

CODE OF CONDUCT

FOR THE PREVENTION OF SEXUAL AND GENDER-BASED VIOLENCE (SGBV) IN THE EUROPEAN RECEPTION & ASYLUM SECTOR

Name of organisation:

Date:



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Sexual and gender-based violence (SGBV) is a public health issue, an attack on human dignity and a violation of human rights. Most victims are women and girls, but boys and men can become victims too. SGBV can have a major impact not only on the victims themselves but also on their family, friends and community. Therefore, [NAME of ORGANIZATION] intends to prevent and to combat every form of SGBV in reception centres for asylum seekers or unaccompanied children and to react appropriately when incidents occur.

The present Code of Conduct is part of a larger SGBV prevention Frame of Reference. This Frame of Reference aims to promote general health and well-being in reception centres for asylum seekers and unaccompanied children. This is done by setting up different preventive actions that stem from a human rights-based approach, a gender-sensitive perspective, a positive view on relationships, sexuality and equality, and an intercultural dialogue. The Frame of Reference consists of a Sensitization Kit, a Training Manual, a Code of Conduct and Standard Operating Procedures.

The Sensitization Kit contains information, sensitization materials and referral addresses on sexual health and SGBV. It is available in different languages. Definitions of SGBV referred to in this Code of Conduct can be found in the Sensitization Kit.

The Training Manual is a manual for staff or residents who wish to set up SGBV prevention activities in a reception centre. The flag system introduced in the Training Manual might be very useful to determine the gravity of a specific incident.

The Code of Conduct is a guide for staff members

and residents. It defines the outlines and content of their commitment in attitudes and behaviour to preventing, combating and responding to every form of SGBV. The Code of Conduct is relevant for everyone at the reception centre, from residents to management.

The Standard Operating Procedures are a set of guidelines to enable staff and others to respond appropriately when incidents occur.

The development of a policy to promote good sexual health and to prevent SGBV is a continuous process. The Code of Conduct should be adapted to the context of the reception centre, its size and infrastructure, and to the public and staffing of the facility. The process of adaptation and implementation of the Code of Conduct is very important and needs the involvement of all stakeholders. After initial implementation it should be evaluated and adapted on the basis of the lessons learned every year. One option could be to integrate the commitment and the guiding principles of the Code of Conduct and the Standard Operating Procedures into the work regulations for staff members or the house rules for residents.

All actors with roles and responsibilities for preventing and responding to cases of SGBV – including residents – need a thorough knowledge of the Frame of Reference to be able to participate in the process of implementing the Code of Conduct. This means that all the instruments of the Frame of Reference, the Standard Operating Procedures, the Code of Conduct, the Sensitization Kit and the Training Manual should always be at their disposal.

Article 1: Statement of intent

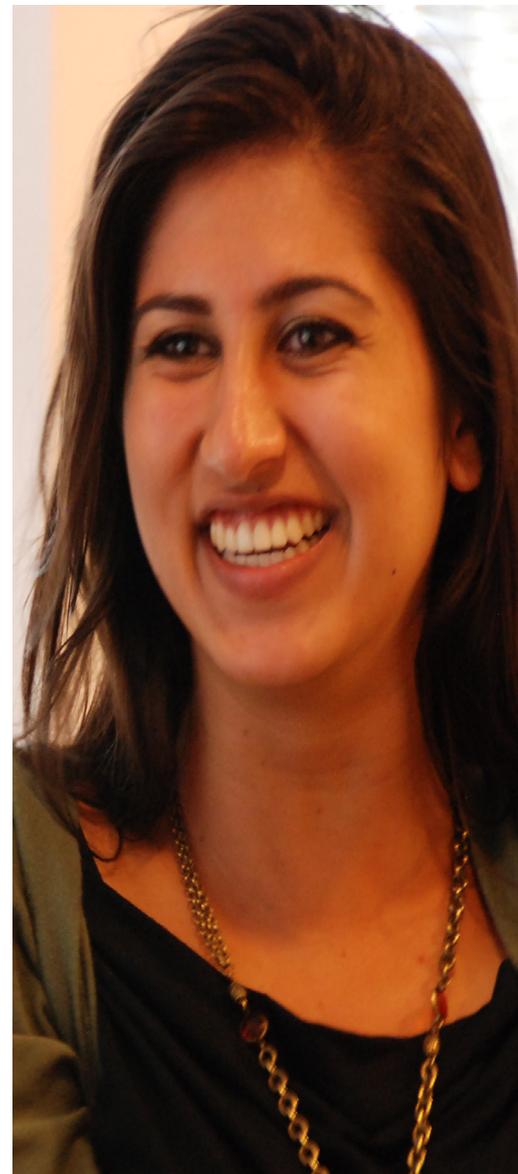
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[NAME of ORGANIZATION]

- a** is determined to promote and protect the general health and well-being of all residents and staff;
- b** considers sexual and gender-based violence (SGBV) and related practices to be a violation of human rights, a health problem affecting the whole reception centre and community, an abuse of power as well as an unwanted behaviour that cannot and will not be tolerated;
- c** commits itself to preventing, combating and responding to every form of SGBV in every aspect of the daily management of the centre and in the development of all policies of the reception centre; and
- d** commits itself to preventing, combating and responding to SGBV by implementing policies and introducing measures that are gender-sensitive and human rights-based, that enhance the equality, empowerment and participation of all stakeholders involved, and that reflect a positive view on relationships and sexuality.

Article 2: Status and scope of the Code of Conduct

- a** The Code of Conduct is an integral part of a larger SGBV prevention Frame of Reference that defines the overall SGBV prevention policy.
- b** The Code of Conduct reflects the general policy of the organization to prevent and respond to SGBV through both attitudes and behaviour of staff and residents.
- c** The Code of Conduct must be applied in addition to the professional ethics and house rules of the reception centre.
- d** The Code of Conduct is binding on the organizing authority, all staff – regardless of their position – and all residents, regardless of their residence status. The Code of Conduct also applies to other persons who come to the reception centre, whether as a student, visitor, voluntary worker or subcontractor.



Article 3: Guiding principles



a Respect: The basic attitude in all human interaction in the reception centre must be one of respect. Respect is due to everyone, resident or staff, regardless of race, gender, religion, colour, national or ethnic origin, marital status, sexual orientation, age, socio-economic status, disability, political conviction, or any other distinguishing feature.

b Non-violence: Interaction between residents and/or staff in the reception centre must be non-violent. Violence – whether physical, verbal or otherwise – is an attack on the integrity of the person and, therefore, cannot be tolerated.

c Respect for privacy: The infrastructure of the centre must be adapted to respect the privacy and ensure the dignity of everyone at any time. Basic requirements are separate rooms for single men and women; separate rooms for families; and separate sanitary facilities for men and women, boys and girls.

Article 4: Implementation and monitoring

a The organizing authority and management of [NAME of ORGANIZATION] are responsible for the implementation and monitoring of the present Code of Conduct. They must ensure that all staff and residents are aware of this policy, are committed to preventing, combating and responding to SGBV, and are aware of the consequences of a lack of respect for colleagues and residents.

b All staff and residents will receive a copy of the present Code of Conduct on the day they start to work or upon arrival in the reception centre and will be requested to familiarize themselves with it and sign it. Residents will be informed of the content of the Code of Conduct in a language they understand before they are requested to sign it.

c An SGBV Prevention Team will be set up with representatives of management, staff in daily contact with residents, and residents. This SGBV Prevention Team will set up preventive actions that are in line with the SGBV prevention Frame of Reference and thereby strengthen the implementation of this Code of Conduct.

d An SGBV Response Team will be set up, consisting ideally of an external SGBV expert and at least three internal representatives – representing management, staff and residents, respectively.

e The members of the SGBV Prevention and Response Teams should be screened using the SGBV screening profile provided in the Training Manual and should follow the SGBV prevention training.

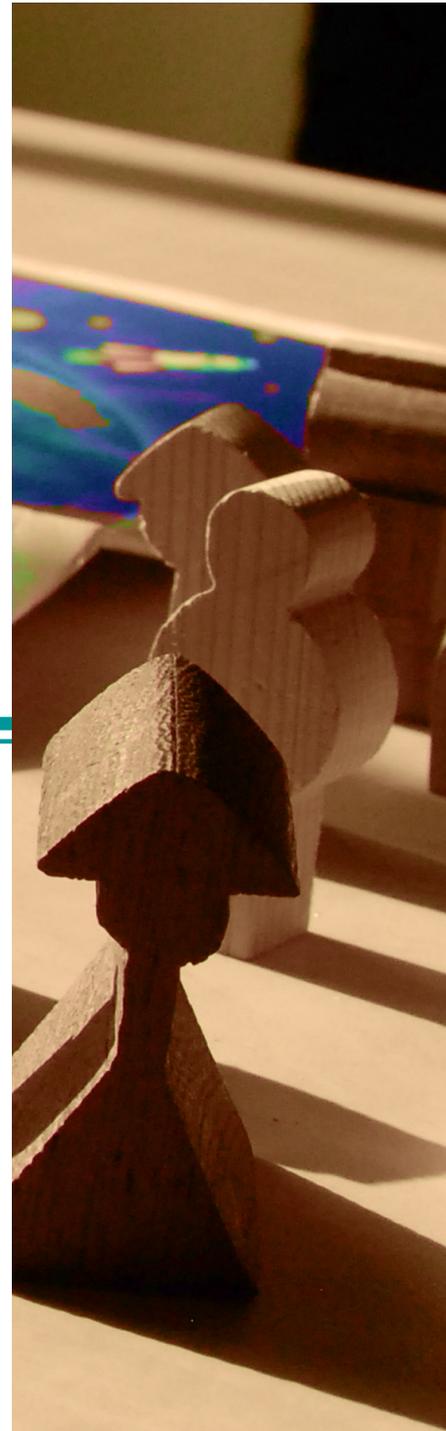
Article 5: Upholding the Code of Conduct

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- a** Standard Operating Procedures that answer all necessary deontological and quality standards have been established for the treatment of complaints. These Standard Operating Procedures should be communicated and explained to staff members, residents and third persons.
- b** Every SGBV-related incident must be reported according to the Standard Operating Procedures. The SGBV Response Team is responsible for case management and follow-up.
- c** The SGBV Response Team must also ensure the accurate registration of every complaint.
- d** Failure to respect this Code of Conduct, whether active (infraction) or passive (neglecting to report), must be investigated by the SGBV Response Team and dealt with appropriately. Sanctions depend upon the gravity of the incident and can range from a warning to dismissal from the centre. However, the Code of Conduct cannot affect the application of criminal or other national law concerning SGBV.

Article 6: Evaluation and follow-up

- a** The application of the present Code of Conduct will be evaluated every year, at the initiative of the SGBV Prevention and Response Teams. All staff and residents are invited to participate. A summary will be included in the annual report.
- b** In follow-up to this report, the organizing authority, the management and SGBV Prevention Team will initiate measures and set up SGBV prevention and health promotion activities to improve the knowledge, attitude and practices required by this Code of Conduct.



LOGFILE CODE OF CONDUCT (Name of organization)

⇒ Date of introduction to organization:

⇒ Binding since (date):

⇒ Signature of director + date:

⇒ Signature of president of the board/organizing authority + date:

⇒ Signature of the SGBV Prevention Team + date:

⇒ Evaluation carried out on (date):

⇒ Evaluation carried out on (date):

⇒ Evaluation carried out on (date):

⇒ Update carried out on (date):

⇒ Signature of director + date:

⇒ Signature of president of the board/organizing authority + date:

⇒ Signature of the SGBV Prevention Team + date:

