

## JOICFP Code of Conduct

### Code of Conduct

#### 1) Introduction

1. JOICFP is committed, in accordance with its Vision, Mission and Core Values, to a human rights framework which prohibits any discrimination, exclusion or restriction on the basis of age, sex, sexual orientation, gender, gender identity or expression, race, ethnic or national origin, religion, culture or belief, partnership status, pregnancy or parental status, disability, health condition or any other analogous personal status.
2. In keeping with its Vision, Mission and Core Values, JOICFP is committed to maintaining the highest degree of ethical conduct amongst all Board members, employees (whether temporary, fixed-term, or permanent), interns, volunteers and partners/partner organizations/institutions and their staff working with JOICFP, regardless of their location in Japan or abroad. To help increase understanding, this Code of Conduct sets out the guiding principles and values applicable first of all to ourselves and to all involved in our work, and details what JOICFP aims at. These guiding principles and values need to be implemented through the relevant regional and local policies and procedures.
3. Whilst recognizing that local laws and cultures may differ from one country to another, JOICFP is an internationally operated non-governmental organization, and therefore the Code of Conduct is based on international human rights standards. Its Board members, employees (whether temporary, fixed-term, or permanent), interns, volunteers and partners/partner organizations/ institutions and their staff working with JOICFP are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

#### 2) Vision and Mission

JOICFP is inspired by a vision of a world in which the basic human needs of individuals, including sexual and reproductive health and rights (SRHR) are met, and people enjoy good health and fulfill their potential based on dignity

and equality.

JOICFP's mission is to create a society where everyone can realize their potential, by enabling each individual, especially women in developing countries, to make their own choices regarding sexual and reproductive health and rights (SRHR) through ensuring access to quality services and comprehensive information.

### **3) Guiding Principles**

#### **1. Compliance with Laws**

As a public interest incorporated Foundation certified by the Cabinet Office of Japan with its financial basis depending on resources from the government, multilateral frameworks, foundations, private companies, and individuals, JOICFP is committed to observe the Act on General Incorporated Associations and General Incorporated Foundations, Act on Authorization of Public Interest Incorporated Associations and Public Interest Incorporated Foundations, and any other related acts. JOICFP shall designate responsible people to ensure compliance with the above stated laws, as well as to devise internal regulations or educational manuals, if necessary, and to promote them throughout the organization. Respecting and adhering to social rules and in accordance with laws and regulations is also essential.

#### **2. Respect for Human Rights**

Human rights are fundamental, universal, and indivisible rights inherent to everyone. JOICFP is committed to respect the rights of internal and external stakeholders and act against the direct and indirect violation of human rights. JOICFP shall also establish an organizational culture that eliminates discrimination based on race, ethnicity, religion, culture, nationality, social status, sex, sexual orientation, gender, gender identity or expression, age, disability, or health condition. In addition, JOICFP shall create an internal monitoring system to prohibit child labor, labor under unreasonable working conditions (e.g., forced labor), and harassment. Regardless of the level of development, in the countries, the societies, and communities, human rights can be unconsciously abused, owing to the lack of a proper legal infrastructure and/or the lack of understanding of laws and human rights itself. When

implementing activities especially overseas, careful attention needs to be paid to the infringement of human rights in their local partners/partner organizations/ institutions and suppliers. We shall set the whistle-blowing system in the early detection and solving of illegal acts and human rights violations, such as sexual exploitation, abuse and harassment (SEAH) as well as power harassment.

### **3. Safeguarding**

JOICFP Board members, employees (whether temporary, fixed-term, or permanent), interns, volunteers and partners/partner organizations/ institutions and their staff working with JOICFP are required to not engage in abusive or exploitative conduct such as in sexual activity with children (persons under the age of 18), any sexual relationships, sexual exploitation/abuse, sexual harassment with beneficiaries of assistance, any exploitative activities with children, youth or vulnerable adults including those that are commercial such as child labor or trafficking, physically assaulting a child, youth or vulnerable adult, and emotionally or psychologically abusing a child, youth or vulnerable adult. To observe strictly the above-mentioned safeguarding policies, JOICFP Board members, employees (whether temporary, fixed-term, or permanent), interns, volunteers and partners/partner organizations/institutions and their staff working with JOICFP are asked to implement the policy on Preventing Sexual Exploitation, Abuse, and Harassment (PSEAH) set out by JOICFP in accordance with the global standard as well as periodic review of the safeguarding policies. In addition to the safeguarding policies set hereof, JOICFP Board members, employees, interns, volunteers and partners/partner organizations/institutions and their staff working with JOICFP shall also observe the Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief Prepared jointly by the International Federation of Red Cross and Red Crescent Societies and the ICRC when engaging in humanitarian assistance.

### **4. Fraud Prevention**

As a public interest incorporated Foundation certified by the Cabinet Office of Japan with its financial basis depending on resources from the government,

multilateral frameworks, foundations, private companies, and individuals, JOICFP is committed to conducting all its non-profit activities in an ethical and honest manner by displaying the characteristics of transparency, clarity, and accuracy, and implementing and reinforcing systems that prevent bribery and/or any kind of corruption. JOICFP has zero-tolerance of fraud and corruption which are ever-present threats to our assets and reputation, and we require every personnel who works and/or who are related JOICFP's work to always act honestly and with integrity, and to safeguard the assets for which they are responsible.

JOICFP takes its legal responsibilities seriously and is committed to preventing any kind of bribery and/or corruption so that financial resources allocated to projects/programs are maximized and sexual and reproductive health and rights (SRHR) are promoted for all. JOICFP also acts professionally, fairly, and with integrity in all dealings and relationships, whether domestically or abroad.

## **5. Safety, Health and Welfare**

To ensure the safety, health and welfare of all JOICFP Board members, employees (whether temporary, fixed-term, or permanent), interns, volunteers, they are required to adhere to all legal and organizational health and safety requirements in force at the location of their work and comply with any local security guidelines and be pro-active in informing JOICFP of any necessary changes to such guidelines. They should also behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of themselves and others, including partner organizations and communities with whom JOICFP works. JOICFP Board members, employees, interns, volunteers should also be responsible with social media accounts and, when using photos obtained during JOICFP work, always gain informed consent and preserve the privacy and dignity of all individuals, ensuring that they are not exposed to risk from the use of their image.

JOICFP Board members, employees, interns, volunteers should not behave in any way which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive working environment for that individual.

## **6. Accountability to stakeholders**

As a public interest incorporated Foundation, JOICFP is committed to be transparent and accountable in our dealings with the government, community, donors and other interested parties.

To ensure establishing a trustworthy relationship with its supporters, JOICFP shall engage in fair and transparent management which calls for proper accounting procedures and an accurate and credible financial system. Furthermore, it is vital to be accountable to supporters through regular reporting that includes annual report and JOICFP information channels such as website etc. JOICFP shall also engage in precise information of management of personal data of our supporters, especially that of the individual supporters, based on the Information Protection Law.

## **7. Enforcement**

The respective management of JOICFP Secretariat has a responsibility to ensure that all staff understand and adhere to this Code of Conduct. The Code of Conduct forms part of all contracts of employment. Breaches of the Code of Conduct by JOICFP employees (whether temporary, fixed-term, or permanent) are grounds for disciplinary action, up to and including dismissal depending on the level of violation. This Code of Conduct is also applicable to JOICFP Board members, short-term contract employees, consultants, interns, volunteers, and any other personnel who are involved in JOICFP business. Breaches of the Code of Conduct may result in the termination of contracts or Board members, interns, and volunteer roles. Failure of a partners/partner organizations/institutions to implement and monitor the implementation of this Code of Conduct may result in the termination of partnership and contract.

This Code of Conduct came into effect on May 11, 2022, by the Resolution of the Board of Directors.