



# KnRC

**Karenni Refugee Committee**

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## **The KnRC's Code of Conduct**

### **Preamble**

This Code of Conduct applies to all camp based residential staff under Karenni Refugee Committee (KnRC). This Code of Conduct is important because the camp residents who work for the Camp should be upstanding members of the camp community – both in moral character and behavior. This code of conduct ensures that the camp based residential staff working for camp community will put their effort to protect the camp residents and to improve their lives by utilizing their authority and responsibilities.

This Code of Conduct is to be followed by the camp based staff paid stipend by the KnRC which consists of the following organizations.

- (1) Karenni Refugee Committee (KnRC)
- (2) Camp Committee - Site 1, Ban Mai NaiSoi
- (3) Camp Committee – Site 2, Ban Mae Surin
- (4) Thai-Burma Border Football Club (TBBF)
- (5) Camp Management Support Program (CMSP)
- (6) Camp Justice – Site 1, Ban Mai NaiSoi
- (7) Camp Justice – Site 2, Ban Mae Surin
- (8) Camp Security – Site 1, Ban Mai NaiSoi
- (9) Camp Security – Site 2, Ban Mae Surin

By signing this Code of Conduct, Camp based staff accept the principles of the Code of Conduct and agree that they will be punished by the Code of Conduct Disciplinary Committee where the principles are violated.

### **Principle 1**

I will treat all people equally. I will not discriminate any residents.

### **Principle 2**

I will protect the refugee community within my authority and responsibilities. I will not commit breach of power and responsibilities against camp residents. My conduct will be truthful and respectful to all camp residents at all time.

### **Principle 3**

I will respect everyone with regard to human dignity.

### **Principle 4**

I will avoid misuse of authority and responsibilities towards sexual abuse and exploitation against any camp residents.

### **Principle 5**

I will always abide by the rules and regulations prescribed in the camp. I will not behave in a way that disgrace or discredit the reputation of the camp community, camp based organizations, camp based department and my own organization.

**Principle 6**

I will not interfere with any matter of the organizations providing services in the camps. I will not violate rules and regulations of any service providing organizations or I will not intentionally disgrace them. Without permission, I will not access to the assets and documents of other organizations.

**Principle 7**

I will never disclose any confidential information to anyone without the consent of the Camp Leadership or of the patient or Gender Based Violence survivors.

**Principle 8**

I will inform the camp committee or camp security as soon as possible when the information that can endanger the security, health, education and law and order in the camp is known to me. No important information related to such cases will be withheld. All will be reported thoroughly.

**Principle 9**

I will never misuse my authority and responsibility for my personal welfare. I will avoid being biased on decision making and the decision making will never be affected by my having good relationship with anyone.

**Principle 10**

I will report any violations of the Code of Conduct to the Code of Conduct Disciplinary Committee as soon as possible.

**Karenni Refugee Camp**  
**DISCIPLINARY PROCEDURE OF THE CODE OF CONDUCT**

***Code of Conduct Disciplinary Committee***

1. A Disciplinary Committee shall be formed to handle all violations of the Code of Conduct of the Karenni Refugee Camp.
2. The Disciplinary Committee consists of the Leaders from the following five Camp based Organizations and other three persons who do not take any responsibilities in those organizations.
  - a. Karenni Refugee Committee (KnRC)
  - b. Camp Committee - Site 1, Ban Mai Nai Soi
  - c. Camp Committee – Site 2, Ban Mae Surin
  - d. Thai-Burma Border Football Club (TBFC)
  - e. Camp Management Support Program (CMSP)
  - f. Two persons from Bai Mai Nai Soi, two persons from Ban Mae Suring who are not from the above mentioned organizations.
3. There shall be participation of 30% women representatives in the Code of Conduct Disciplinary Committee.
4. The list of members of the Disciplinary Committee shall be posted in public area.
5. The committee shall consist of the observers from TBFC.
6. Four representatives from Site-2 shall be the members of the Disciplinary Committee.
7. The Chairperson of the committee shall be elected by secret ballot.
8. The term of the Chairperson of the Disciplinary Committee shall be six months.
9. The same person cannot be elected as a Chairperson for two or more consecutive terms.
10. Members of the Disciplinary Committee shall serve in the Investigation Committee and Hearing Committee on a rotating basis according to the decision made by Chairperson at the beginning of each case.

***Quarterly Meetings***

11. A regular Meeting of the Disciplinary Committee shall be convened quarterly.
12. The observing members shall not attend the quarterly meetings.
13. The objectives of the quarterly meetings are as follow:
  - a. To review the Code of Conduct Disciplinary cases handled in Site 1 and Site 2 during the quarter.
  - b. To report of all cases handled during the quarter to the Advisory Committee of Karenni Refugees.
  - c. To review and analyse any recent complaints reported.
  - d. To replace and appoint members of the Disciplinary Committee, and
  - e. To elect the Chairperson of the Disciplinary Committee.

***Making Complaints to the Disciplinary Committee***

14. Camp Residents shall be able to make a complaint anonymously by depositing a written complaint in any of KnRC's well-marked boxes.

15. Camp residents shall be able to make a complaint in-person to the Leader of any of the following organizations:
  - a. Karenni Refugee Committee (KnRC)
  - b. Camp Committee - Site 1, Ban Mai NaiSoi
  - c. Camp Committee – Site 2, Ban Mae Surin
  - d. Thai-Burma Border Football (TBBF)
  - e. Camp Management Support Program (CMSP)
  - f. Camp Justice – Site 1, Ban Mai NaiSoi
  - g. Camp Justice – Site 2, Ban Mae Surin
  - h. Camp Security – Site 1, Ban Mai NaiSoi
  - i. Camp Security – Site 2, Ban Mae Surin
16. Camp Residents shall be able to make a complaint in-person to any member of the Code of Conduct Disciplinary Committee.
17. Camp Residents shall be able to make a complaint in-person to any of Camp Security staff or office.
18. When a complaint is made, it must be immediately forwarded to the Chairperson of the Disciplinary Committee.
19. At best, the complainant shall keep all complaints confidential.
20. Members of the Disciplinary Committee shall ensure at best that all complaints are kept confidential.

### ***Appointing the Committee members***

21. When a complaint of misconduct is brought to the Disciplinary Committee, the Chairperson shall call for a committee meeting in Site 1 as soon as possible.
22. If the complaint takes place in Site 2 when the Chairperson is in Site 1, a member of the Site 2 Disciplinary Committee shall notify the complaint to the Chairperson by telephone as soon as possible. If the complaint takes place in Site 1 when the Chairperson is in Site 2, a member of the Site 1 Disciplinary Committee shall notify the complaint to the Chairperson by telephone as soon as possible.
23. In the meeting, the Chairperson shall assign the task to the Investigation Committee of three members and the Hearing Committee of three members.
24. Where the complaint involves an incident in Site 2, the Chairperson shall form a Hearing Committee in Site 1 and an Investigation Committee in Site 2.
25. The Chairperson shall not involve in the Hearing Committee or in the Investigation Committee whilst serving as a Chairperson.
26. The Chairperson must ensure that members of the Investigation Committee and Hearing Committee are not from the same organization as the complainant or alleged offender.
27. The Chairperson must ensure that all members appointed to the Investigation Committee and Hearing Committee for a specific case shall not be relatives or those who have a close relationship with or enemies of the complainant or alleged offender.
28. The Chairperson must ensure that all members appointed to the Investigation Committee and Hearing committee for a specific case are not connected to the incident or the allegations in any way.

### ***Investigating the Complaint***

29. The investigation of a complaint must always take place in the Camp where the incident occurs or the offender resides.

30. The Investigation Committee shall investigate the complaint in a relatively and timely manner.
31. The Investigation Committee shall keep the complaint and the name of the complainant confidential.
32. The Investigation Committee must question the complainant and the accused, ensuring that they have a full version of events from both parties.
33. The Investigation Committee shall be allowed to question all persons related to the incident including any person holding any position from any organization.
34. Once the Investigation Committee has completed gathering the evidence, it shall produce a report **within 30 days**, summarizing the findings and report to the Chairperson. The Investigation Committee may also make a suggestion of whether the case should be heard or closed down.
35. The Investigation Committee does not have authority to make a decision on a case whether to close down or punish the offender.

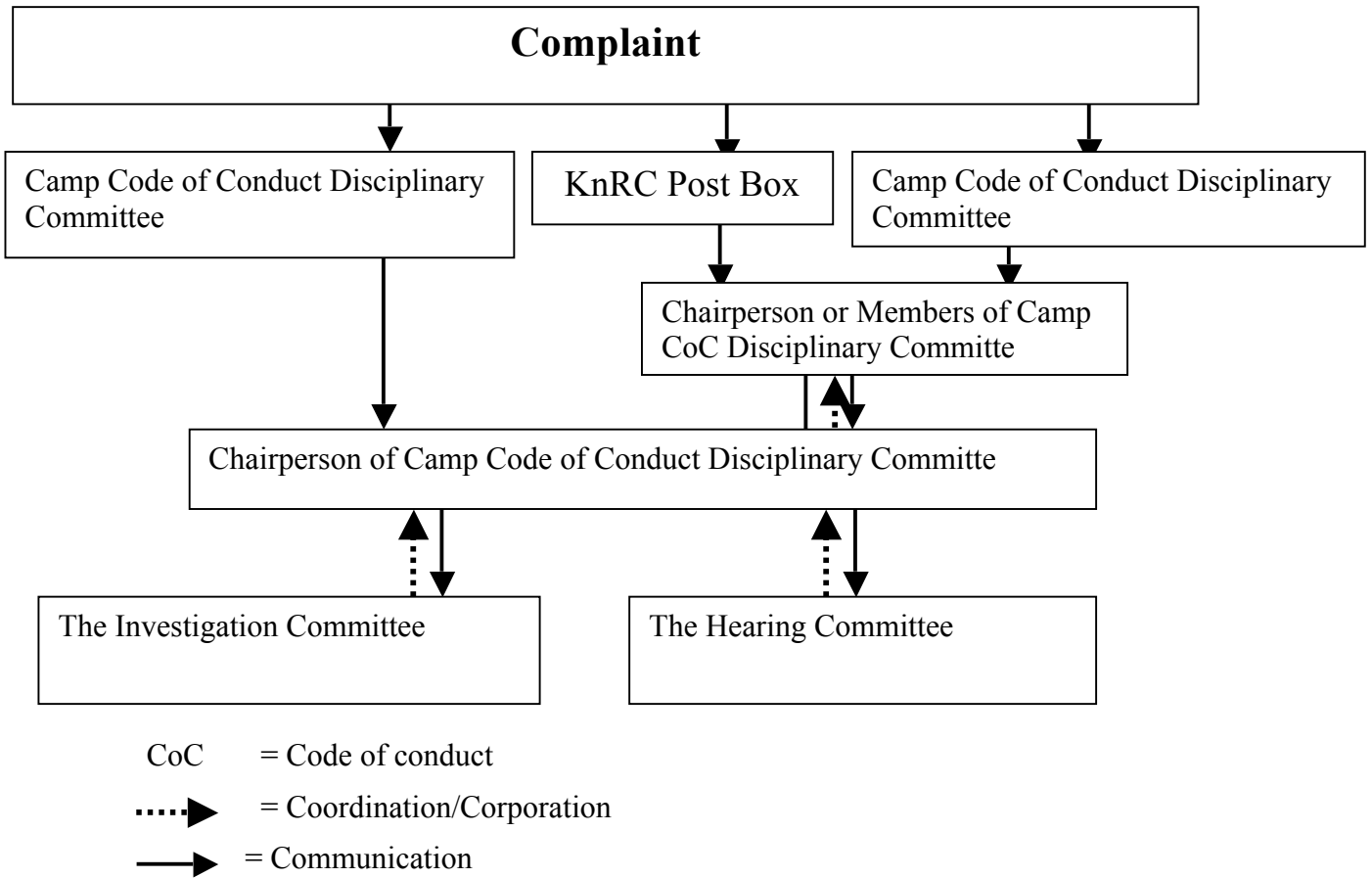
### ***Hearing the Complaint***

36. The Disciplinary Committee Chairperson shall forward the Investigation Committee Report at once upon receiving to the Hearing Committee.
37. The Hearing Committee shall convene a hearing within 14 days after receiving the Investigation Committee Report.
38. The Hearing Committee shall consider the evidence mentioned in the report to make a decision whether:
  - a. To punish the offender or not;
  - b. To close down the case or not;
  - c. To send the case back to the investigation committee for further investigation or not; or
  - d. To announce that the offender is acquitted of.
39. The Hearing Committee may administer the following punishments for a violation of the Karenni Refugee Camp Code of Conduct based on the following criteria;
  - a. Small case violation (must be a non-criminal offence) leads to a verbal warning.
  - b. Medium case violation is worthy of a written warning.
  - c. Large case violation or a serious violation of the Code can cause dismissal from the post.
40. If the violation is a criminal offence, the Hearing Committee may recommend and refer that case to the Thai Justice System or Camp Justice after a sentence is made.
41. The offender and its supervisor shall be notified of the Hearing Committee's decision by the Chairperson as soon as possible.
42. If the allegation is a serious criminal offence or behavior that threatens the safety of the camp community, the Chairperson may order an immediate dismissal.
43. The Hearing Committee is responsible for submitting a report of every step carried out within two weeks to the Chairperson and the Chairperson shall forward the report to the the Chairperson of the Advisory Committee and the Observers Group.

### ***Appeals***

44. All decisions of the Hearing Committee are final and the accused shall not be allowed to request for an appeal.
45. Anyone can make a further complaint over the same case after the decision is made by the Hearing Committee.

**Code of Conduct (CoC) violation compliant mechanism**



By signing this Code of Conduct, I hereby agree to uphold its principles to the best of my ability at all times.

Name:.....

Position:.....

Camp:.....

UN No. ....

Date: .....