

# CODE OF CONDUCT TO PROTECT CHILDREN AND VULNERABLE ADULTS FROM ABUSE AND SEXUAL EXPLOITATION

DOCTORS WITH AFRICA CUAMM commits itself to creating and maintaining an environment which promotes its core values and prevents abuse and sexual exploitation of children and vulnerable adults. DOCTORS WITH AFRICA CUAMM opposes prostitution and sex trafficking. DOCTORS WITH AFRICA CUAMM employees and volunteers are expected to contribute to building an harmonious workplace based on team spirit, mutual respect and understanding. All staff members are expected to uphold the dignity of beneficiaries served by DOCTORS WITH AFRICA CUAMM by ensuring that their personal and professional conduct is of the highest standard at all times.

DOCTORS WITH AFRICA CUAMM strongly condemns all kinds of child abuse and sexual exploitation, especially towards its beneficiaries.

Abuse occurs when adults or other children hurt children under the age of 18 or vulnerable adults, either physically or in some other way. Sexual abuse occurs if a child, young person or vulnerable adult is pressured or forced to take part in any kind of sexual activity, whether or not the child or the adult is aware of, or consents to, what is happening. Sexual abuse includes incest, rape and fondling. It may also include non- contact activities such as showing pornography or internet-based activity. Sexual abuse may involve siblings or other family members, or persons outside the family.

Abuse and sexual exploitation constitute acts of gross misconduct and are therefore grounds for termination of employment. All relevant legal steps should be taken corresponding to the legal and social conditions of the local situation.

Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating,

degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.

Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not an excuse.

Where a DOCTORS WITH AFRICA CUAMM employee develops concerns or suspicions regarding sexual abuse or exploitation by a fellow humanitarian worker, whether in the same agency or not, s/he must report such concerns to the DOCTORS WITH AFRICA CUAMM Country Representative or DOCTORS WITH AFRICA CUAMM Director of Human Resources at DOCTORS WITH AFRICA CUAMM headquarters, and to local legal authorities, where appropriate.

DOCTORS WITH AFRICA CUAMM employees may not engage in any form of unlawful harassment, discrimination, physical or verbal abuse, intimidation, favoritism, or exploitative sexual relations.

DOCTORS WITH AFRICA CUAMM employees are expected to behave in accordance with DOCTORS WITH AFRICA CUAMM values and create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of the code.

I have carefully read the DOCTORS WITH AFRICA CUAMM Code of Conduct and discussed its contents with my supervisor and/or colleagues in order to understand it clearly. I am aware that DOCTORS WITH AFRICA CUAMM expects me to uphold at all times the standards of behavior described in the Code of Conduct. I also understand that disciplinary measures and legal steps will be taken in case of non-compliance.

Signature of the Employee

Date

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## SAMPLE REPORTING FORM FOR SUSPICIONS OF ABUSE

### Part One: About You

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Name

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Your role in Doctors With Africa CUAMM

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Details of any other organisation involved

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Your relationship to the child or young  
persons concerned

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### Part Two: About the Child/Young Person(s)

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Name(s)

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Sex

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Age

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Address

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Who does the child or young person live with?

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### Part Three: About Your Concern

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How did you come to have a concern:  
was abuse observed or suspected?

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Was an allegation made?  
Did a child disclose abuse?

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Date, time and place of any incident(s):

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Nature of concern/allegation:

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Observations made by you (e.g., child's  
emotional state, any physical evidence):

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Write down exactly what the child said, and  
what you said:

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Any other relevant information?  
(e.g., disability, language)

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Were other children involved or aware?

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Have you reported this to parents  
or caregivers or any other child protection  
personnel or agencies?

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Time and date of reporting:

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Person(s) to whom report was made:

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Advice given:

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Action taken:

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Signature of the Employee

Date