



All CARE employees and representatives,¹ share core principles and expectations for the way we all behave – during and outside of work, and in our professional and personal online and in-person behaviours. We are proud that these bind us together, and that we all must follow them to work with CARE.

As an employee or representative of CARE, I will –

► Strive for excellence

1. I will be a champion of CARE and uphold CARE's values.
2. I will fulfil my duties and responsibilities to the best of my ability to contribute to CARE's Vision and Mission.²
3. I will promote and celebrate gender equality and diversity.
4. I am committed to learning, improving, and working collaboratively with others.

► Create a safe and supportive workplace

5. I will contribute to a safe, supportive, fair, inclusive, respectful, and healthy workplace.
6. I will actively work to be anti-racist and to prevent any form of discrimination, harassment, and abuse, from happening within CARE, or as part of CARE's work.
7. I will seek out different voices, experiences, and opinions, and ensure that diversity and inclusion guide my work.
8. I will ensure that all my workplace relations and behaviours are appropriate and professional.

► Treat others with respect and dignity

9. I will ensure all my actions in CARE's work with participants, communities, and partners, are safe, respectful, and follow the principle of 'Do No Harm'.³
10. I will protect participants, community members, and especially children, from abuse and exploitation in any form – I will not abuse or exploit, and where I suspect, observe, or hear about it, I will report it.

11. I am aware of the privileges I hold by working with CARE, acknowledge the unequal power relations that this can create, and will not use it to advantage myself or cause harm to others.
12. I will strive to understand differences between myself and those around me, and I will seek to remove obstacles for all to participate in CARE's work.

► Be trustworthy and accountable

13. I will conduct myself as a representative of CARE with honesty and integrity.
14. I will work within applicable laws and follow CARE's policies.⁴
15. I will treat information confidentially and in accordance with privacy and data protection laws.
16. I will declare all real or perceived conflicts of interest to management, including those relating to close or personal relationships with other CARE employees, representatives, or partner staff.
17. I will not accept gifts or money for personal gain in exchange for the work I do with CARE.
18. I will be a responsible ambassador for CARE's brand.
19. I will be a steward of CARE's assets and funds entrusted by our supporters and donors.
20. I will be accountable for my behaviour and conduct, and I will report any concerns or incidents of misconduct.

Any behaviours that are inconsistent with these shared expectations will be seen as a violation of CARE's Code of Conduct. CARE wants to know when an employee or any representative of CARE is not acting ethically and upholding our Code of Conduct or policies. We encourage anyone to report misconduct and will protect those who report in good faith. CARE investigates reports of misconduct and acts on findings. When an employee or representative has not acted according to our Code of Conduct, or our policies, we take disciplinary actions, up to, and including, dismissal. Misconduct can be reported to HR, management, or through our global hotline [CARE Line](#).

In accepting my appointment, I undertake to discharge my duties and always abide by this Code of Conduct, during and outside of work, thereby contributing positively to CARE's Vision and Mission.

Name:

Signature:

Date:

Office/ location:

¹ CARE employees and representatives includes all employees of every CARE International entity, and board members, volunteers, interns, visitors, and consultants.

² CARE's [Vision, Mission, and Focus](#).

³ See CARE's minimum standards for the ["Do No Harm" Program Quality Driver](#).

⁴ CARE International's Code of Conduct provides a foundation for many of its [policies](#). All CARE employees and representatives are expected to read and comply with the following, and wherever required for a specific policy, acknowledge by signature: [CI Safeguarding Policy](#); [CI Gender Equality and Inclusion Policy](#); [CI Fraud and Corruption Policy](#); [CI Stories and Consent Policy](#); [CI Brand Standards](#); [CI Safety & Security Principles](#); CARE's Vision, Mission and Focus; and the values, codes, and policies of the CARE International entity with which they are employed or represent.