



CODE OF CONDUCT

A. GOAL

The rules set forth in the Justice Rapid Response Code of Conduct are intended to promote safety, to ensure respect for the people with whom we come into contact, to protect staff and experts as well as their counterparts, and to project a positive image of the organization to guarantee the effectiveness and integrity of its work.

Justice Rapid Response's capacity to fulfil its mission depends on the ability of everyone involved in its activities to uphold and promote the highest standards of ethical and professional conduct.

B. SCOPE AND REMEDIES

This Code of Conduct applies to all Justice Rapid Response employees, deployed JRR Experts, Consultants, Secondees and Interns (hereafter called "staff and consultants").

Whether signed or not, the Code of Conduct shall automatically form an integral part of all Justice Rapid Response contracts and conditions of service.

Failure to abide by the provisions of this Code of Conduct, if substantiated, will lead to appropriate sanctions such as the discontinuation of contract, dismissal, removal from the Justice Rapid Response roster, legal action, and referral to the competent law-enforcement authorities when appropriate.

C. VISION, MISSION AND VALUES

■ OUR VISION

All victims and survivors of international crimes and serious human rights violations have access to justice, contributing to peaceful and inclusive societies.

■ OUR MISSION STATEMENT

Justice Rapid Response partners with international, national and civil society actors by providing them with prompt, impartial and professional expertise, tailored to each context, to investigate international crimes and serious human rights violations and to promote the rights and access to justice of victims and survivors.

■ OUR VALUES

- **IMPARTIALITY** to ensure that Justice Rapid Response's work is always done in the pursuit of truth and justice, with no bias or prejudice against any party. This implies a constant vigilance when assessing new and ongoing engagements.
- **RESPECT** for the victims and survivors, our partners, staff and consultants, in all their personal, professional, and cultural dimensions. This implies that all our engagements should be conducted in a culturally sensitive manner, applying a victim-centred approach and with full consideration for the security and safety of people Justice Rapid Response interacts with. In direct relation to this value, the "Do No Harm" principle is central to all support provided by Justice Rapid Response.
- **INTEGRITY** in our operations, financial transactions, in relations with our donors, partners and stakeholders. This applies in the way we assess engagements and accept financial support in order stay true to our vision, mission and these values – including impartiality.
- **DIVERSITY** to ensure that our expert roster is representative of all regions and genders and that we are an inclusive organization in all dimensions of our work and in our workforce. This also implies that all groups are taken into account in justice and accountability efforts supported by Justice Rapid Response by adopting an intersectional and non-discriminatory approach to our work.
- **INGENUITY** to maintain a solutions-oriented mindset in our daily work and find ways to assist our partners and consider all pathways to justice for victims and survivors.

D. RULES OF BEHAVIOUR

■ PROHIBITION OF HARASSMENT

Harassment in any form, including sexual harassment, is strictly prohibited. In general, harassment refers to a pattern of hostile language or actions expressed or carried out against a person over time. Sexual harassment refers to any sexual or gender-related behaviour that is not desired by the person who is the victim of it and that violates their dignity.

■ PROHIBITION OF EXPLOITATION AND ABUSE¹

Justice Rapid Response staff and consultants must behave according to accepted international human rights standards and laws, including with regards to sexual conduct. Furthermore, they must also comply with local laws and prohibitions in the country(-ies) in which they are deployed.

Justice Rapid Response will take all appropriate measures to prevent exploitation or abuse, including of a sexual nature. For these purposes and regardless of local laws or lack of such laws, Justice Rapid Response staff and consultants while **on duty and off duty** will:

- a) Understand that exploitation and abuse, including of a sexual nature, constitute acts of gross misconduct and are therefore grounds for dismissal, termination of mission, termination of the consultancy or work agreement and if relevant, disqualification from the Justice Rapid Response roster.
- b) Never engage in any sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally. Justice Rapid Response has zero tolerance for child exploitation and sexual activity with children. Mistaken belief in the age of a child is not a defence.
- c) Never engage in sexual relationships with members of crisis-affected populations since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of Justice Rapid Response's work.
- d) Never accept, solicit, or engage in the buying of or profiting from sexual services. This is applicable **both within and outside of working hours**.
- e) Never exploit the vulnerability of any target group in the context of a mission, especially women and children, or allow any person/s to be put into compromising situations.
- f) Know that the exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.
- g) Never abuse a position to withhold assistance, or give preferential treatment, in order to solicit sexual favours, gifts, payments of any kind, or advantage.

- h) JRR staff and consultants should avoid action or behavior that may constitute poor practice and never act in ways that may place a person at risk of abuse. This is particularly important when working with children and vulnerable adults.

Any allegation of exploitation and abuse, including of a sexual nature, will be systematically investigated and if substantiated, will result in appropriate sanctions. The management of Justice Rapid Response also reserves the right to refer the case to law enforcement authorities and take legal action.

■ SECURITY & CYBERSECURITY

In relation to the management of (cyber) security when deployed on field missions and working remotely when relevant:

- a) Staff and consultants must know the potential threats associated with their duties and follow all applicable safety practices, guidelines, and procedures applicable to a specific mission;
- b) Staff and consultants must know and apply **cybersecurity guidelines** provided by Justice Rapid Response to ensure the protection and integrity of the data they exchange, collect and store;
- c) Staff and consultants' primary safety and security management resource is themselves;
- d) Staff and consultants are responsible for managing safety and security risks and making sure they remain acceptable;
- e) Staff and consultants must not be incapacitated through alcohol or drugs so as not be able to perform their role;
- f) Staff and consultants are expected to act within the laws of the country where they are deployed;
- g) Staff and consultants must ensure they have the relevant vaccinations for the area of deployment;
- h) Staff and consultants are expected to carry out their assignments in a way that prevents injury to themselves or others;
- i) When part of a team, staff and consultants are responsible for assisting each other and the organization to proactively enforce the management of safety and security measures;
- j) Staff and consultants must ensure that Justice Rapid Response has an up-to-date next of kin and family details form (also called "Emergency Contact form").
- k) Staff and consultants are expected to proactively contribute to the management and maintenance of the safety and security measures by providing feedback to Justice Rapid Response about the relevance of existing security instructions and procedures as well as changing security circumstances in particular situations.
- l) Safety and security are the responsibility of everyone and cannot be delegated.

■ NON-SUPPORT OF TERRORIST ACTIVITIES OR SANCTIONED ENTITIES OR PERSONS

It is prohibited for Justice Rapid Response staff and consultants to knowingly use any remuneration or funds from Justice Rapid Response in a way that would benefit terrorist groups or individual members of those groups, or for terrorist activities, either directly or indirectly.

It is prohibited for Justice Rapid Response staff and consultants to knowingly use any remuneration or funds from Justice Rapid Response, either directly or indirectly, in a way that would benefit foreign governments or persons subject to economic sanctions imposed by the international community. The United Nations. Reference to sanctions can be checked on various websites².

■ PREVENTION OF CORRUPTION, PROHIBITION OF ACCEPTING GIFTS OR OTHER BENEFITS & FRAUD

They do not accept gifts, invitations or other favours that may afford them or third parties an unfair material or immaterial advantage, or that may compromise their integrity, freedom of action, or impartial judgement.

They do not offer gifts or payment, consideration or benefit of any kind that constitute an illegal or corrupt practice, made to anyone by themselves, either directly or indirectly, as an inducement or reward.

Justice Rapid Response staff and consultants declare and guarantee that they have not been convicted during a period of five (5) years prior to signing this Code of Conduct by a court of law in any jurisdiction for an offence involving fraud, bribery, or corruption.

■ OBLIGATION TO REPORT

All staff or consultants witnessing a behavior that they believe is in breach of the provisions contained herein **must** report it to Justice Rapid Response using the [“JRR Feedback and Complaint Policy”](#) available on Justice Rapid Response’s website . This includes the possibility of reporting to Justice Rapid Response’s leadership directly and confidentially or through an external and independent whistleblowing agency that can be contacted should the person witnessing the unwanted behavior feel uncomfortable taking their complaint directly to Justice Rapid Response. The procedure for raising your complaint by means of this agency is summarized in the annexed document.

Full name in block letters:

Date / Place:

Signature:

Endnotes

1 For the purpose of this Code of Conduct, Justice Rapid Response will refer to **the definition** of Sexual Exploitation and Abuse as provided in the second edition of the [“Glossary on Sexual Exploitation and Abuse” of the United Nations](#).

2 **UN Sanctions Lists:** <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>;

Canadian Sanctions Website:

http://www.international.gc.ca/world-monde/international_relations-relations_internationales/sanctions/index.aspx?lang=eng&view=d

Swiss SECO Sanctions website: https://www.seco.admin.ch/seco/en/home/Aussenwirtschaftspolitik_Wirtschaftliche_Zusammenarbeit/Wirtschaftsbeziehungen/exportkontrollen-und-sanktionen/sanktionen-embargos.html



Welcome

Justice Rapid Response is committed to upholding the highest standards of conduct and ethics in all areas of their organisation. In line with this commitment **SeeHearSpeakUp** has been appointed to provide an external and independent whistleblowing service to you and your colleagues. If you have serious concerns about any aspect of Justice Rapid Response's work you are encouraged to come forward and voice those concerns in a safe and secure manner. You have the right to raise concerns in the knowledge that they will be taken seriously and investigated appropriately.

Concerns that you raise will be passed to the leadership of Justice Rapid Response to consider potential investigation. Your personal details, such as your name and contact information will not be shared unless you provide **SeeHearSpeakUp** with your consent to share your details. Although not encouraged, you can also raise concerns anonymously to **SeeHearSpeakUp**. For more details - see annexed Frequently Asked Q&A

How it works

Justice Rapid Response encourages you to raise concerns internally. However, if for whatever reason, you wish to raise concerns to **SeeHearSpeakUp** you can do so using the following reporting channels:

PHONE



ONLINE



EMAIL



You can call **SeeHearSpeakUp** call handlers on:

- ⊕ Switzerland - 0800 002 170
- ⊕ USA - 1 855 290 6405
- ⊕ Ireland - 00800 9687 4357
- ⊕ Nairobi - 0026 483 380 0109
- ⊕ Rest of the world - 0023 4144 0731

The external whistleblowing hotlines are operated 365 days a year, 24 hours a day. All call handlers are professionally trained and qualified to ensure that you are dealt with in a professional and confidential manner.

You can report online via the website at www.seehearspeakup.co.uk/en/file-a-report. You will need your username and password to login. The details are as follows:

USERNAME - Jrr

PASSWORD - Jrr943

Alternatively you can email your concerns to **SeeHearSpeakUp** at report@seehearspeakup.co.uk. When emailing please state the organisation in the subject header.

TYPES OF WRONGDOING YOU CAN REPORT

- ⊕ Financial Mismanagement
- ⊕ Bribery
- ⊕ Discrimination
- ⊕ Retaliation or Retribution
- ⊕ Fraud
- ⊕ Exploitation and Abuse, Including of a Sexual Nature
- ⊕ Health and Safety
- ⊕ Bullying
- ⊕ Theft
- ⊕ Corruption
- ⊕ Breach of Security Rules