
INITIATIVE FOR PEOPLE IN NEED (IPN)



RULES OF CONDUCT FOR STAFF-2014

(Revised Edition-May 2024)

**IPN — An Agent for Social Change &
Development in Pakistan**

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INTRODUCTION:

Initiative for People in Need (IPN) is a non-government, not-for-profit and non-religious, impartial, research, relief & development organization established in January, 2012. IPN was officially registered on April, 04, 2013 under the office of the provincial registrar joint stock companies & societies Peshawar, KP, under the registration of societies act XXI of 1860, with registration no 134/5/7361.

GOAL: Human welfare through reaching the unreachable, the most vulnerable, and above all the neediest.

THE VISION: “IPN envisages a developed & just society which is free from all kinds of discrimination based on race, color, religion, language & ethnicity”

MISSION STATEMENT: “To bring a positive change in the society while meeting the miseries of people and peoples’ empowerment through peoples’ participation, mobilization of available resources, a pool of professional humanitarian aid workers, & philanthropists leading to sustainable development.

IPN’s Core Values

Following are the core values of the organization which determines the way and direction of actions for those who are associated with it.

1. Professionalism.

We are professionalism in terms of organizational environment and delivery of services.

2. Team work.

We believe in team work for better, effective and efficient results of activities carried out.

3. Accountability.

We believe that we are accountable to all the stakeholders we are connected with or having any direct or indirect relationship.

4. Networking.

We believe in networking for reciprocal learning, sharing of experiences and delivering the better results.

RULES OF CONDUCT FOR IPN'S STAFF MEMBERS

PURPOSE

The purpose of the following rules is to ensure that, in all their activities, at all times and in all circumstances, IPN staff members uphold the principles upon which the organization was founded and the dignity of the persons with whom they are in contact, thus helping to build a favorable image of the ORGANIZATION.

SCOPE

These rules apply to all IPN staff members working under the responsibility of IPN. Expatriates are responsible for ensuring that they are also applied by the persons accompanying them.

NOTE

Senior staff has a special responsibility to ensure that these rules are observed. Their conduct must set an example for all staff members under their authority.

The rules come under the following headings:

1. General rules of conduct
2. Taking undue advantage of one's position

3. Acts that constitute violation of the law
4. Violation of IPN security rules.
5. Prohibition on buying sexual favors (prostitution)
6. Protection of Children

1. General rules of conduct

- The conduct of all IPN staff members must be consistent with the organization's principles concerning respect for the individual.
- The dignity of all persons (individuals or communities to whom the IPN is bringing aid, persons they meet, the population of the country of assignment, their colleagues, etc.) must be respected, and shocking the population with behavior that is inappropriate in the context avoided.

Any failure to comply with these rules is dealt with by the staff member's immediate supervisor and is at least mentioned in the appraisal report. The penalty will depend on the gravity of the incident. The penalty can be suggested by an inquiry committee on the misconduct and its highest degree could be termination from Job.

2. Taking undue advantage of one's position

- Using one's position at the IPN or the means at the disposal of the organization to obtain favors or personal advantages of any kind whatsoever is considered to be professional misconduct, which is punishable and, depending on the gravity of the incident, may result in the dismissal of the person concerned.
- The following behavior is also considered unacceptable:
 - Requesting locally recruited employees to provide personal services which are not part of their duties and responsibilities or for which they are not paid; and
 - Purchasing from anyone to whom the IPN is bringing aid personal belongings that would not in normal circumstances be for sale.

3. Violations of the law

- All acts that are illegal under criminal legislation are considered to be instances of serious professional misconduct and may result in immediate dismissal. IPN can refer the case to the courts, depending on the gravity of the offence.

4. Violation of IPN security rules

- All acts that contravene/breach the field security rules and jeopardize IPN action are considered to be instances of serious professional misconduct, which is punishable and, depending on the gravity of the act, may result in the immediate dismissal of the person concerned.
- It is prohibited for expatriates to have weapons in their possession. It is also prohibited for locally recruited employees to carry weapons during their professional activities.

5. Prohibition on buying sexual favors (prostitution)

- IPN considers that the purchase of sexual favors contravenes the values of respect for human dignity on which the organization and its rules of conduct are founded. Consequently, IPN staff members must respect this principle and behave in conformity with it at all times.

6. Protection of Children

- A child is any human being below the age of 18 years (Convention on the Rights of the Child, Art. 1). Child abuse occurs when an adult injures a child, physically or otherwise.
- Sexual abuse of children occurs when children are pressed or forced to take part in activities that are sexual in nature, whether the children are aware of it or not. Such abuse also covers activities involving no physical contact with children, such as showing pornographic films or taking part in Internet games of a sexual nature.

- Sexual exploitation is remuneration in cash or kind in exchange for sexual favors or any other kind of degrading behavior.
- Abuse (including sexual abuse), sexual exploitation and or any form of sexual activity involving children are forbidden, whatever the locally accepted age of sexual majority. To claim that one believed a child to be older than 18 is not an admissible defense.
- Acquiring, conserving or circulating documents of a pedophile nature, irrespective of the medium used (Internet, film, etc.) is also prohibited.

END OF POLICY DOCUMENT

Approved by: Members Board of Directors