

Dear Colleague:

The International Rescue Committee is committed to the highest standards of workplace conduct, a commitment that forms the foundation of trust on which all of our activities as a global humanitarian organization rest.

The IRC Way: Standards for Professional Conduct delineates three core values that guide our work.

Please read The IRC Way, understand how it applies to us and those with whom we work, and comply with it. If you encounter any situation that you believe is in violation of these standards, or if you have any concerns about workplace practices, please report them promptly to your supervisor or through Ethicspoint, our mechanism for reporting anonymously and confidentially ([www.ethicspoint.com](http://www.ethicspoint.com), toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.). You have my personal assurance there will be no retaliation for asking questions or raising concerns.

We recognize that the success of our work is crucially dependent on the strength and commitment of our people. We are honored to count you in that number. Thank you for joining me in our shared responsibility to assure the highest level of ethical conduct in the work we do together.

Sincerely,



George Rupp  
President

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# THE IRC WAY

## Standards for Professional Conduct

This document describes the core principles or standards that guide the work of the IRC. It delineates three values that provide a framework for IRC staff conduct and sets the organization's expectations for all IRC staff (employees, volunteers and interns) around the world.

### INTEGRITY

**At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are

consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.

- We support human rights consistent with the UN Universal Declaration of Human Rights\* and The Convention on the Rights of the Child.\*\*
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.\*\*\*
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

### SERVICE

**At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.

- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief. \*\*\*\*

### ACCOUNTABILITY

**At IRC, we are accountable - individually and collectively - for our behaviors, actions and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [www.ethicspoint.com](http://www.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

\*[www.un.org/en/documents/udhr](http://www.un.org/en/documents/udhr) \*\*[treaties.un.org/pages/ViewDetails.aspx?src=TREATY&mtdsg\\_no=IV-11&chapter=4&lang=en](http://treaties.un.org/pages/ViewDetails.aspx?src=TREATY&mtdsg_no=IV-11&chapter=4&lang=en)  
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