

Pursuant to Article 26 paragraph 2 of the Statute of the Red Cross of Montenegro, the Assembly of the Red Cross of Montenegro, at its session held on June 6<sup>th</sup> 2018, adopted

## **Code of Ethics**

### **I General Principles**

#### **Article 1**

This Code of Ethics establishes a set of rules of conduct for all members and employees of the Red Cross organisation, based on the norms of international and domestic law, personal and collective responsibility for the application and promotion of the highest standards of ethical and professional conduct and respect for the Fundamental Principles of the Red Cross and Red Crescent.

#### **Article 2**

The rules of the Code of Ethics (hereinafter referred to as the Code) shall apply to the organisation membership at all levels of management, to the members of governing bodies, associates, volunteers and employees in organisations of the Red Cross, and any other person who works or represents the organisation of the Red Cross of Montenegro (hereinafter referred to as the signatories of the Code) and whose behaviour can be directly associated with the Red Cross of Montenegro.

#### **Article 3**

The signatories of this Code are bound, in all circumstances, to preserve their reputation and reputation of the organisation of the Red Cross and comply with ethical standards and implement the principles and mission of the Movement consistently, thus setting an example to others.

#### **Article 4**

The Code of Ethics includes the following areas:

1. Principles of work and conduct
2. Misconduct
3. Responsibility
4. Application

### **II Principles of Work and Conduct**

#### **Article 5**

The performance and reputation of the Red Cross of Montenegro shall depend on the work and behaviour of its members and employees, i.e. of all signatories of this Code.

#### **Article 6**

By signing this Code, its signatories shall commit themselves to the following principles of work and conduct:

a. To respect, implement and uphold the Fundamental Principles of the Red Cross and Red Crescent Movement: humanity; impartiality; neutrality; independence; voluntary service; unity and universality;

b. To disseminate the knowledge of international humanitarian law and promote the mission of the International Movement;

- c. To respect the human rights of all people, irrespective of the differences concerning nationality, race, religion, gender, customs, education, social status or any other personal characteristic or particularity;
- d. To maintain personal integrity while performing their duties and strive to achieve high standards of professional responsibility and effectiveness;
- e. To enhance the work of the organisation and the work process the employee is responsible for;
- f. To positively represent and promote the organisation of the Red Cross of Montenegro;
- g. To adhere to duties and responsibilities established by this Code.

### **III Misconduct**

The signatories of this Code shall be committed to refraining from any form of misconduct and inappropriate behaviour, such as:

#### **1. Violation of Laws, Rules and Regulations**

- a) Violation of existing domestic and international regulations;
- b) Failure to comply with the Statute, regulations and other acts of the organisation of the Red Cross of Montenegro;
- c) Performance of professional duties without valid certificates and diplomas.

#### **2. Abuse of Power**

The actions perceived as an abuse of power include a misuse or improper use of a position and influence, such as:

- 1. Misappropriation of property and resources of the organisation;
- 2. Favouritism shown to friends or associates in conferring offices, irrespective of their abilities and qualifications;
- 3. Employment of friends or relatives irrespective of their qualifications and without adhering to the procedure laid down by law;
- 4. Corruption and bribery;
- 5. Any act which may be considered a harassment, discrimination or racism;
- 6. Use of position in a way by which the organisation of the Red Cross is bound legally, financially and morally, without decisions or contrary to the decisions taken by the competent authorities;
- 7. Any forms of exploitation, neglect or violence;
- 8. Theft or unauthorised use of resources, property or human resources of the organisation;
- 9. Exchange of money, goods, services or any other forms of degrading, compromising or exploitative behaviour towards those seeking protection and aid from the Red Cross;
- 10. Political work, or political opinions expressed by the signatory of the Code whilst being engaged in actions and activities of the Red Cross, participation in political, religious, protest and similar meetings whilst wearing the emblems or clothing with the Red Cross insignia.

### ***2.1. Safety Violation***

1. Failure to comply with the regulations on safety at work
2. Use or possession of weapons or ammunition of any kind while at work or field work;
3. Driving an official or other vehicle under the influence of alcohol while performing duties.

### ***2.2. Violation of representation regulations***

1. Any public statement made about a political or military situation, including voluntary provision of data and information available to the employees or members by reason of their status at the Red Cross, in any kind of legal process or with regard to the act of competent authorities, as well as via mass media;
2. Improper use of the Red Cross and Red Crescent emblem;
3. Publishing papers, articles, research, etc., associated with the mission and engagement in the organisation, in external publications, without a prior consent obtained;
4. Any public appearance, accepted or made, or engagement outside the organisation, without prior authorisation from a competent body of the organisation;
5. Even though the promotion of a positive image of the organisation is advisable, the signatories of the Code should take into account the following:

It is prohibited to use or post information about the operation and activities of the Red Cross on publicly accessible websites or social media, unless it is approved by an authorised person at the Red Cross of Montenegro. It should be indicated that any correspondence, material, documents and other records related to the work of the organisation are regarded as the property of the Red Cross and cannot be distributed via social media without appropriate authorisation. Below any text associated with the Red Cross and posted on the social media by the signatory of this Code, it must be emphasized that it is indeed a personal opinion and does not represent an official position of the organisation of the Red Cross. It is not permitted to use or post photographs displaying any emblems of the Red Cross on a personal website or blog.

### ***2.3. Neglect or Theft***

1. Neglect of movable and immovable property of the organisation of the Red Cross;
2. Any form of theft.

### ***Insult or Inadequate Representation***

- a) Any deliberate false and malicious statement, inadequate representation, false allegation or insult directed at another member of the organisation, employee, volunteer, beneficiary or third party;
- b) Bringing discredit on the organisation of the Red Cross.

### ***Corruption in Business Practice***

- a) Failure to provide full transparency with respect to a potential conflict of interests involving suppliers, service providers or business partners (including close family relationships, stakeholder engagements, etc.);
- b) Acceptance of any gifts or favours whose value cannot be regarded nominal or insignificant with the exception of, for example, promotional pens, diaries, miniature decorations, etc.

## **IV      Responsibility**

### **Article 8**

The signatories of this Code are responsible for any acts of commission or omission that constitute a violation of the established ethical principles of the Code.

### **Article 9**

The Ethical Committee shall be founded with the function of monitoring and enhancing the ethical behaviour of all members and employees.

The Ethical Committee shall be established by the Assembly of the organisation of the Red Cross.

### **Article 10**

The Ethical Committee shall comprise five members appointed from among the members of the organisation bodies.

The president of the organisation of the Red Cross shall be appointed as the president of the Ethical Committee.

The members of the Ethical Committee shall be appointed for the period of four years.

### **Article 11**

Any signatory of this Code is obligated to report to the Ethical Committee any breach and violation of the principles of this Code within seven days from the date of discovering the violation and offender.

The complaint is submitted in writing.

### **Article 12**

The Ethical Committee is obligated to initiate a procedure for establishing ethical responsibility within three days from the date of the receipt of the complaint referred to in Article 11 of this Code.

Prior to taking a decision on the responsibility issue, the Ethical Committee shall notify a member or employee in writing of the complaint and its allegations.

The person against whom the complaint is made shall be entitled to submit to the Ethical Committee a written answer to the allegations in the complaint within seven days.

### **Article 13**

The Ethical Committee, in the process of determining the validity of the complaint against the signatory of the Code, shall decide to:

- Dismiss the complaint as being unfounded;
- Issue a reprimand for a minor violation that did not cause damage to the organisation;
- Impose a measure of expulsion from the membership of the organisation.

If the Ethical Committee affirms that the breach of the Code contains the elements of misdemeanour, criminal, disciplinary, material or other responsibility, the Ethical Committee is bound to initiate disciplinary proceedings before a relevant body, as the procedures established by this Code cannot be a substitute for court, misdemeanour or administrative procedures established by laws and other acts.

#### **Article 14**

Decisions of the Ethical Committee shall be taken by a majority vote of all Committee members.

#### **Article 15**

The person upon whom disciplinary sanctions have been imposed shall be entitled to lodge an appeal with the Governing Board of the organisation of the Red Cross against the decision of the Ethical Committee within eight days.

#### **Article 16**

On receiving the appeal referred to in Article 15 of this Code, the Governing Board shall reach a determination within fifteen days. The decision shall be to

- Affirm the Decision taken by the Ethical Committee;
- Reject the appeal as ungrounded or untimely;
- Modify the Decision taken by the Ethical Committee;
- Overturn the Decision taken by the Ethical Committee.

### **V Work Dress Code**

#### **Article 17**

The signatories of this Code are obligated to dress in a manner appropriate to their position, or work they perform at the Red Cross, and must not, by the way they are dressed while at work and carrying out Red Cross activities, compromise the reputation of the organisation and their personal reputation or express any political, religious or other affiliation.

### **VI Use of Gender-Sensitive Language**

#### **Article 18**

The terms used in this Code for natural persons in the masculine gender shall imply the use of the same terms for the feminine gender.

### **VII Application**

### **Article 19**

The signatories of this Code are bound to familiarise themselves with the content of the Code and its application.

The Code of Ethics shall be signed prior to the commencement of operation and work of the members of the organisation, volunteers and employees.

### **Article 20**

All persons this Code applies to are obligated to promote its rules, prevent the abuse of power and breach of the Code and promote the application of the principles and standards of behaviour established by the Code.

### **Article 21**

This Code shall apply at all levels of the organisation of the Red Cross of Montenegro.

### **Article 22**

The Code shall enter into force on the day of its adoption.

Upon the entry into force of this Code, the Ethical Code no. 01-220, as of April 26<sup>th</sup> 2006, shall cease to apply.

Number: 01-

Podgorica, jun 2018

President,

Gordana Mijović

## Statement of Acknowledgment

I \_\_\_\_\_, certify that I have received, read and understood the Code of Ethics of the Red Cross of Montenegro, and I agree to abide by its regulations and provisions, comply with and apply the established ethical standards, mission and fundamental principles of the Red Cross and Red Crescent.

Signature

\_\_\_\_\_

The statement was made on \_\_\_\_\_ 20\_\_, on premises of the organisation of the Red Cross \_\_\_\_\_, confirmed by the signature and seal of the authorised person.

On behalf of the organisation of the Red Cross,

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