



## **CAMP TO CAMPUS CODE OF CONDUCT – MOVEMENT ON THE GROUND** *Staff and Visiting Volunteers*

### **Purpose**

To protect the community we work with, and to avoid exposing them to any additional harm (physical or psychological) as result of our actions, MOTG is guided by core principles of integrity, neutrality, impartiality, doing no harm, respect, honesty, and safety.

This Code of Conduct provides a framework and articulates the rules that will help you, as an employee of Movement on the Ground (MOTG), a volunteer with MOTG, or any other person working with MOTG, apply those values and maintain ethical behavior at all times. MOTG obliges all its employees to read, comply with, and sign this Code of Conduct prior to performing any task or interacting with anyone on behalf of its name.

Please recognise that although some principles might initially seem “detached” from sensitivity to the communities we work with, ultimately the rules are there to serve and protect them from our well-intended *might* unintentionally be harmful or unethical.

This Code of Conduct also helps protect you. The framework and rules give a clear guide on how to stay professional, compassionate, safe and ethical during your missions.

As a team-member of MOTG, you are representing the organization; therefore, you and your teammates must comply with, and enact fully our values, principles and codes. Our responsibility, reputation, and credibility are at the heart and soul of what we do at Movement on the Ground, therefore please read this guide carefully and keep a copy near for your future reference.

### **Environment and community**

Although we are privileged and humbled to work with communities that showed remarkable resilience; and notwithstanding that we believe in equality between all peoples to be a fundamental human right; it is important to remain aware that the populations we work with are vulnerable. A sensitive balance of expectation and respect is, therefore, required on our part as we interact and conduct our work.

- Firstly, the camp population or the minors in the shelter have a different position to ours; their liberty or capacity is likely limited to, or dependent on, their asylum (or

- other legal) status. They need aid provision. And, most of them have experienced and/or are experiencing severe trauma.
- Secondly, within the camp population, many individuals/groups are considered to have additional vulnerabilities. Examples of extra-vulnerable communities are the elderly, unaccompanied or separated minors, pregnant women, people with health (physical or psychological) issues, survivors of sexual assault and/or domestic violence, and members of the LGBTQ community.
    - Please do not hesitate to consult with a coordinator if you need any further clarification.

### **General behavior & attitude**

Your behavior and attitude should be respectful, dignified, neutral, impartial, kind, honest and safe as per the below framework and rules. This does not mean you have to act cold, distant, and unapproachable; it means you need to be balanced, considered, and maintain a healthy distance.

- For example, when you explain to someone you cannot engage in a certain personal conversation and/or relationship, make certain that your *attitude* and *voice* are compassionate. In this scenario, rejection is likely difficult, thus be clear and honest about your role's boundaries while remaining kind.

When witnessing a disturbing event or incident, you must remain calm and resilient. You are a representative and ambassador of MOTG. Simultaneously, you are the person who provides support and assistance, people will likely look for you to help them and potentially solve some problems. If you need, take time out but do not, under any circumstances, behave with indignity, disrespect, or carelessness with the community. It is important that you control your own feelings and emotions, decency is simple and it often makes everyone's life a little better!

- Coordinators are happy to guide you as you adapt your attitudes, expectations, and behavior with the context. Self-care is essential, when you feel unable to comply with the above, please reach out to your supervisor or a trusted colleague immediately.

Additionally, we prefer to use terms like residents, displaced people, youth and members of the community instead of refugees or beneficiaries. We hope that using a more humane terminology will help us remember, and for other partners that we work with to recognize, that the population we work with, and for, are people with high dignity. We make an effort to stay away from stigmatized and debatable terms.

### **Rules and Regulations**

1. Avoid attachment and maintain professional boundaries: we need to be friendly but we cannot become friends with the residents or surrogate parents for the minors.

- No personal socialising/conversations with the residents/minors.
  - No social engagement with residents (disregarding their legal status) nor with community members residing out of the camp, outside of the camp or place of work.
  - No social engagement with minors outside working hours.
  - No drinking alcohol with, or in the presence of, the residents/minors.
  - No prolonged physical interactions with residents, eg massage.
2. It is forbidden to be in the camp during your personal time.
  3. It is forbidden for any MOTG staff and visiting volunteers to be alone with a resident during activities inside the camp.
  4. It is forbidden for any MOTG visiting volunteers to meet with residents outside of camp, unless as part of the work and MOTG staff are informed.
  5. It is strictly prohibited to:
    - give legal advice, provide translation in official capacities for medical/asylum/legal/or any other reason,
    - to have religious or political conversations,
    - give specific health, medical or psychological advice, or to distribute pertaining to any of these things.
  6. Please follow *all* security briefings and instructions given by coordinators in the event of a crisis.
  7. All forms of sexual harassment are strictly prohibited. MOTG has a zero-tolerance policy for the aforementioned.
  8. All forms of romantic or sexual relationship between a coordinator and a visiting volunteer are not allowed.
  9. Relationships between MOTG paid staff should be reported to HR.
  10. Discrimination based on race, age, religion, political affiliation, gender, nationality, sexual orientation, marital status and disability are prohibited by MOTG.
  11. Discriminatory, sexist slurs, or other offensive or hurtful comments or jokes are prohibited, written or verbal.
  12. Aggressive acts or expressions are prohibited.
    - MOTG employees and volunteers also should not tolerate aggressive, threatening, or discriminatory behavior from any resident.

- In case of such an incident report immediately to the Field Operations Officer/your manager.
13. Personal stories, names, or identifiable pictures of any resident are prohibited to be posted to social media or any other public forum. Request an official permission in case of a particular project.
    - Respect for privacy is a must. This is critical, especially with residents who may, or do, not feel comfortable with their identity, location or other information exposed.
  14. No special treatment, individual treats, or particular attention to a particular resident.
  15. For projects, new ideas, initiatives and questions please always refer to colleagues, never speak to Greek Authority Officials or the Camp Management directly without an explicit permission.
  16. During working hours with MOTG in the camps special marketing clothes or t-shirts are not allowed, unless otherwise specified and approved by MOTG.
  17. Helping residents with camp difficulties: such as housing, and advocating on their behalf should be discussed and clear by the coordination team. In case of any questions, always bring issues to the attention of the MOTG team.

## **Definitions**

Sexual harassment is defined as: any unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct.

Aggression is defined as: Incidents in which an employee, a volunteer, or a resident is harassed and/or violated psychologically or physically: such as making threats, bullying, attempting to attack, attacking under circumstances while on duty of work.

## **Dress code**

1. Due to the cultural diversity of the communities we are with, we need to be considerate with our clothing when working on the ground. During your time with MOTG, especially while in camps or shelters, the following dress code is obligatory for both men and women:
  1. Shorts/skirts must be below the knee
  2. No low cut/revealing neckline on shirts
  3. Stomach must be covered
  4. Shoulders must be covered

5. In the camps you wear visible volunteer clothing (vests/t-shirts/badges) when possible
  6. No open shoes or flip flops
  7. No political or offensive slogans on clothing
  8. No camouflage or army style clothing
2. On the Greek islands please only wear your lanyards (ID card) or vests when inside the camp, not into town.

### **Publication and Monitoring**

Movement on the Ground is responsible for the publication of the Code of Conduct. MOTG is also responsible for ensuring compliance with the provisions of this Code of Conduct. The management and its directors (and other responsible executives) are responsible for any revision or edits.

### **Complaints and reports of violation of the Code of Conduct**

In case of any violation of the Code of Conduct the Field Operations Officer or the Head or Mission in Amsterdam Office must be alerted immediately. Movement on the Ground is primarily responsible for internal handling of complaints and will respect confidentiality of the person issuing the claim to start an investigation. If and when Movement on the Ground deems necessary the volunteer, coordinator or employee who violated the Code of Conduct will be terminated. If the complaint is deemed mistaken or unjust by the accused, s/he may file a case to elaborate and explain the situation. Movement on the Ground reserves its rights to make the decision that it deems necessary.

### **Declaration**

By signing this Code of Conduct you are agreeing to the rules stated below and the above-mentioned statements. Your signature gives MOTG the right to make any necessary decision about your employment, MoU, or volunteering agreement in the case you break those rules and betray the principles stated above.

**Date**

**Full Name**

**Signature**