**Organization for Coordination and Community Development (OCCD)**



# Code of Conduct

Date [ ]

Company Name:

Project Name:

Contract Number:

Project Location:

Contact Information: (Phone: )

Prepared By: Abdul Bashir “Sadeqi” Procurement officer

**CODE OF CONDUCT FOR CONTRACTOR’S PERSONNEL**

We the Contractor [ ] have signed a contract with OCCD for SIP Hub Schools rehabilitation. These activities will be carried out at Kunar Province. Our contract requires us to implement measures to address environmental and social risks related to the activities, including the risks of sexual exploitation and assault and gender-based violence.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the activities. It applies to all our staff, including laborers and other employees at the at all the places where the activities are being carried out. It also applies to the personnel of every subcontractor and any other personnel assisting us in the execution of the activities. All such persons are referred to as “Contractor’s Personnel” and are subject to this Code of Conduct.

***This Code of Conduct identifies the behavior that we require from all Contractor’s Personnel.*** Our workplace is an environment where unsafe, offensive, abusive, or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

**Required Conduct**

Contractor’s Personnel shall:

* Carry out his/her duties competently and diligently.
* Comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor’s Personnel and any other person.
* Maintain a safe working environment.
* Ensuring that workplaces, machinery, equipment and processes under each person’s control are safe and without risk to health.
* Wearing required personal protective equipment.
* Using appropriate measures relating to chemical, physical and biological substances.
* Following applicable emergency operating procedures.
* Report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health.
* Treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children.
* Not engage in any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature with other Contractor’s or Employer’s Personnel.
* Not engage in Sexual Exploitation, which means any actual or attempted abuse of 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. In Bank financed projects, sexual exploitation occurs when access to or benefit from Bank financed Goods, Works, Consulting or Non-consulting services is used to extract sexual gain.
* Not engage in Sexual Assault, which means sexual activity with another person who does not consent. It is a violation of bodily integrity and sexual autonomy and is broader than narrower conceptions of “rape”, especially because (a) it may be committed by other means than force or violence, and (b) it does not necessarily entail penetration.
* Not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage.
* Report violations of this Code of Conduct.
* Not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the Grievance mechanism for Contractor’s Personnel or the project’s Grievance Mechanism.

**Raising Concerns**

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contacting the Individual designated by the Contractor to **Jawed Ayoubi**
2. In writing at this address: [Safeguarding@oocd.org.af](mailto:Safeguarding@oocd.org.af)
3. By telephone at +93 77 555 0071
4. In person at [Lane#15, Daramsal Street, 2nd Part, Kart-e-Parwan, District#4, Kabul, Afghanistan]

The person’s identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate. There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

**Consequences of Violating the Code of Conduct**

Any violation of this Code of Conduct by Contractor’s Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

**For Contractor’s Personnel**

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact (**Jawed Ayoubi**) requesting an explanation.

1. Name of Contractor’s Personnel: [ ]
2. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date: (day month year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Countersignature of authorized representative of the Contractor:
5. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Date: (day month year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of the code shall be displayed in a location easily accessible to the community and project affected people. It shall be provided in languages comprehensible to the local community, Contractor’s personnel (including sub-contractors and day workers) and affected persons.