

LWF STAFF CODE OF CONDUCT 2023



THE LUTHERAN WORLD FEDERATION

World Service

This Code of Conduct refers to any misuse of power and exploitation in the relationships among staff and between them and those they serve. It offers guidance to promote safety, to ensure respect for the people with whom the LWF is in contact, to protect staff and the effectiveness, reputation and integrity of LWF's work.

SCOPE OF APPLICATION

The Lutheran World Federation's Staff Code of Conduct applies:

- To all staff during their service with and for the LWF working under an agreement of employment, at all times.
- To anyone working for the LWF or on behalf of the LWF on another basis, such as a consultancy contract.
- A secondment agreement with another employer, temporary staff, trainees, interns, incentives workers and volunteers, as well as visitors under LWF responsibility, at all times.
- To casual staff including persons representing the LWF in conferences and events.
- To all individuals carrying out activities under LWF's name and status.
- To individuals involved in LWF-led projects and programs at any level, during the project / program.

For the purpose of the LWF Staff Code of Conduct, the above-mentioned persons are hereunder referred to as "staff".

Rules of Conduct

LWF core values are to be lived out in the work of the LWF. In line with them, the LWF Staff Code of Conduct focuses on the following ethical principles and commitments:

- Respect for the dignity and integrity of all human beings,
- Fair and just treatment of all, without discrimination, exploitation or harassment,
- Promotion of gender justice,
- Responsible stewardship and integrity in the exercise of power concerning people and the use of financial and other resources,
- Respect for diversity, inclusiveness and participation, and transparency and accountability.

In order to fulfil the LWF mission, all staff shall respect rightful and legal requirements

Prevention of Sexual Exploitation and Abuse (SEA)

Sexual exploitation and abuse (SEA) causes physical, sexual and/or psychological harm and suffering to individuals. Anyone could be subjected to SEA but vulnerable groups are at a heightened risk

Sexual exploitation;

means any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, an exchange of money, a promise of employment, goods or services, as well as the threat of other negative repercussions, such as the withholding of assistance.

Sexual abuse;

means the actual or threatened physical intrusion of a sexual nature, including inappropriate touching, whether by force or under unequal or coercive conditions. This includes rape and sexual assault, including attempted or threatened rape and sexual assault.



✓ DO'S

- Become aware of the SEA risks and possible measures to actively mitigate these risks in order to prevent SEA and seek to protect all stakeholders in all situations, including on duty and off duty.
- Report all the witnessed or suspected cases of SEA. Use the mechanisms in place to respond to SEA.

✗ DON'TS

- Engage in any sexual activity with a child under the age of 18, regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
- Exchange money, employment, goods or services for sex, including consensual sex and all forms of humiliating, degrading or exploitative behaviour. This includes the buying of or profiting from sexual services as well as exchange of assistance that is due to right holders for sexual favours.
- Abuse a position to withhold development or humanitarian assistance or give preferential treatment for sex.

✗ DON'TS

- Sexually exploit or sexually abuse any individual.
- Engage in any sexual activity with a child under the age of 18, regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
- Act in ways that may place an individual at risk of abuse, including online and psychological abuse.
- Exchange money, employment, goods or services for sex, including consensual sex and all forms of humiliating, degrading or exploitative behaviour. This includes the buying of or profiting from sexual services as well as exchange of assistance that is due to right holders for sexual favours.
- Abuse a position to withhold development or humanitarian assistance or give preferential treatment for sex.
- Sexually exploit or sexually abuse any individual.
- Act in ways that may place an individual at risk of abuse, including online and psychological abuse.

Respectful and Dignified Conduct : No Harassment

Harassment means any unwelcomed conduct that makes a person feel offended, humiliated and/or intimidated. Unwelcomed conduct implies that the recipient's feeling and individual perception to particular behaviour is what matters. Harassment may for example be present in the form of spoken or written words, gestures or actions.



The term harassment or bullying and mobbing which are other words for harassment, is commonly taken to refer to behaviour, which happens repeatedly or persistently. However, depending on the circumstances, a conduct that happened only once may also constitute harassment.

✓ DO'S

- Always treat one another with dignity and courtesy.
- Be sensitive to different customs and cultures, adjust their behaviour as needed and comply with the LWF values set above.
- Respect each individual's personal mental and physical boundaries and be aware that it can vary.
- Respect people's rightful right to privacy and individual choices and preferences.

✗ DON'TS

- Behave in a way which constitutes harassment, at any time or under any circumstances.
- Diminish the pain or embarrassment caused to the recipient in justifying an offensive behaviour by it "being a joke" or other such comment.
- Make unwelcome sexual advances, or request sex, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature.

- Bully others by criticising through humiliating comparisons, by withholding necessary information from individuals, by shouting at staff, by picking on people in front of others or in private, or by any other ways.
- Participate in mobbing, for example by making continuous negative remarks about a person, constantly criticising the person, isolating a person by leaving them without social contacts or constantly gossiping or spreading false information about a person.

Zero Tolerance of Corruption, Fraud, and Unethical Business Practices

Fraud means;

every type of cheating, including the intentional distortion, deceit, trickery, and perversion of truth or breach of confidence, relating to LWF's financial, material, or human resources, assets, services and/or transactions, generally for the purpose of personal gain or benefit. Fraud is a criminal cheating or the use of false representations to gain an unjust advantage. Fraud is also every similar inappropriate conduct.

Corruption means;

abuse of trust, power or position for improper gain for oneself or for a third party, such as bribery, embezzlement, extortion, fraud and favouritism.



Ethical Business Practice means creating a culture where people make decisions and act in ways that build sustainable operations, care for the needs of all stakeholders and comply with their ethical and legal obligations.

✓ DO'S

- Be transparent, accountable and honest in all work-related financial transactions.
- Ensure that financial and other resources are used solely for the intended purpose.
- Conduct all business in accordance with national and international laws and standards.
- Proactively declare any known or potential conflicts of interest to the LWF.
- Always strive for production and delivery of goods and services purchased under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.

✗ DON'TS

- Steal, misuse or misappropriate funds, property or any other income including cash.
- Engage in abusive transactions, forging of documents, money laundering, taking of bribes or commissions or influencing tender process for benefit or illegal activities.
- Take part in activities that generate undue personal, organizational or collective profit as such activities may affect, or appear to affect, LWF's credibility or integrity.
- Accept any gifts or other favours that may influence the performance of duties
- Use illegal labour, child labour or forced labour.

Use of Information Technology (IT) and Data Protection

Information Technology refers to the usage and management of any IT-related facilities, such as internet networks, data and devices (e.g. mobile phones, personal computers, laptops and printers).

Data Protection

relates to the legal obligation to prevent data which are accessible to staff, whether stored on IT devices or in any other format, from being compromised, corrupted, lost or used in a manner which violates individual rights to privacy



✓ DO'S

- Ensure that they understand and follow LWF IT and Data Protection rules and procedures, both for professional and private purpose.
- Behave responsibly on social media to communicate about topics within their areas of expertise, as long as this doesn't interfere with their primary duties or the security of the persons or IT systems.
- Properly refer to and quote LWF official communication.
- Ensure that activities, when for personal use, do not affect their professional work, imply additional cost or induce reputational risk for the organization.
- Exercise absolute discretion concerning all confidential and sensitive information, especially information related to staff and communities.
- Ensure compliance with relevant data protection laws and rules.
- Protect and safeguard private data as a duty of care to other people.
- Commit to protect the confidentiality of LWF internal information, and not to use nor share such information for any personal advantage or gain.

✗ DON'TS

- Use LWF facilities and devices for personal profit, such as conducting trades or offering personal services.
- Any form of illegal activities is not tolerated.
- Use LWF facilities and devices for the production, consumption, sales or purchase of sexual exploitation or abuse material.
- Download on professional computer any illegal software, shareware or applications.
- Store any item at risk of violating other existing LWF rules and regulations or this Code of Conduct.
- Engage in written exchanges, activities and behaviours that could tarnish the reputation of the LWF or violates this Code of Conduct.
- Publish any text or videos that have been produced by and for the use of the LWF, without prior approval from the Office for Communication, due to intellectual property rights or without duly quoting the source.

Promote Safety and Security

The LWF has a duty of care towards its staff. Where it carries out its activities, Safety and Security measures are in place to mitigate risks. Personal awareness and appropriate behaviour have the purpose to promote a safe environment in order to conduct activities without endangering health and safety.

✓ DO'S

- Ensure that staff understand and follow LWF Security and Safety rules and procedures.
- Understand and be sensitive towards the risks and mitigating measures in the specific context.
- Behave in order to increase personal safety and security and that of others and to minimize risks of loss of life, health, wellbeing and assets.



✗ DON'TS

- Take risks compromising Safety and Security for themselves and others.
- Drive under the influence of alcohol, drugs or any other substances.

ANYONE MAY REPORT MISCONDUCT DIRECTLY TO;

👤 **Complaints and Response Mechanisms focal person, or to HR staff.**

✉ **Email: complaints.uganda@lutheranworld.org**

📞 **WhatsApp / 📞 Call : +256 (0) 708 145 707**

Child Safeguarding

Child safeguarding;

refers to all the actions an organization takes to keep all children they come into contact with safe. This includes the proactive measures put in place to ensure children do not come to harm as a result of any direct or indirect contact with the organization. Child safeguarding encompasses the prevention of physical, sexual and emotional abuse, neglect and maltreatment of children by staff and other persons whom the organization is responsible for, including contractors, business partners, visitors to premises and volunteers. Anyone under the age of 18 is considered as a child.



✓ DO'S

- Maintain a professional role with children and proactively prevent any risk of a child being harmed as a result of coming into contact with LWF staff, programs or activities.
- Have a clear understanding of safe interactions with children and how to identify and respond to any unsafe, unacceptable or unprofessional conduct towards children.
- Ensure that children are appropriately and respectfully portrayed in all media and communications.

✗ DON'TS

- Abuse the power granted through their position or function in a manner injurious to the rights and wellbeing of children.
- Support illegal, dangerous, negligent or abusive behavior towards children.
- Fail to properly assess and minimize potential risks to children as a result of implementing activities, using inappropriate language or behaviour when dealing with a child, bullying and harassing a child verbally or physically, physical punishment, exposing a child to pornographic material including on-line grooming and trafficking. Whenever possible avoid being alone with a child.
- Consume, purchase, sell, possess or distribute any form of child sexual abuse material.