



Karen Refugee Committee (KRC)-Code of Conduct
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Preamble:

The KRC was elected and appointed staff of Karen's community, KRC need to be ensured that their employment staffs perform their work with the right use of power and responsibility for their communities. The KRC "Code of Conduct" was developed and applies to all KRC staff that has an obligation to perform their duty ethically by signing this Code of Conduct. They accept their responsibility and pledge to uphold the principles.

The Camp Code of Conduct applies to the following people:

1. Karen Refugee Committee (KRC)
2. Camp Committee in all seven Karen camps
3. Camp Management Program (CMP) staff in all seven Karen camps
4. Camp Management Support Program (CMSP) staff in head quarter and in all seven Karen camps
5. Camp Justice staff in all seven Karen camps
6. Camp Security staff in all seven Karen camps

Principles 1: I will treat every person with fairness, dignity, equality and without any kind of discrimination.

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Example: I will not treat any person differently on the basis of race, religion, gender, skin color, status, body structure, disability, nationality, age, marital status or ethnicity.

Principles 2: I will commit my effort to improve and safe guard lively hood of the camp peoples.

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Example:

1. I will improve public security, Health, social welfare as well as the protection of women and children.
2. I will prompt and fairly solve any occurring problem in time, and submit any crime to the authorities concern.

3. *I will not deliberately hurt anyone physically.*
4. *I will not make false accusations against anyone.*

Principles 3: I will use the resources available responsibly. I will not use my power to abuse, defraud and exploiting others.

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Example:

1. *A Section Leader collects rations for a person who no longer resides in the Camp.*
2. *Camp Security gatekeepers accept bribes to allow traders illegally into the Camp to purchase TBBC rations*
3. *A Section Leader forces a new arrival to pay money for a ration book*
4. *The Store-in-Charge ordered a store clerk to sell 5 bags of rice rations against the rules and keeps the profits for himself.*
5. *A Section Leader collects rations for a person who no longer resides in the Camp.*

Principles 4: I will keep any sensitive information confidential, I understand that confidential information is information that might disrupt the law and order of the Camp or endanger the safety of persons in the Camp. I will not tell anyone confidential information without permission from the Camp Leader or the survivor.

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Example:

1. *without a permission from Camp Chairman, a camp committee members reveals confidential information about the posting locations of Camp Security staff to journalist, endangering the safety of the community.*
2. *A Camp Administrative staff reveals information about HIV patients residing in the Camps without the permission of the patients, endangering their safety in the Camp.*

Principles 5: I will not involve in any activities related to the law or activities that effect fundamental human right and will abide by Camp rules and Thai law at all times.

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Example

1. *I will not murder or injure anyone in Camp. I will not rob anyone in Camp.*
2. *I will not or assist the outsiders cut trees, drug trading and or camp people trafficking*
3. *I will not interfere or prevent an absolute jurisdiction offence from being sent to the Thai Justice System and will not interfere with evidence or witnesses so as to prevent a case from being sent to Thai Justice.*

Principles 6: I will perform my duty without any personal interest.

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Example

1. *I will not accept money or gifts from Camp Residents to do my job.*
2. *I will not use my power to give benefits to my family or friends*
3. *I will not use my power in a way not intended by my job.*
4. *I will not use my power to exploit or blackmail others.*

Principles 7: I will retain my position and duty by adhere to the principles.

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Principles 8: I will not do any sexual abuse on others and will neither use my position for sexual advantages nor encourage it.

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Example:

1. A warehouse manager has a new arrival woman to sleep with him to exchange with rations.
2. A section leader uses his power to force a widow in his section to do sexual favors for him.
3. I will never offer promises or benefits to Camp residents in exchange for sexual favors.
4. I will never threaten or commit sexual violence against another Camp resident.

Principles 9: I promise not to disguise and keep any secret for the incident that should be revealed. I will report any serious incident affecting the security, health, education or law and order in the camp to camp leader.

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Example:

1. A Section Leader notices strangers walking around in his Section. The Section Leader immediately reports the suspicious strangers to Camp Security providing a full description of their appearance and their whereabouts.

Principles 10: I will never disturb someone both physically and mentally.

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Disciplinary Procedures Guideline for Violations of the Code of Conduct
Karen Refugee Camps

(Developed on 7th. Oct. 2011)

Introduction

The “Disciplinary Procedure” was formed in order to address those who are working under camp management program violate the code of conduct rule set up in the camps.

No.	Particulars
1	Forming the Disciplinary Committee. The “Code of Conduct Disciplinary Committee” will be nominated accordingly to the camp population and size of the camp . 7 members will be in large camp when medium and small camp comprised with 5 members.
2	The committee should be technically supported by some NGOs.
3	Election. 3.1 According to the situation, committee member will not be elected by the camp population. The KRC committee and the camp administration committee will select suitable individual from camp management staff and general population (capable, experienced, and dedicate) no discrimination regardless of race, gender, and culture. 3.2 Duration of the Disciplinary Committees will be three years period the same as camp administration committee. 3.3 Structure will have only team leader and the rest are committee members. 3.4 The members will be divided into two teams; a). Investigation team b). Hearing and decision making team 3.5 KRC and camp committee will provide backup support to the disciplinary committee as necessary. 3.6 The roles of CoC are different from camp Mediation Team/ Camp Justice.

<p>4</p>	<p>Conducting meetings</p> <p>4.1 Disciplinary Committee will held meeting twice a year.</p> <p>4.2 Emergency meeting will be held whenever necessary.</p> <p>4.3 The monthly activities must be regularly reported to KRC and copy to camp committee. The committee will hold meeting in advance before submission of the report.</p>
<p>5</p>	<p>Complaint.</p> <p>5.1 Grievances and unsatisfied complaint can be made through the “complaint box” anonymously or personally to the Disciplinary Committee or to the camp administrative office directly. KRC must organize campaign to community and briefing how to use the box properly. The CoC committee should open the box twice a month. The committee has to pass on a letter as the address stated.</p> <p>5.2 With the support of KRC and Camp committee, COC Committee must organize a public forum by section with small groups of people in order to get more complain from the grassroots.</p>
<p>6</p>	<p>Investigation team</p> <p>6.1 If there is a complaint the committee team leader must instantly instruct the investigation team to tackle the problem. However, the action can be taken with more than half of the member approval.</p> <p>6.2 The name of the complaint and accused must be kept secret as possible as can be.</p> <p>6.3 The investigation team can question anyone living in the camp no matter what they are or what organization they belong to.</p> <p>6.4 The investigation team must be able to gather information and witness within 20 days and submit it to the hearing and decision making team.</p> <p>6.5 Should the service personal handling the case is related and friendly to the complainant or the accused then he/she must be suspended during action taken period.</p>

<p>7</p>	<p>Hearing and decision making team.</p> <p>7.1 The investigation team must be carried out to get a prompt hearing and making of decision within 10 days.</p> <p>7.2 The hearing and decision making team can pass the following condemnation;</p> <ul style="list-style-type: none"> a). First violation - Give oral warning b). Second violation – Give warning by letter. c). Third violation - Removal from duty. d). If certain case considering serious both punishments (b) and (c) can pass as the same time. <p>7.3 The CoC committee must keep inform KRC about any action they have taken.</p> <p>7.4 CoC will take action according to the KRC guidelines.</p> <p>7.5 KRC is responsible for termination of the camp committee, and camp committee is responsible for termination of zone, section committee and other CMP staff.</p> <p>7.6 Should the service personal handling the case is related and friendly to the complainant or the accused then he/she must be suspended during action taken period.</p> <p>7.7 If the case tends to be a crime or civil law suit it must refers to relevant camp authority for further action; and CoC will work together with related organization, if require.</p> <p>7.8 KRC committee will take action if CoC member violate the rule and regulation.</p> <p>7.9 KRC EC will be responsible if any KRC staff commit CoC rules.</p> <p>7.10 If KRC committee members violate the rules KEAB should take accountability.</p>
<p>8</p>	<p>Determination</p> <p>8.1 CoC will suspend the subject from job with his/her stipend during the action taken period.</p> <p>8.2 If the subject is found not guilty, he/she can resume the job and be pay back.</p> <p>8.3 If the CoC determined the subject is guilty, whether level (a) or (b), but can resume to work without any pay back.</p>
<p>9</p>	<p>Vacancy.</p> <p>9.1 The vacant position of the terminated subject must be replaced according to the approach he/she was elected or selected.</p>
<p>10</p>	<p>Appealing</p> <p>10.1 After the decision made by CoC, if the subject is willing to appeal, he/she can appeal to KRC with concrete evidence in a month.</p>
<p>Remarks: This developing guideline should be approved at the KRC annual meeting and the amendment can be made at the annual meeting, only.</p>	