may result in the dismissal of the person concerned.
- The following behavior is also considered unacceptable:
 - ☐ ☐ Requesting locally recruited employees to provide personal services which are not part of their duties and responsibilities or for which they are not paid; and

☐ ☐ Purchasing from anyone to whom the IPN is bringing aid personal belongings that would not in normal circumstances be for sale.

3. Violations of the law.

- All acts that are illegal under criminal legislation are considered to be instances of serious professional misconduct and may result in immediate dismissal. The IPN can refer the case to the courts, depending on the gravity of the offence.

4. Violation of IPN security rules

- All acts that contravene the field security rules and jeopardize IPN action are considered to be instances of serious professional misconduct, which is punishable and, depending on the gravity of the act, may result in the immediate dismissal of the person concerned.
- It is prohibited for expatriates to have weapons in their possession. It is also prohibited for locally recruited employees to carry weapons during their professional activities.

5. Prohibition on buying sexual favors (prostitution)

☐ ☐ The IPN considers that the purchase of sexual favors contravenes the values of respect for human dignity on which the organization and its rules of conduct are founded. Consequently, IPN staff members must respect this principle and behave in conformity with it at all times.

6. Protection of Children

- A child is any human being below the age of 18 years (Convention on the Rights of the Child, Art. 1). Child abuse occurs when an adult injures a child, physically or otherwise.
- Sexual abuse of children occurs when children are pressed or forced to take part in activities that are sexual in nature, whether the children are aware of it or not. Such abuse also covers activities involving no physical contact with children, such as showing pornographic films or taking part in Internet games of a sexual nature.
- Sexual exploitation is remuneration in cash or kind in exchange for sexual favors or any other kind of degrading behavior.
- Abuse (including sexual abuse), sexual exploitation and or any form of sexual activity involving children are forbidden, whatever the locally accepted age of sexual majority. To claim that one believed a child to be older than 18 is not an admissible defense.
- Acquiring, conserving or circulating documents of a pedophile nature, irrespective of the medium used (Internet, film, etc.) is also prohibited.

Approved by: Members Board of Directors

