

# tool 28 Sample Language for a Code of Conduct

Many organizations have codes of conduct for their staff, while others do not. The content and focus of these codes of conduct varies depending on the type of activities that the organization performs. This tool suggests language that is relevant to MRM activities (although the guiding principles are also applicable to many other activities). Organizations can include this language in existing codes of conduct if needed or they can use it to develop one.

- Only discuss case details with people who **need** to know that information.
- Do not talk about cases of violations in public places or with or near persons who are not authorized to have such information. This includes taxi or office drivers, cleaners and other support staff, colleagues from other projects or organizations, and also your relatives, personal friends, neighbors.
- Do not disclose the identity of a victim in reports to be shared outside your organization.
- Ensure that the child or child's parent/guardian has given informed consent to share the story. Abide by any limits or restrictions expressed by the child or child's parent/guardian.
- Choose the location of interviews carefully and make sure the victim/witness feels safe there.
- Interrupt or stop an interview if the victim/witness is feeling distressed.
- Do not give or show your personal opinion or judgment about an event, person or group during interviews (either verbally or through body language).
- Ensure that all information you collect is safely used and stored, in accordance with your organization's protocols.

## related tools

-  [tool 29 – Checklist 'Confidentiality'](#)
-  [tool 45 – Factsheet 'Information management'](#)