



SWA CODE OF CONDUCT



Code of Conduct

This Code of Conduct reflects the overarching ethical principles and core values of Sanitation and Water for All (SWA). These are: honesty; integrity; transparency of action; compliance with laws and contracts; impartiality and trustworthiness; respect; equality and non-discrimination.

The aim of the Code is to ensure that everybody working with SWA behaves in accordance with these values and does not abuse their position. The Code covers **conflicts of interest, gifts and bribery, sexual harassment and abuse of authority.**

In addition to this code, Secretariat staff are also required to adhere to the relevant codes and rules of their host organisation(s).

1 **About the code**

Who is covered?

The Code applies to SWA leaders; Secretariat staff; individuals representing SWA partners; and members of the SWA Steering Committee, sub-committees and work groups in relation to their engagement with SWA. These people are referred to as **covered individuals**.

Reporting a breach

A breach of the Code occurs when a covered individual conducts engagement in SWA in a way that either does not comply with SWA's core values (stated above) or violates any of the specific provisions of this code.

Covered individuals and interested parties shall report any breach of the Code to complaints@sanitationandwaterforall.org or to the Chair of the **SWA Steering Committee** or the Chair of the **Governance and Finance Sub-committee**. The report may be made anonymously but should provide as much detail as possible about the date and location of the alleged incidents, the names of any witnesses and other proof. Only members of the Governance and Finance Sub-committee and one member of staff from the SWA secretariat shall have access to the above email account.

Investigations and sanctions

All complaints, allegations and related investigations will be managed in strict confidentiality. The Governance and Finance Sub-committee is responsible for investigating complaints and proposing appropriate actions or sanctions. Depending on the case, appropriate actions can include an oral notification, a written warning, or expulsion from the SWA partnership (for serious instances such as illegal misconduct or where the reputation and integrity of SWA is affected).

Appropriate actions shall be agreed by the Chair of the SWA Steering Committee and the Chair of the Governance and Finance Sub-committee.⁵ Expulsion shall require the approval of the SWA Steering Committee. In case a complaint concerns the Chair of the SWA Steering Committee or the Chair of the Governance and Finance Sub-committee, this person shall be excluded from any investigation and decisions on this matter and the respective Vice-chair shall act instead. If a complaint concerns the SWA CEO, the Governance and Finance Sub-committee shall, in addition to conducting its investigation, inform the UNICEF Ethics Office to take appropriate measures as the formal employer of the CEO.

Record keeping

The Governance and Finance Sub-committee will keep a record of all allegations, investigations and decisions made by SWA in relation to the Code. It will prepare an annual report about adherence to the Code, ensuring the confidentiality of everyone involved. The report will be published online to ensure full transparency.

2 **Conflicts of Interest**

In the work of SWA, conflicts can arise between the private interests of individuals and partner

⁵ Further procedures and guidelines for conducting investigations and identifying appropriate sanctions are provided in the Terms of Reference of the Governance and Finance Sub-committee.

organizations and those of SWA. Our aim is to immediately discuss and resolve such conflicts and to undertake activities with transparency and accountability.

A conflict of interest occurs when there is conflict between the professional interest of SWA and the private interest of a covered individual or the interest of an organisation the covered individual is affiliated to, which could improperly influence the performance of official duties and responsibilities within SWA. This also includes situations in which a covered individual's responsibility to a second party, for example an employer, limits his or her ability to discharge his or her responsibility to SWA.

Understanding that members who are employees of other organisations or governments and may represent the views and/or interests of these bodies, such representations in discussions related to SWA will not be deemed conflicts of interest. A conflict of interest does occur, for example, when a decision of SWA affects funding for the employer organization of a covered individual.

Declaring a conflict of interest

In meetings, any covered individual with a an actual, potential or perceived conflict of interest shall immediately declare the conflict of interest and recuse himself/herself from the proceedings, particularly where decisions are to be reached. Declarations of interest shall be a standard agenda item at the beginning of any executive session of the Steering Committee and the Executive Oversight Committee, and declarations shall be documented in the minutes.

3 *Bribery, gifts and travel*

Covered individuals must not – either directly or indirectly – request, accept, offer, give bribes or arrange for bribes to be given or engage in any other form of corruption.

When representing SWA, travelling on its behalf, or conducting any business in their capacities as SWA partners, all covered individuals are prohibited from **giving or accepting gifts** to and from SWA partners, programme beneficiaries, staff and consultants or business partners unless these are minor gifts of less than US\$100 value. Gifts refer to any gratuity, favour, discount, hospitality, loan or other item with monetary value. This includes services, training, transport, lodgings and meals.

Covered individuals shall adhere to the relevant travel guidelines and reimbursement rules when traveling on behalf of SWA.

4 *Sexual harassment and abuse of power*

SWA is committed to providing an environment that is free from sexual harassment, other forms of harassment and bullying, and abuse of power. Covered individuals shall not engage in any such misconduct.

Sexual harassment

Unwelcome sexual advances or physical contact, requests for sexual favours, and other conduct of a sexual nature constitute **sexual harassment** when:

- a decision affecting an individual is made because the individual submitted to or rejected the unwelcome conduct; or
- the unwelcome conduct interferes with an individual's duties or creates an intimidating, hostile, or abusive working environment

The following actions may constitute harassment:

- sexual pranks, teasing, jokes, or innuendo
- verbal abuse or touching of a sexual nature

- making or posting sexually demeaning or offensive pictures or other materials in the workplace
- unwelcome conduct of a sexual nature that affects the work environment

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. When deciding whether behaviour constitutes harassment, the power dynamics between the victim and perpetrator, as well as how the victim feels about the behaviour, should be considered.

Abuse of power

Abuse of power is the improper use of a position of influence, power, or authority against another person. This is particularly serious when a person uses, or threatens to use, his/her influence, power or authority to improperly influence the career or employment conditions of another, including (but not limited to) appointment, assignment, contract renewal, performance evaluation or promotion. Abuse of power may also include conduct that creates a hostile or offensive work environment, and such conduct can include (but is not limited to) the use of intimidation, threats, blackmail or coercion. Sexual harassment is sometimes a form of abuse of power/authority.

Covered individuals should avoid sexual relationships with anyone under the age of 18.

SWA also discourages sexual relationships between partners and staff, between partners and programme beneficiaries, and between staff and programme beneficiaries.