

**CONDUCT CODE**  
**FUNDACIÓN RED DEPORTE Y COOPERACIÓN**



**RED  
DEPORTE**

hope in motion

## CONDUCT CODE FOR RED DEPORTE

### 1. Objective

This Code of Conduct aims to regulate the values and principles that must govern the institutional performance and staff who, in the exercise of their functions, representing Fundación Red Deporte y Cooperación (onwards, Red Deporte) to ensure they are carried out according to the integrity and ethical guidelines that ensure responsible and effective functioning of the institution.

### 2. Regulatory Framework

This Code has been prepared in accordance and development with the existing standards, in particular, is inspired by the code of conduct of entities such as UN agencies, Spanish Red Cross and humanitarian conduct standards promoted by the major international actors such as the Inter-Agency Standing Committee (IASC).

### 3. Scope

This Code applies to the following persons related to “Red Deporte,” regardless of voluntary service or paid from the office:

- Members of the Board
- Management Team
- Workers in headquarters: employees and trainees
- Workers on site: expatriate and local staff
- Volunteer staff and collaborators

### 4. Fundamental principles of Red Deporte

Red Deporte uses the potential of sport to create social change with those of whom you work with: to provide opportunities to children and youth for education, heal the traumas caused by conflicts, help in the reconciliation of fractured societies due to conflict, protect young

generations of social ills such as alcoholism, drugs and HIV/AIDS and promote gender equality. Also, Red Deporte pays special attention to the institutional strengthening of NGOs and local civilians to act as counterparties or as direct beneficiaries of the project to strengthen the sustainability of the interventions.

In this framework, any intervention by Red Deporte is based and must be based on the following principles:

- Social justice
- Fair play between the people and the institutions
- Transparency
- Dialogue and participation
- Tolerance and cultural diversity
- Internationalism
- Peace and understanding between people
- Joy and fun-emotional aspect of life

## 5. Rules of Conduct

### 5.1 Promote the vision and mission of Red Deporte

All staff must assume Red Deporte principles and values of the organization and be ambassadors thereof, in any event, forum, project, etc., as well as in the day-to-day of the organization. To do this, anyone linked to Red Deporte is committed to sustaining the integrity of the organization ensuring your personal and professional conduct is consistent with these principles.

The staff of Red Deporte should contribute to building a harmonious workplace based on team spirit, respect, and fair play: values, all of them detached from the sport. In addition, staff should refrain from any kind of discrimination, abuse, intimidation or favouritism in the workplace.

## 5.2 Cooperation and solidarity

All persons working with Red Deporte will help promote relations of cooperation and solidarity among all people and organizations involved with “Red Deporte.”

Everyone connected to Red Deporte will work to encourage the participation of beneficiaries and local partners in implementing its activities, often acting as mediators to facilitate the process of ownership of projects and to promote strengthening of the local capacities.

The aid worker in the field will respect intervention policies of the local partner and will endeavour to always keep the channels of dialogue open.

## 5.3 Ethical Conduct

Persons working with Red Deporte subject to the requirements of this code shall always act with ethics and integrity, and in no case will develop activities contrary to the fundamental principles or humanitarian commitment of the institution.

They may not use the name, assets or resources of Red Deporte for personal gain or private purposes, nor use their position to obtain privileges or benefits. They may not under any circumstances give or receive any commission as a result of the activities developed in the institution.

When performing their functions with the available resources of the institution, they will use economically, austere, prudent and discreet, avoiding incurring unnecessary and wasteful spending.

Every member of the organization shall refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of “Red Deporte.”

#### 5.4 Protection and respect of the beneficiary groups

All staff of Red Deporte represents the institution in the place where they work and have the duty to treat children, families, and communities we work with, with dignity and respect, ensuring their safety and security.

#### 5.5 Protection of beneficiaries against exploitation and sexual abuse

As a humanitarian organization, Red Deporte is guided by the principles of the Inter-Agency Standing Committee (IASC):

- Sexual exploitation and abuse by employees constitute acts of gross misconduct and are grounds for termination of employment.
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the local age of majority or age of consent. Mistaken belief in the age of a child is not a defense. The only exception in applying this principle may be in the instance where an employee is legally married to someone under the age of eighteen.
- 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 relationships between employees and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
- Where an employee develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether employed by Red Deporte or not, s/he must report such concerns.
- Employees are obliged to create and maintain an environment that prevents sexual exploitation and abuse, and promotes the implementation of this Code of Conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment

#### 5.6 Confidentiality of information

Employees and other representatives of Red Deporte should safeguard and make responsible use of information to which they have access, due to its link with “Red Deporte,” refraining from disclosing confidential information about beneficiaries, partners and other matters relating to the institution.

#### 5.7 Abstention in case of conflict of interest

Persons working with Red Deporte shall act taking into account the interests of the organization and the development of its functions shall refrain from intervening in matters in which the existence of a significant, family, professional, commercial or similar connection could compromise their ability to perform their duties impartially and profit from the objectives of “Red Deporte.”

#### 5.8 Communication ethics

The staff of Red Deporte should facilitate objective knowledge of the realities of the countries in which it operates, reflecting its complexity, diversity of situations, one’s efforts, and progress.

In the content of the information, priority will be given to the experiences and problems of the people you work with at “Red Deporte,” highlighting the causes and solutions of these, and trying wherever possible, to give them a voice in the content of the information.

External communication is governed by the criteria of their own professionalism of journalism: accuracy, verification and comparison of data, relevance and context of the facts. Messages or discriminatory language (racial, sexual, cultural, religious, socio-economic) and the dissemination of messages and doom, idyllic and discriminatory images should be avoided.

## ANNEX I

### **BASIC RULES FOR OPERATIONAL EXPENDITURE ON FIELD PROGRAMMES**

Fundación Red Deporte y Cooperación establishes in the following document the policy of expenses in the field of expatriate staff. These rules include the small expenses, settlement of allowances, (travel, internal transport, accommodation and meals) and other expenses not included in a disaggregated form in the formulation of the project.

This policy is based on the following **principles**:

- **Austerity**: The expenses must be those strictly necessary and indispensable for the proper development of the project and the performance of the work activity. The use of the available funds **must be limited**.
- **Proportionality**: Expenditure on the field must be proportionate to the activity for which it is undertaken and to the standard of living of the place. **Excessive spending** and a manner and use of funds that is not sensitive to the context and that may generate social unrest or suspicion among the local population will not be tolerated.
- **Coherence**: RDC does not tolerate and denounces the use of cooperation funds granted by donors for **uses deviated** from the formulated project. RDC demands a rhythm of expenditure consistent with the timescales and operational plan of the project approved by the foundation's management and by the donor.

- **Responsibility:** RDC relies on the good judgment of its expatriates and appeals to their responsibility as cooperation workers to make good use of the funds at their disposal.
- **Ethics:** A responsible use of public money is a duty of any professional and especially in the field of cooperation, as well as an ethical and moral principle. Any attitude that promotes uncontrolled, disproportionate, unnecessary or private spending is reprehensible.

The spending **rules** for expatriates are as follows:

- **Settlement of allowances:**
  - They are granted when the expatriate has moved to another city than that of his/her habitual residence.
  - If money is given for allowances, the expatriate is paid for transport, food, accommodation. It is not possible to receive allowances and also to pass on bills for the above-mentioned items.
  - Each amount of settlement of allowances must be justified with the corresponding expenses incurred (taxi receipts, restaurant receipts, hotel bills...for example) covering the total amount allocated by the allowance.
  - It is a system for the simplification of the justification; it is not a compensation for travel, which is part of the normal activity of the expatriate.
- **Flights:**
  - Flights are always in economy class.
  - You will have to look for at least two offers before deciding to buy the flight.
  - Select dates as far as possible that do not coincide with holidays or high season that may make it more expensive.
  - To be in line with the trips approved by the formulation project
  - Internal flights only if strictly necessary. Ground transport is recommended for economic and environmental considerations.

- You must always justify your trip with an invoice, proof of payment and boarding cards.

➤ **Internal transport:**

- Use of public transport for ordinary journeys.
- Avoiding the use of taxis and private transport automatically.
- Do not charge the project for private journeys.
- In case of receipts instead of invoices, the corresponding item must be approved for use of receipts by the donor.

➤ **Accommodation:**

- Stays in medium sized hotels, stays in “luxury” hotels or those with excessive costs are not approved.
- The nights will be those strictly necessary for the development of the work activity.
- Payment for telephone calls or internet uses that are not essential to the project is not approved.
- It is forbidden to charge expenses for room service, dry cleaning, bar and other extra hotel services.
- It will always have to be justified with an invoice, never a receipt.

➤ **Meals:**

- Expenses for meals in restaurants, bars and supermarkets will be charged to the project as long as they are made outside the city of the residence or in a business meeting.
- Receipt are not acceptable, but must be invoices with the name of RDC. In case of receipts, these must be part of a settlement of allowances or else have approved the use of receipts for the items by the donor agency.

➤ **Telephone, internet:**

- Use of mobile phone and internet charged to the project must be for work purposes, never personal.
- We recommend a fixed monthly fee contract with the telecommunications company for better management and control of expenditure.

RDC's **internal guidelines** and **requirements** require prior approval of expenditure from accounting and management at Headquarters for expenditure in excess of the following amounts:

- Expenditure on international flights **over 500 euros**.
- Expenses for internal flights, **in any case**.
- Expenses for internal transport, when it **exceeds 40 euros/month**. In any case, an Excel document will be attached with the list of journeys made showing date, cost, reason for the journey, means of transport used, people travelling, place of departure, place of destination and distance in kilometres.
- Accommodation expenses **over 30 euros/night**.
- Expenses of allowances, **in any case**. It will have to be accompanied by a settlement of allowances approved by the management where the reason is explained.
- Meals expenses **over 10 euros**.
- Telephone and internet expenses **over 40 euros/month**.

Any expenditure in excess of the above amounts that does not have prior express approval from Headquarters (exceptionally for logistical reasons approval is accepted after the expenditure) may be rejected by management and may not be charged to the project.