

## Code of conduct

Approved by the Board of SolidarMed 05.09.2013



SolidarMed is committed to ensuring that all employees (at headquarters, expatriates and national staff) behave in a manner that respects and protects both the beneficiaries and partners we work with, each other as colleagues as well as the reputation of our organization.

The SolidarMed Code of Conduct provides clear guidance on the conduct we expect from all employees. It is the responsibility of all staff to manage their behaviour both in and out of the work place in accordance with SolidarMed's values, policies and procedures, our organisational culture and the laws of the host country, in-line with the expectations set out in this Code of Conduct.

<b>Values and Responsibilities</b>	At all times, I apply myself in a responsible and loyal manner to the successful implementation of SolidarMed programmes and projects and support the adopted strategies and measures. I regularly reflect on my actions and behaviour and promote compliance with the values and the development approach of SolidarMed.
<b>Dealing with power</b>	I am aware of my privileged position and use it, without reservations, in the interests of the population concerned. I make decisions responsibly and in accordance with the mission of SolidarMed. My decisions are transparent, unbiased and are not made to my own advantage.
<b>Appearance</b>	I adapt my demeanour, attire and mode of expression to my role as well as the customs and culture of the host country.
<b>Conflicts of interest</b>	<p>I distinguish between professional and personal interests. I make personal interests transparent. In case of a conflict of interest, my own interests are secondary, and I inform my superiors.</p> <p>I do not abuse my position for personal gain or to grant advantage to a third party. I do not accept gifts, invitations or other benefits that could influence my integrity or my actions and judgement.</p>
<b>Respectful treatment of the population, colleagues, partners and donors</b>	I approach all people with respect. I reject disrespectful behaviour in all situations and reject any activity that could be interpreted as derogatory or demeaning. I respect the privacy of my partners, acquaintances and colleagues and observe local norms and customs. I refrain from and resolutely counteract actions and words that misuse my hierarchical, material or social position, as well as all forms of sexual exploitation, in particular when dealing with minorities.
<b>Appearance in public, loyalty</b>	I am aware that even as a private individual, I will be associated with SolidarMed and that my remarks may have unintended effects. I refrain from making accusations, spreading rumours and avoid inflammatory statements. In public appearances, I make the concerns of the affected population and the SolidarMed assignment the main focus of my communications. In all external communications, I represent SolidarMed with loyalty.
<b>Initiative</b>	The work of SolidarMed requires a high degree of responsibility and initiative. I proactively recognise the responsibility given to me and develop my own initiatives.

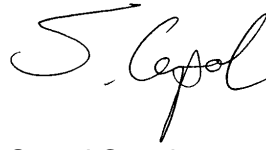
- Financial and material resources** I use the funds and property of SolidarMed, donors and partners in accordance with agreements made, in line with the intended purpose, compliant with regulations, in an effective and efficient manner. I use material entrusted to me and the logo of SolidarMed or partners solely for professional purposes, all private usage requiring a formal agreement in this regard.
- Professional discretion and confidentiality** I discuss official matters and internal information confidentially and with discretion. In all medical affairs and with regard to patient data, I am subject to medical confidentiality. This applies to the period during and after employment with SolidarMed.
- Security** I avoid anything that needlessly endangers others or myself or could jeopardise the overall activities of SolidarMed.
- Health** I preserve my personal performance capability, look after my mental and physical health and heed those of my colleagues. I strive to create a balance between work and rest.
- Political activity** Working for a politically neutral organization, I refrain from any political activity whilst on duty. Should I participate in political activities, I do so strictly as a private individual and refrain from representing or claiming to represent SolidarMed in any form (e.g. orally, by the use of SolidarMed-branded or owned items, any use of the SolidarMed logo or cars).

The code of conduct shall come into force on January 1st 2014.

Lucerne, 31.12.2013



Joel Meir  
Director



Svend Capol  
President