

CODE OF ETHICAL CONDUCT

and

**PREVENTION FROM SEXUAL
HARASSMENT, EXPLOITATION
AND ABUSE POLICY (PSHEA) IN
PCPM**



INTRODUCTION

The Polish Center for International Aid (PCPM) is an apolitical non-governmental organization (NGO) with a mission to provide global humanitarian, development aid, and emergency response to people in need, casualties of armed conflicts, and natural disasters.

While implementing its mission as a humanitarian organization, the PCPM provides next-level standards of labor and care for its beneficiaries and employees. Safe working environment creation without harassment or abuse of employees, volunteers, and partners is a highest priority in PCPM.

The PCPM Foundation has a “zero tolerance” policy for any type of harassment and abuse. Many adequate internal regulations came into force, safeguarding system has been developed to inform about incidents, to investigate them and to implement the consequences.

CODE OF ETHICAL CONDUCT

I. The aim

This Code of Ethical Conduct sets forth professional and ethical professional standards which apply to all PCPM employees, experts, volunteers, and partners. The Code aims to prevent inappropriate behavior in all activities conducted by PCPM, with high standards of integrity and under applicable laws, rules, and regulations.

The document is compliant with the International Bill of Human Rights. It outlines ethical and professional standards, which are the foundation to follow when implementing short- and long-term activities and decisions for all PCPM employees, experts, volunteers, and partners who are obliged to fulfill them.

II. The rules and ethical values

The cornerstone rules and values of the Code of Ethical Conduct are:

1. The personnel of PCPM provides humanitarian, development aid, and rescue services while maintaining the principles of humanitarianism, impartiality, neutrality, and independence. We assist regardless of race, political views, skin color, religion, sexual orientation, age, education level, material status, and other division features.
2. The PCPM stands for impartiality, unconditional respect, humanitarianism, responsibility, professionalism, honesty, transparency, and tolerance.



3. The PCPM personnel respects every culture, religious or cultural habit, and avoids culturally inadequate or unaccepted behaviors.
4. The PCPM personnel follows every action with responsibility and professionalism to the beneficiaries, partners, co-workers, or stakeholders.
5. The PCPM conducts activities honestly and transparently and ensures that partners with whom the PCPM cooperates share and act the same. The PCPM personnel manages available resources thoughtfully, not wasting material or non-material resources.
6. The PCPM personnel treats beneficiaries as a priority and cares about their interests, for them to know their rights and the principles directed to their actions and for them to state an opinion about the provided aid.
7. The PCPM requires its employees to comply with all the above rules with the understanding that violating them may jeopardize PCPM's mission and compromise its reputation and good name.



PCPM'S PREVENTION FROM SEXUAL HARRASMENT, EXPLOITATION AND ABUSE (PSHEA) POLICY

I. Definitions

1. **Sexual exploitation** is any abuse of an uncomfortable and delicate situation, the difference in power or trust for sexual purposes; this includes taking financial, social, or political advantage of the sexual exploitation of others.
2. **Sexual abuse** is actual or potential physical interference by force or on unequal terms.
3. **Sexual harassment** refers to actual or potential unwelcome sexual propositions between members of an organization.

II. Purpose

The purpose of the sexual abuse and violence prevention policy is to ensure that PCPM takes all possible measures to prevent sexual abuse, sexual misconduct, and sexual harassment, both among staff and in the relationship between staff to beneficiaries. The PCPM makes every possible effort to respond appropriately to reported incidents to provide care to both the subject of the incident (the victim) and the whistleblowers (the whistleblowers).

III. To achieve the objectives set forth above, the PCPM adopts principles consistent with the inter-agency policy of the United Nations Standing Committee on Protection from Sexual Exploitation during Humanitarian Crises:

1. Any sexual contact between PCPM humanitarian and development mission personnel and beneficiaries is strictly prohibited. Such relationships undermine the credibility, consistency, and integrity of humanitarian assistance.
2. The exchange of money, goods, services, or employment in exchange for sexual favors or other forms of degrading, abusive behavior is prohibited. The following statement applies to giving 'sexual services' in exchange for humanitarian aid.
3. PCPM humanitarian and development mission personnel is obliged to create and maintain an environment that prevents sexual exploitation. Managers have a special duty to support and develop the system that sustains this environment.
4. In a situation where an employee or humanitarian or development mission volunteer witnessed sexual abuse or has suspicions that the person's colleague/co-worker is sexually abusing beneficiaries, the person is obliged to report this to dedicated persons in the organization or inter-agency authorities. If the incident involves other organizations, they need to know about such an occurrence.

5. Sexual abuse of beneficiaries by humanitarian and development mission personnel constitutes abuse and is grounds for disciplinary dismissal of the employee or termination of the volunteer contract with immediate effect.

6. Sexual contact with minors (persons under 18) is forbidden, regardless of local customs and maturity laws, with the minor's age misconception not grounds for defense.

MECHANISM FOR FILING VIOLATIONS AND SIGNALING ABUSE

1. Reporting procedure

The PCPM is committed to responding promptly and effectively to all allegations of abuse and sexual violence. This prevention mechanism outlines the procedure to pursue when reporting allegations, suspicions, and concerns about PSHEA. The PCPM employees are required to report any allegations or concerns of abuse they are aware of to the PCPM's PSHEA focal point and are obliged to cooperate with investigative processes as necessary.

The PCPM treats all reports with the utmost confidentiality and does everything possible to protect the identities of victims, witnesses, and whistleblowers.

2. Reporting a violation

A violation may be reported verbally or in writing by a victim, family member, friend, or witness.

If PCPM staff have concerns or suspicions about sexual abuse or exploitation by a co-worker, they are obligated to report it.

Reports can be made by phone at +48 690 016 211, by email at: safeguarding@pcpm.org.pl, or through the Violation Report Questionnaire at the link:

In English:

[Incident Reporting Questionnaire - Formularze Google](#)

In Polish:

[Kwestionariusz zgłoszenia naruszenia - Formularze Google](#)

In Ukrainian:

[Анкета повідомлення про порушення - Formularze Google](#)

PCPM INFRINGEMENT HANDLING POLICY

I. Reported Infringement Process:

1. If in the infringement are not involved: PCPM staff, volunteers and/or partners, focal point directs the beneficiary to a dedicated non-governmental organization/hotline (contacts to of the above units will be shared with hotline operators). In case of life-threatening situation, the case is referred directly to the Polish police or social services (as required by Polish law).

2. If the infringement involves PCPM staff, volunteers and/or contractors: a) focal point within 5 working days of receiving the notification, confirms the beginning of the investigation procedures to the whistleblower; b) focal point appoints a 3-person committee to investigate the complaint (including a member board); c) the committee investigates the complaint. Only members of the committee have access to information about the incident and its participants.

II. Infringement documentation and data of persons involved:

1. Each case is carefully documented.

2. Both the whistleblower and the victim are protected and supported.

3. A final report is created from each investigation, containing information on the course, conclusions, as well as steps taken and recommendations for the future.

4. The contact details of the person reporting the incident will be treated as confidential - the team investigating the incident does not include people directly involved in the implementation of the humanitarian activities and at the initial stage includes only selected people in the office in Warsaw.

5. Complaints will be processed in accordance with our complaints policy. Our priority is to guarantee the safety of the whistleblower so that his data does not reach the persons whom the complaint concerns, unless he gives his consent.