

Annex A:

Child Safeguarding Code of Conduct for all staff and volunteers engaged with UNICEF and Implementing Partners

When working with children¹, I agree that:

- I will treat all children with respect and equality irrespective of sex, age, gender identity, sexual orientation, race, ethnicity, (dis)ability, social status, religion, language or any other factors.
- While treating all children equally, I will do my best to ask the opinion of the child on the matters which concern them and are related to my role and zone of responsibility.
- I will prioritize my personal contribution to building age- and gender-responsive, inclusive, barrier-free space for children and their caregivers within the zone of my responsibility.
- I will not use any such language or behaviour towards children that is inappropriate, stereotypical, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- I will not engage in any form of sexual activity with children regardless of the age of majority or age of consent locally.
- I will not use a child or adult to procure sex for others.
- I will not exchange money, employment, goods, assistance or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, including paying for sexual services.
- I will not engage in any sexual relationship with a person benefitting from assistance I provide that involves improper use of rank or position.
- I will not participate in any sexual activity that is forced upon another individual.
- I understand that sexual exploitation and abuse (SEA) constitute acts of gross misconduct and are therefore grounds for termination of employment.
- I will, whenever possible, ensure that another adult is present when working near children. I will never allow myself to be in a situation where I am alone at partnership implementation site with only one child and no other adults.
- I will not invite unaccompanied children into private residences unless they are at immediate risk of injury or in physical danger.
- I will never use my computers, mobile phones, video cameras, cameras of social media to exploit or harass children, or access child exploitation material through any media.
- I will not use physical, psychological, economic, sexual violence against children either in online or offline settings.
- I will not hire children for domestic or other labour, which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury or psychological trauma.
- I will comply with all relevant national and local legislation, including legislation on preventing and combating domestic violence, on preventing and combating discrimination, on ensuring equal rights and opportunities of women and men, and law in relation to child labour.
- I will not engage in or facilitate children's participation in illegal activities or exposing children to a situation that may foreseeably and unreasonably endanger them.
- I will immediately and in good faith report any concerns, suspicions, or allegations regarding sexual exploitation and abuse and policy noncompliance by a fellow worker, whether in the same site or not, via one of the UNICEF reporting mechanisms: e-mailing Head of Office, Murat Sahin at msahin@unicef.org; submitting a report to the Office of Internal Audit and Investigations (OIAI) via email integrity1@unicef.org; submitting a report via the OIAI [web-based form](#).
- I will respect confidentiality regarding SEA or other misconduct cases and cooperate with the investigation.
- I will immediately disclose all charges, convictions, and other outcomes of an offence that relates to child exploitation and abuse to the investigating officer in charge.
- I will ensure that the site where I serve has posters/brochures on preventing sexual exploitation and abuse (PSEA), provided by UNICEF, and information on gender-based violence (GBV) referrals.
- If I identify signs of abuse in a child, I will immediately refer them to appropriate services (community-based Child Affairs Services or Police) to get support using an up-to-date area specific violence against children referral mechanism, which must be available at each site.
- I will be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.

¹ Persons under the age of 18

When photographing or filming a child or using children's images for work-related purposes:

- I will obtain informed written consent from the child (older than 14 years old) and a parent or guardian of the child (younger than 14 years old) before photographing or filming a child. An explanation of how the photograph or film will be used must be provided.
- I will ensure photographs, films, videos present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- I will ensure images are honest representations of the context and the facts.
- I will ensure fair and non-stereotypical visibility of girls, boys, women and men from diverse groups in a way that not only depict their equal representation but also doesn't perpetuate gender stereotypes and allows boys, girls, men and women to be presented on equal footing and in their diverse roles.
- I will ensure file labels, meta data, and text descriptions do not reveal identifying information about a child when sending images electronically or publishing images of any form.

With this Code of Conduct, I acknowledge that I understand everything that is written here. I understand that this Code of Conduct is mandatory for me to follow all the time (not just during working hours) when working with or around children. This list of behaviours is not exhaustive; in general, I must avoid any actions or behaviours which may put children at risk of any harm.

I understand that it is **mandatory for me to report** any misconduct committed by another staff or volunteer. This includes anything of concern that I see, hear about, or am told about. When in doubt, I will always inform the relevant person (my supervisor, UNICEF designated staff/Child Protection focal point/PSEA focal point). I understand it is not my role to investigate anything, but to report anything that concerns me, without delay.