.**Staff Code of Conduct**

## [Shelter Name], Kenya

### 1. Core Principles

* Uphold survivor dignity and rights
* Demonstrate compassion and respect
* Maintain professional and ethical standards
* Prioritize survivor safety and well-being

### 2. Professional Conduct

2.1 Ethical Responsibilities

* Zero tolerance for discrimination
* Respect cultural diversity
* Maintain professional boundaries
* Avoid personal relationships with survivors

2.2 Communication Standards

* Use respectful, non-judgmental language
* Communicate clearly and transparently
* Protect survivor confidentiality
* Practice active and empathetic listening

### 3. Survivor Interaction Guidelines

3.1 Interaction Principles

* Trauma-informed approach
* Obtain informed consent
* Respect survivor autonomy
* Avoid victim-blaming language

3.2 Prohibited Behaviors

* Sexual harassment or exploitation
* Physical or emotional abuse
* Discriminatory treatment
* Unauthorized information sharing

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### 4. Professional Boundaries

4.1 Personal Conduct

* Maintain emotional and professional distance
* Avoid personal favors or gifts
* Report potential boundary violations
* Seek supervision for challenging interactions

4.2 Conflict of Interest

* Disclose personal connections
* Recuse from cases with potential conflicts
* Maintain organizational integrity

### 5. Mandatory Reporting

5.1 Reporting Requirements

* Report child abuse
* Document safety risks
* Notify management of potential threats
* Follow legal mandatory reporting guidelines

### 6. Confidentiality Obligations

* Protect survivor identities
* Secure documentation
* Limited information sharing
* Comply with data protection laws

### 7. Professional Development

* Continuous training
* Trauma-informed care education
* Cultural competency workshops
* Regular performance evaluations

### 8. Technology and Communication

* Secure digital communication
* Protect client information online
* Responsible social media use
* No unauthorized photography/recording

### 9. Misconduct Consequences

* Immediate investigation
* Potential suspension/termination
* Legal accountability
* Professional disciplinary actions

### 10. Reporting Mechanisms

* Anonymous reporting channels
* Protection for whistleblowers
* Clear escalation procedures
* External oversight options

### Acknowledgment

I understand and commit to these professional standards.

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: [Management Signature]