



Code of Conduct

Policy	Date of Approval by Name of Organisation board of directors	Date of Policy Review
Code of Conduct	April 2024	April 2025
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Introduction

Safeguarding is the act of taking measures to protect the health, well-being and rights of individuals - especially those with characteristics of vulnerability such as children and people with differences which means they may be subject to discrimination or harm, and people who may be unable to protect themselves against harm or exploitation. A Code of Conduct is part of safeguarding and is the document which informs and guides volunteers and staff how to act in order to limit the chance of a safeguarding incident occurring.

RAD Music International's (hereafter referred to as RAD) capacity to ensure the protection of and assistance to refugees, asylum seekers and displaced persons depends on the ability and commitment of the organisation to uphold and promote the highest standards of ethical and professional conduct.

RAD recognises that its work may put its employees and volunteers in positions of power in relation to its visitors and all those who work or volunteer with RAD have an obligation not to abuse this power. The Code of Conduct lays out RAD's expectations and guiding principles for appropriate behaviour in the office and field. By agreeing to work or volunteer with RAD, team members in whatever capacity, agree to comply with its policies and procedures and to uphold the highest standards of personal and professional conduct to ensure that RAD's integrity and reputation shall not be jeopardised by their actions, nor those it seeks to assist and support come to any harm.

The Code of Conduct is one of three policies, which, together, comprise RAD's Safeguarding Standard. 1: Safer Recruitment Policy, 2: Code of Conduct, 3: Safeguarding Policy.

Implementation and Review

This Code of Conduct is endorsed by RAD's board of directors and / or its senior management. Every attempt will be made to ensure that those we assist and support have access to it and that it is understood. This Code of Conduct will be reviewed annually by the appropriate authority/ies within the organisation.

Scope

This policy applies to:

- RAD staff: full time, part time or engaged on short-term contracts, e.g. consultants etc.
- Volunteers, interns, trustees and board members, staff and representatives of partner agencies and any other individuals, groups or organisations who have a formal relationship with RAD.



- Visiting musicians who perform under the name of RAD.
- Donors, journalists, celebrities, ambassadors, politicians etc
- All people who visit RAD, must be made aware that our safeguarding principle applies to them while visiting our projects and offices.

All employees, volunteers and external / professional visitors are expected to read and sign this Code of Conduct and a copy will be held in their individual personnel file.

Core Values and Guiding Principles

RAD's staff and volunteers are committed to the following fundamental values and principles:

- We will ensure that our conduct is consistent with and reflects the values enshrined in the Charter of the United Nations: respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of each individual. We will assist RAD to actively promote adherence to the principles of international refugee law, international human rights law, and international humanitarian law. We will be guided by the core values of the UN system, including professionalism, integrity, and respect for diversity, and will maintain an international perspective at all times.
- RAD's primary commitment is to ensure the protection of and assistance to refugees, asylum seekers and displaced persons in accordance with the organisation's mandate. We are committed to assisting and supporting the fullest possible participation of refugees, asylum seekers and displaced persons— as individuals, families, and communities – in decisions that affect their lives.
- We will respect the dignity and worth of every individual, will promote and practice understanding, respect, compassion, and tolerance, and will demonstrate discretion and maintain confidentiality as required. We will aim to build constructive and respectful working relations with our humanitarian partners, will continuously seek to improve our performance, and will foster a climate that encourages learning, supports positive change, and applies the lessons learned from our experience.
- We will show respect for all persons equally without distinction whatsoever of race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, or any other distinguishing feature. We will strive to remove all barriers to equality.
- We will respect the cultures, customs, and tRADitions of all peoples, and will strive to avoid behaving in ways that are not acceptable in a particular cultural context. However, when the tRADition or practice is considered by RAD to be directly contrary to an international human rights instrument or standard, or is illegal under Greek Law, we will be guided by the applicable human rights instrument or standard or local law.
- We have a responsibility to protect refugees, asylum seekers and displaced persons and to avoid exposing them to further harm as a result of our actions. We also have a duty of care to all our staff and volunteers. We aim to follow the UN's humanitarian principles of neutrality, impartiality, avoiding harm, accountability, participation, and respect. In practice, that means we all need to follow this Code of Conduct.



Code of Conduct

I commit myself to the following:

To treat all persons fairly, and with respect and dignity.

- I will always seek to understand the difficult experiences that visitors to RAD have faced and survived, as well as the disadvantaged position in which they - particularly on the basis of religion, ethnicity, gender, age, sexuality, or disability – may find themselves, in relation to those who hold power or influence over aspects of their lives.
- I will always seek to care for and protect the rights of all visitors, but especially children and adults with characteristics of vulnerability and act in a manner that ensures that their best interests shall be the paramount consideration.

To uphold the integrity of RAD by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard.

- I will demonstrate integrity, truthfulness, dedication, and honesty in my actions.
- I will be patient, respectful and courteous to all persons with whom I deal in an official capacity, including visitors to RAD, representatives of operational and implementing partners, governments, and donors.
- I will observe local laws, will meet all my private legal and financial obligations, and will not seek to take personal advantage of any privileges that have been conferred on me in the interest of RAD.
- I will do my utmost to ensure that the conduct of members of my household does not reflect unfavourably on the integrity of RAD.
- When in the office, or at any other venue when I am representing RAD, I agree to refrain from being under the influence of, or using, alcohol or drugs of any kind.
- I understand that I will be working in a setting with culturally diverse views and practices. As such I agree to abide by the dress code set by RAD when I am in the office or at any other venue representing RAD. This consists of a t-shirt or top covering shoulders, chest and midriff/stomach, and shorts / skirts to or below the knee.
- If I have a t-shirt or Jumper with 'RAD' on, I agree to only wear this for official purposes and not in my personal time whilst on Lesvos (e.g to the beach or a bar outside of working times).
- I will respect people's personal boundaries and refrain from initiating close or unnecessary personal contact with visitors.

To perform my official duties and conduct my private affairs in a manner that avoids conflicts of interest, thereby preserving and enhancing public confidence in RAD.

- My actions will be free of any consideration of personal gain, and I will resist any undue political pressure in decision-making.
- I will neither give nor accept any honour, payment, decoration, favour gift, remuneration, or bribe, to / from any visitor to RAD, or any external person, in exchange for my services. It is, however, allowed to give or accept small tokens of appreciation that are exchanged in accordance with local practice provided that it cannot compromise the integrity of RAD and is declared to management.
- I will not engage in any outside occupation or employment without prior authorisation.
- I will not stand for public office without prior authorisation.
- I will avoid assisting private persons or companies in their undertakings with RAD where this might lead to actual or perceived preferential treatment.
- I will not participate in activities related to procurement of goods or services, or in human resource



activities, where a conflict of interests may arise.

To contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.

- I will show respect to all colleagues, regardless of status or position, and will allow all colleagues the opportunity to have their views heard, and to contribute from their knowledge and experience to team efforts.
- I will not gossip about my colleagues or the organisation as a whole. Rather, I will promote positive engagement with all employees and use formal channels to raise issues of concern I may have with the organisation.
- I will use internal procedures and processes to express unhappiness and will not use social media for such purposes.
- Though I may disagree with a colleague, or with a manager, I will seek to resolve differences and solve problems when they arise, and will contribute to building constructive dialogue, guided by mutual respect and an open, positive approach, between management and staff representatives. I accept that not all the changes which I wish to promote will necessarily be adopted by the organisation.
- As a manager, I will be open to the views of all team members. I will provide timely feedback on the performance of each team member through guidance, motivation, and full recognition of their merits.

To refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation, or favouritism in the workplace.

- I will not engage in or tolerate any form of harassment in the workplace, including sexual harassment and abuse of power.
- As a manager, I will not solicit favours, loans, or gifts from staff or volunteers, nor will I accept unsolicited ones that are of more than a token value.
- I will not give gifts to visitors of any kind without prior agreement from management - nor will I act in a manner which favours one guest, or one community over another.
- I recognise that there is an inherent conflict of interest and potential abuse of power in having intimate and sexual relations with staff under my supervision. I am aware that RAD does not allow such relations. Should I find myself in such a relationship, I will resolve this conflict of interest without delay and inform RAD management.
- I will not harass anyone in the workplace on the grounds of any kind of diversity/difference.
- I will not make gestures or sexual remarks about someone's body, clothing, or appearance.
- I will not ask questions about someone's relationships, personal life or sex life.
- I will refrain from making racist or sexually offensive jokes or comments.

To promote the safety, health, and welfare of all RAD staff and volunteers as a necessary condition for effective and consistent performance.

- I will remain aware of and comply with all instructions designed to protect my health, welfare, and safety. It is my responsibility to read any newly published or updated policies from RAD.
- I will always consider the safety of staff in operational decisions.
- If I have doubts regarding an instruction that I consider threatening to my safety or the safety of other persons, I will bring this immediately to the attention of my manager.
- As a manager, I will endeavour to ensure that the health and well-being of staff and their families are not subjected to undue risk. I will promote a healthy work-life balance for staff and will respect staff entitlements.



To safeguard and make responsible use of the information and resources to which I have access by reason of my employment or time volunteering with RAD.

- I will exercise due care in all matters of official business, and not divulge any confidential information about visitors, colleagues, and other work-related matters in accordance with the terms of my contract and current guidelines.
- I will protect, manage, and utilise RAD's human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at RAD's disposal for the benefit of the people it supports and assists.
- I will report any theft, damage or misuse of RAD's material or financial resources - if it is by my own doing or that of another staff member / volunteer or a visitor.

To prevent, oppose and combat all exploitation and abuse of visitors.

- I undertake not to abuse the power and influence that I have by virtue of my position over the lives and well-being of the visitors to the centre and the users of the services we provide.
- I will never request any service or favour from visitors in return for protection or assistance.
- I will never engage in any exploitative relationships, emotional, financial or employment related with visitors.
- I will not engage in sexual activity with children under the age of 18. Mistaken belief in the age of the child does not constitute a defence.
- I will not engage in sexual exploitation or abuse of visitors, and I have a particular duty of care towards women and children.
- I will neither solicit nor engage in commercial exchange of sexual services as such relationships may undermine the credibility and the image of RAD.
- I am aware that RAD strongly discourages sexual relationships between its staff members and visitors. I understand that such relationships may undermine the credibility and the integrity of RAD and of the staff members involved. Should I find myself in such a relationship with a visitor that I consider non-exploitative and consensual, I will report this to my manager for appropriate guidance in the knowledge that this matter will be treated with due discretion.
- I will not ask people personal questions about their history / journey or the reason they are in Greece. I understand there is no need for me to know this information in order to complete my role.
- I will not take photos of myself with visitors, or take photos where visitors are present in the background.
- I will not upload to social media photos which have visitors in. I understand that even if someone appears to consent to a photo this consent might not be informed and due to the inherent power imbalance between visitors and volunteers should not be deemed an appropriate consent.
- I understand that people have different religions and will not encourage, recruit or force anyone to partake in religious activities - including group discussions - in the centre.

To refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that comprise the image and interests of RAD.

- I will neither support nor take part in any form of illegal, exploitative, or abusive activities, including for example, child labour, and trafficking of human beings and commodities.
- I will abide by local laws and bylaws

Complaints and reports

Each person who signs this code must bring to the attention of the relevant manager any potential incidents, abuse, or concern that they witness, are made aware of, or suspect which appears to breach the standards contained in this Code. This can be done in person or on email to



RADsafeguarding@gmail.com.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to their manager or the Safeguarding Lead on radsafeguarding@gmail.com. If the staff member does not feel comfortable reporting to either one of these post holders (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern), they may report to any other appropriate staff member or Safeguarding Non-Executive Director - the board can be emailed on radboardsafeguarding@gmail.com.

I _____ accept and declare that by appending my signature herein on this document, I confirm that I have read and understood the Code of Conduct and its standards. I understand that any divergence from these standards may result in disciplinary measures, up to termination of my employment contract with RAD, and, where an act of criminality is concerned, a referral to the appropriate legal authorities.

Signature: _____ Date: _____ Time: _____