



Local Resource Centre (LRC)

Code of Conduct

The LRC is committed to adhering to all basic ethical principles as defined in this Code of Conduct based on LRC's vision, mission and values. The Code of Conduct expresses the commitment of each staff member to adhere to and to promote high ethical work standards and as part of the working culture. The Code of Conduct will be attached to the employment contract.

LRC expects every staff member, Director, Manager, Officer, Assistants, Interns, Consultants including all volunteers to read and understand the Code and abide by its guidelines.

LRC, as a national network is accountable to its network members and this Code of Conduct should guide LRC staff to work cordially with all staff members, partners, stakeholders and the community members in terms of sharing knowledge on conflict sensitivity and an environment free from harassment and abuse. Second, as a humanitarian and development organisation receiving funding from donors, LRC and its staff members are accountable to these donors and subject to a high degree of scrutiny of the public and the media. For these reasons, it is expected that principles of this Code of Conduct are also respected outside the workplace and working time.

This Code of Conduct is binding for all staff members as well as the members of its project's Steering Committee, its Advisory Body and the LRC Board of Directors.

SCOPE

All staff members, Directors, Managers, Officers, Assistants, Consultants, Interns including all volunteers are subject to this Code.

INTEGRITY

All staff members are to act with honesty, integrity and openness as representatives of LRC. LRC will ensure zero tolerance to harassment at work place and will promote working relationship which value respect, fairness and integrity and understanding.

VISION

An empowered and accountable civic society that actively embraces diversity, social inclusiveness and civic responsibility, and works together to bring about change to the lives of vulnerable and marginalized communities in Myanmar.

MISSION

LRC aims to empower civil society organizations by acting as a catalyst:

- Strengthening CSO institutional capacity through skill development and targeted information dissemination
- Creating opportunities for CSOs and Youth to develop a collective voice, collaborate together and with other stakeholders using a rights based approach
- Influencing policy development and reform by establishing advocacy platforms that encourage broad based dialogue based on evidence based data/information.



LOYALTY, CONFIDENTIALITY AND CIVIC DUTIES

LRC will ensure that the values and principles of LRC as expressed in its vision and mission statements are understood and respected by all staff members and that LRC staff maintains its loyalty to LRC mission, vision and values, particularly in reference to:

- (1) Strict adherence to rules, procedures and regulations of LRC
- (2) LRC property is protected and used properly
- (3) Protect confidentiality of information and data relating to LRC
- (4) Ensure that confidential documents are kept in confidence
- (5) Signing of agreement to provisions in the Code of Conduct
- (6) Providing services regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind
- (7) Prioritize services based on need of the beneficiaries
- (8) Promote objective and non-discriminatory decision making and implementation of activities
- (9) Promote political, religious and social neutrality.

COMMITMENT TO ORGANIZATIONAL CULTURE

LRC will ensure that all staff will uphold professionalism and integrity and adhere to high standards of performance in the following manner:

- (1) Perform assigned tasks in a professional manner with high standards of integrity to gain the trust of the stakeholders, public and beneficiaries
- (2) Using positive reinforcement, promote team success and not as individual staff
- (3) Ensure that competences and capacities of all staff are used to support team work
- (4) Ensure that the office equipment and all materials entrusted to staff are handled with diligence and care, and using the official logo only for professional purposes;
- (5) Supporting knowledge sharing within the organization and with partners and stakeholders
- (6) Ensure that programs or project's resources and assets are used properly and not to be used for individual or third party benefit.

INTER-PERSONAL RELATIONS AND PROFESSIONAL CONDUCT

LRC staff will relate with respect to all persons irrespective of sex, age, race, origin, religion, social position, physical ability or sexual orientation with respect, fairness and equity.

In particular,

- (1) Reject any form of disrespect in social interaction and abstain from anything that could be interpreted as degrading or putting others down
- (2) Refrain from abuse of power within the office or outside especially in dealing with stakeholders and community.



- (3) Respect the physical and mental health of all staff
- (4) Respect the private sphere of all staff
- (5) If in a decision-making position, make decisions in a responsible, transparent, and unprejudiced manner in line with established values of the organization and program priorities
- (6) Adapt and practice conflict sensitive and non-discriminatory communication with all team members, partners, key stakeholders and community members.

HARASSEMENT AND ABUSE OF AUTHORITY

LRC will promote zero tolerance to all forms of harassment especially sexual harassment of colleagues, partners or community members.

In particular,

- (1) Refrain from any form of sexual or other type of exploitative manner, and striving to counter such behavior in a decisive manner, in particular in situations involving colleagues, children, youth, women or people living with disability
- (2) Report and take appropriate action and/or informing supervisor(s) immediately when becoming aware of any kind of harassment or abuse of authority
- (3) Promote positive work environment free from any kind of harassment and abuse of power.

CULTURALLY SENSITIVE BEHAVIOUR

LRC will ensure that the staff uphold the dignified and culturally sensitive behavior at all times, while at work and outside office hours as follows:

- (1) Respect local norms and cultural practices when dealing with local authorities, partners and local people;
- (2) Take into account in the appearance, dress code, respectful behaviour and style of communication with the local people;
- (3) Promote inclusiveness, non-discrimination and recognize sensitivity in dealing with staff, stakeholders and the beneficiaries in the community.
- (4) Avoid indecent or offensive behavior, insulting or accusing statements, or spreading rumors.

CONFLICT OF INTEREST

LRC staff will refrain from conflict with personal interests. In particular:

- (1) Strive to make own interests transparent and to avoid any behaviour which could be or could be perceived as biased towards one's own interests;
- (2) Avoid using one's position to obtain personal benefit or to provide advantage to third parties
- (3) In the case of professional interests conflict, or being potentially perceived to conflict, with personal interests, to report immediately to the supervisor or the Senior Management Team.

This applies in particular to relationships with relatives and friends and refers to matters such as recruitment, consultancy and procurement contracts, purchase and lease agreements (also for



personal purposes), or others.

- (4) As a full time employee, not engage in paid professional activity outside of LRC, unless it has been specifically permitted in writing.

GIFTS AND FAVOURS

LRC will avoid and counter any kind of corruption such as abusing for personal gains or for third parties financial, material and intellectual assets to which the staff have access as a team member of LRC.

In particular,

- (1) Not accepting or providing gifts or other advantages (like money, loans, invitations, rewards, reduced prices, etc.) from or to collaborators, officials, partner organisations, communities
- (2) Report to the supervisor if a staff member is approached with demands or promises by team members, collaborators, partners organization, consultants or officials.
- (3) Management will ensure protection for anyone reporting such incidence/s.

The breach of this Code of Conduct, in its letter or its spirit, leads to disciplinary actions as specified in the regulations of LRC including warnings, dismissal with contractual notice and in severe cases dismissal without notice and withholding of terminal benefits.

The responsibility to follow this Code of Conduct rests with each staff member. All supervisors are responsible for promoting and enforcing it.

SIGNED



1. Final remarks

ဝန်ထမ်းအမည် Name of Employee	
ရာထူး Position	
စီမံချက်/ရုံး Project	
နေ့ရက် Date	
လက်မှတ် Signature	