

Pick Work
PPICOW



Creating a Code of Conduct: Guide for Practitioners



MEDA

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Canadian International
Development Agency

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 - the business owners and working children from Aswan who took part in developing and applying the code of conduct

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Glossary of Terms

ARUWD	Association of Rural and Urban Women's Development
BO	Business Owner
CEOSS	Coptic Evangelical Organization for Social Services
CID Consulting	Community Initiatives for Development Consulting
CIDA	Canadian International Development Agency
EACID	Egyptian Association for Community Initiatives and Development
ESP	Education Support Program
MFI	Microfinance Institution
NGO	Non-Governmental Organization
PPIC-Work Project	Promoting and Protecting the Interests of Children who Work
ZKHF	Zeinab Kamel Hassan Foundation

PPIC-Work Capacity Building Series

The PPIC-Work Project has developed training manuals and program guides for each of its main interventions. The interventions are organized around three themes: working conditions, learning opportunities and key processes that support children's involvement in programming.

The specific interventions and accompanying training materials are:

Improving Working Conditions	
	<ul style="list-style-type: none">• Dual Purpose Loans Manual
This guide →	<ul style="list-style-type: none">• Creating a Code of Conduct
	<ul style="list-style-type: none">• Hazard Assessment and Mitigation in the Workplace Manual
Improving Learning Opportunities	
	<ul style="list-style-type: none">• Education Support Program Guide
	<ul style="list-style-type: none">• Learning Through Work Guide
	<ul style="list-style-type: none">• Ba'alaty Guide (Computer Based Learning)
Key Processes	
	<ul style="list-style-type: none">• Children's Rights Manual
	<ul style="list-style-type: none">• Gender Equality Manual
	<ul style="list-style-type: none">• Programming with Children Manual

Promoting and Protecting the Interests of Children who Work “PPIC-Work” - Overview

PPIC-Work improves the working conditions and learning opportunities of working children who are engaged in the growing micro and small enterprise sector in Egypt. Utilizing a gender-sensitive, rights-based approach, PPIC-Work is able to serve the interests of large numbers of working children by working with and through self-financing microfinance institutions (MFIs).

PPIC-Work was funded by the Canadian International Development Agency from 2002 to 2009 and implemented through locally owned MFIs working in collaboration with Canadian development agencies. Interventions that were first developed in Aswan have been adapted and adopted for use in other parts of Egypt by PPIC-Work partner MFIs. These institutions work through the lending methodology to upgrade production processes and business performance while improving the lives of working girls and boys.

PPIC-Work partners recognized that children worked in many of their client businesses for a variety of reasons, but the principal motivations were poverty and failures within the formal educational system. By developing interventions that support working children, MFIs have been able to improve the social impact of their programs while continuing to meet conventional microfinance best practice standards.

Working children, along with their families and business owners, have collaborated with PPIC-Work partner agencies to develop a series of intervention tools that can be integrated into microfinance programs. These interventions are organized around three main themes: working conditions, learning opportunities and key processes that support children's involvement in the project. The specific interventions are:

Working Conditions

- Dual Purpose Loans
- Workplace safety assessments and hazard mitigations
- Code of Conduct

Learning Opportunities

- Education Support
- Learning Through Work
- Computer Based Learning (particularly Ba'alaty, an interactive computer simulation)

Key Processes

- Child participation
- Gender Equality
- Child Rights

Training manuals and program development guides have been prepared for each intervention to allow other organizations to adopt and adapt the PPIC-Work experience.

1.0 Creating a Code of Conduct

The PPIC-Work project and its partner EACID (Egyptian Association for Community Initiatives and Development) developed a code of conduct that set out a minimum set of conditions under which children could work within businesses that were active microfinance clients. The original code of conduct was developed with business owners and working children who were part of the EACID microfinance program in Aswan. While this provides a practical example of a code of conduct that can protect and promote the interests of working children it is important that other microfinance practitioners develop their own code of conduct that is appropriate for use within their own programs. The following information can be used for this purpose.

1.1 Definition – What is a Code of Conduct

In recent times Codes of Conduct have been created by businesses to establish a set of norms that guide business practices. In a recent publication by the IFAC¹ entitled “International Good Practice Guidance, Defining and Developing an Effective Code of Conduct for Organizations”, a code of conduct was defined as:

“... principles, values, standards, or rules of behavior that guide the decisions, procedures and systems of an organization in a way that:

- a) contributes to the welfare of its key stakeholders, and;
- b) respects the rights of all constituents affected by its operations.”

A **code of conduct** is also considered to provide a set of conventional principles and expectations that are binding on any person who is a member of a particular group.

1.2 Why Create a Code of Conduct?

Many different types of groups have developed codes of conduct for a diverse set of purposes. The Coca Cola Company as a widely recognized brand name recognizes that a code of conduct and a commitment to ethical business practices can be good for business at a variety of levels.

1.3 Improving Business Performance – Coca Cola

Modern businesses now recognize that a code of conduct can be an effective way of building a positive relationship with both business customers and business investors as well as building morale and commitment within the company’s workforce. By building these relationships the company performs better. In a letter to its staff, board and investors, the Coca Cola Company states that its code of conduct:

“... influences how consumers feel about our products, how bottlers and customers regard our work, and how shareowners perceive us as an investment. Because our success is so closely related to our reputation, it’s up to all of us to keep it strong.”

The introduction to Coca Cola’s code of business conduct asks all of those who make up the group that is represented by the company to:

¹ International Federation of Accountants, <http://www.ifac.org/>

- act with integrity;
- be honest;
- follow the law;
- comply with the code;
- be accountable.

Through the chairman of the board, Coca Cola emphasizes that the code of conduct is binding on all of those that make up the company and that everyone involved needs to “do the right thing”. Ethical behaviour is recognized as being good for business. The full letter from the Chairman of the Board of Coca Cola appears in Annex I.

1.4 Achieving a Social / Humanitarian Goal

While codes of conduct are becoming more common as part of contemporary business practices, they have been developed and applied for many non-business practices in both modern and historical times.

1.5 The International Red Cross and Red Crescent Movement

The Red Cross and Red Crescent Movement has been able to operate under often difficult and sometimes violent circumstances in part because of its adherence to its seven fundamental principles that form a code of conduct that is practiced by its members and recognized by the broader society.

The Seven Fundamental Principles² are:

- **Humanity:** The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.
- **Impartiality:** It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.
- **Neutrality:** In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.
- **Independence:** The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.
- **Voluntary service:** It is a voluntary relief movement not prompted in any manner by desire for gain.
- **Unity:** There can be only one Red Cross or one Red Crescent Society in any one

² Seven Fundamental Principles of the International Federation of Red Cross and Red Crescent Societies, <http://www.ifrc.org/en/who-we-are/vision-and-mission/the-seven-fundamental-principles/>

country. It must be open to all. It must carry on its humanitarian work throughout its territory.

- **Universality:** The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

1.6 Meeting the Needs of Diverse Sets of Cultures that Evolve over Time

Codes of conduct with broad applications have been developed and applied historically by many societies.

The “**Golden Rule**” or “ethic of reciprocity” has appeared in different forms from early times to the present. There are versions of the golden rule from the Middle Pharaonic Kingdom of Egypt³ to the Code of Hammurabi in Babylon⁴, the philosophers of ancient Greece⁵ and many others. It is an ethical code that applies to society as a whole and essentially states:

“One should treat others as one would like others to treat oneself.”

Codes of conduct also reflect the norms of the times and cultures in which they develop, but these in turn evolve over time. The practice of medicine has been shaped by the code of conduct originally put forward by Hippocrates in ancient Greece to set out the ethical standards that would be followed by the group of medical practitioners. The original **Hippocratic Oath** has been modified many times over the centuries and now exists in different forms in different countries. The World Medical Association⁶ prepared a modern version of the oath during their meeting in Geneva in 1948 and has since updated the oath several times. The current version from 2008 and the 1948 version appear in Annex II.

1.7 Diversity of Groups and Applications

Codes of conduct have been developed to suit the needs of diverse groups and purposes. Even pirates of the 17th century had their own codes of conduct, setting out how the plunder would be divided and how members of the group were to behave. Failure to follow the agreed upon code would result in expulsion of the offending individual from the group (the society of pirates).

“In the prizes they take, it is severely prohibited to every one to usurp anything, in particular to themselves. . . . Yea, they make a solemn oath to each other not to abscond, or conceal the least thing they find amongst the prey. If afterwards any one is found unfaithful, who has contravened the said oath, immediately he is separated and turned out of the society.”

The full code of conduct of the Henry Morgan buccaneers appears in Annex III.

³ Wilson, J.A., *The Culture of Ancient Egypt*, p. 121, University of Chicago Press, 1956

⁴ Bond, K., (1998). “Religious Beliefs as a Basis for Ethical Decision Making in the Workplace”. Humboldt State University. Retrieved 10 July 2010.

⁵ Diogenes Laërtius, “The Lives and Opinions of Eminent Philosophers”, I,36

⁶ The World Medical Association promotes “...the highest possible standards of medical ethics”, and “provides ethical guidance to physicians through its Declarations, Resolutions and Statements”.

<http://www.wma.net/en/10home/index.html>

2.0 A Code of Conduct for Businesses that Employ Children

EACID and the PPIC-Work team recognized that developing a code of conduct outlining minimum standards for children's work would have positive social and business impacts for EACID and its clients, while improving the lives of working children. Developing such a code in collaboration with business owners and working children would ensure that the code would reflect the social and cultural norms of Upper Egyptian society and be achievable through the type of microfinance programming that EACID provides. While the code of conduct would be applied within its client businesses EACID and its loan officers would also be bound to support only those businesses that were implementing the agreed code of conduct⁷.

2.1 Developing the PPIC-Work Code of Conduct

Early in the implementation of PPIC-Work, the project team recognized that it would be important to develop a set of minimum standards that would govern how children worked. But the question was how such standards should be developed and who should be involved. Egyptian law and international conventions set out legal standards, but these were not being applied to any significant extent in micro and small enterprises in Upper Egypt. Since those who would be most directly affected by the application of any standards were the business owners who employed children, the PPIC-Work team decided to begin the process through discussions with them. The next step would expand the discussions to include working girls and boys who would be able to review the initial ideas of the business owners and add their suggestions

2.2 Prerequisites

The PPIC-Work team developed the code of conduct during the early stages of the PPIC-Work project and at the time had only limited experience with children's participation and children's rights. While it was possible to develop an effective code of conduct with the involvement of both business owners and working children the process was carried out over an extended period. It will be possible for MFIs or NGOs that wish to develop a code of conduct with working children and their business owners to speed up the process by reviewing the PPIC-Work materials on children's participation and children's rights and begin some programming with working children before working on a code of conduct. Implementation of the code of conduct will also require familiarity with Hazard Identification and Mitigation and Dual Purpose Loans. (see www.ppic-work.org).

2.3 Meeting with Business Owners

The discussions with business owners (five women and five men) took place during two sessions. Prior to the first meeting with business owners PPIC-Work arranged to meet with ILO – IPEC⁸ to review the planned PPIC-



⁷ When clients initially failed to comply with the Code of Conduct EACID found that it was effective to work with the clients over a period of time (2 or 3 loan cycles) to identify and resolve any difficulties business owners were having in implementing the code of conduct; it was generally possible to achieve full implementation of the Code of Conduct over the course of 2 or 3 loan cycles. Only in rare instances was it necessary to expel clients from the loan program altogether.

⁸ ILO IPEC refers to the International Labour Organization of the United Nations and its International Program on the Elimination of Child Labour

Work approach and to learn more about the types of occupational health and safety issues that affect children when they are working within the types of micro and small enterprises that were similar to those of microfinance clients.

PPIC-Work subsequently arranged with the ILO to have an occupational health and safety specialist attend the first meeting with the business owners to present information on occupational health and safety issues in general and the types of problems that affect working children in particular. This included a review of the current version of the labour law as it applied to working children (see Annex IV). This session provided the business owners with new knowledge about occupational health and safety issues in Egyptian micro and small businesses and related these to the situation of working children where they, because of their age and state of physical and mental development, could suffer greater harm through their work than adults in similar situations.



The second meeting with the business owners provided them with a chance to review the previous occupational safety and health presentation and come up with their own recommendations based on both their new knowledge and their own experiences. Both



men and women business owners took part but worked in separate groups. The women were involved in various types of small retail businesses while the men came from different types of technical trades (tire



repair, mechanics and carpentry) and a laundry business. The ideas and suggestions were written down and representatives from each group presented their results of their discussions to the full meeting.

The full meeting consolidated the suggestions into a single list (see Annex V). There were similarities among some of the ideas from the women's and men's groups but the women focused on the length of children's work day and raised concerns about children lifting heavy loads while men identified safety risks related to children using tools and electrical equipment.

2.4 Meeting with Working Children

EACID's staff had been helping form a working children's group that was participating in the development of the PPIC-Work intervention tools. These children were learning about children's rights and basic occupational health and safety, and were also improving their literacy, numeracy and other academic skills. Eight boys and eight girls from the larger children's group were asked to review the suggestions for a minimum set of standards for children's work put forward by the business owners. None of these children were working with any of the business owners who were part of the adult group but all of the children were working in various types of small businesses.





The children were divided into four groups of older and younger girls and older and younger boys. Each of the groups reviewed the list of suggestions from the business owners and presented their revisions and updates to the full meeting of children. The girls and boys agreed with most of the recommendations from the business owners but they did want to allow for a longer workday (eight hours instead of 6 hours) since a shorter workday would mean less income.

The children again met in their work groups to identify additional suggestions for the conditions that should govern children's work. During the working group discussions one of the younger boys raised the issue of verbal or psychological abuse. When this issue came up during the full group discussions both girls and boys agreed that this was a common problem in many work places and that verbal abuse or humiliation often seemed worse than the physical abuse that had already been identified by the business owners. The children felt that being humiliated in front of others (other workers or customers) was particularly difficult.

The children agreed on the expanded and revised set of suggestions.



2.5 Combined Meeting

The business owners met together with the working children to review the updated list that the children had prepared and develop an agreed set of standards for children's work that would be recognized by the business owners, working children and EACID. Again the meeting was divided into the working groups (men, women, older girls, younger girls, older boys, younger boys) and each group was asked to review each of the recommendations and decide whether any further changes or additions were required. The discussions did not emphasize whether the recommendations had come from the business owners or from the children.

Following the presentations from each of the working groups EACID staff helped consolidate a final list and develop a consensus around any outstanding issues. The length of the children's workday was limited to six hours during the school term but could be extended to eight hours during school holidays. In the discussions about the possible abuse of children within the workplace there was unanimous agreement that physical as well as verbal / psychological abuse or the humiliation of children should not be tolerated.

EACID agreed with the business owners and working children that it would use the standards that they had set for children's work in a code of conduct that would become part of future loan contracts.

2.6 EACID's Code of Conduct

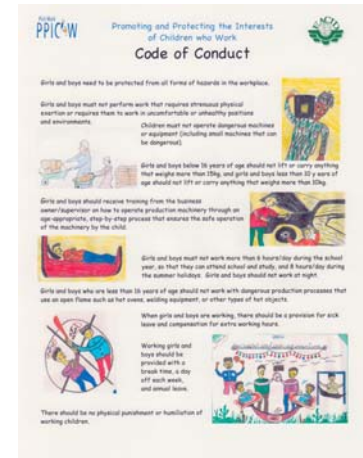
EACID's Code of Conduct appears in Annex VI and is binding on the MFI, its loan officers and any of those business clients who employ children.



2.7 Implementing the Code of Conduct

EACID has incorporated the code of conduct into all of its new loan contracts that are issued to business owners when children work. In general EACID has found that its clients have considered the requirements of the code of conduct to be realistic and achievable. EACID has however taken a pragmatic

approach in applying the code of conduct in that compliance with the code often does not occur immediately but can be achieved over a few loan cycles.



Effective communication with business owners and working children has been an important aspect of achieving compliance with the code of conduct. Originally EACID began to implement the code of conduct as new loans were issued by explaining the obligations to the business owners, making sure that they were in agreement, and incorporating a copy of the code of conduct within the loan contract. As the loans were issued business owners were required to sign for the loan and indicate that they accepted the code of conduct. But subsequent visits to actual workplaces found that often the business owners had not explained the code of conduct to the working children or others that they employed and that the application of the code of conduct was weak.

EACID decided to develop a poster of the code of conduct that could be provided to the business owner and displayed in the workshop. This would be a visual reminder for the business owner and would allow loan officers during their routine visits to make reference to the code of conduct in discussions with children and other workers. The first version of the poster was done in the form of a wall calendar that featured statements from the code of conduct along with illustrations done by the children. The children had prepared the drawings as part of their previous training programs on occupational safety and health.

The calendars with their illustrations made it easy for loan officers to draw attention to the code of conduct during their routine visits and to reinforce the intent of the code of conduct.



There must be no physical punishment or humiliation of working children.

Unfortunately the calendars were popular with the business owners who soon took them home so that they were no longer visible in the workshops. EACID now uses a plain text format for the posters that are printed on adhesive paper that can be easily fixed to the workshop wall. This simplified approach has been both effective and inexpensive.

In visits to children's work places PPIC-Work and EACID staff have found that over 90 per cent of working children are now aware of the code of conduct and are able to provide at least one example of how the code of conduct has helped improve their working conditions.



The most frequently cited improvement is the shorter workday that is allowing children to spend more time on their studies and improve their academic performance at school. Children also mention other types of improvements in safety, either through the introduction of new and safer machinery or through the reassignment of tasks at work so that the children are no longer involved in dangerous activities. Children also report that they are better treated, with fewer incidences of physical punishment or humiliation.

2.8 Replication of the EACID Code of Conduct

EACID has been able to develop a code of conduct that helps improve the working conditions of children who work in their client businesses in Upper Egypt. While other MFIs in Egypt and elsewhere may have similar types of business clients and working children as are found in Egypt each MFI should develop its own code of conduct in collaboration with local business owners and working children. The collaborative process is an important element of building consensus and ownership in the resulting code.

3.0 Practical Tips for Developing a Code of Conduct

The following are suggestions for MFIs that wish to develop a code of conduct to help improve the working conditions of working children. MFI management staff, along with representative loan officers and social officers, should attend the meetings and assist in the facilitation process.

1. Learn about some of the basic issues related to children's work. In addition to the materials that are available through the PPIC-Work website (www.ppic-work.org), the recent publication on the 'Rights and Wrongs of Children's Work'⁹ provides a thorough review of the positive and negative aspects of children's work.
2. Implement the PPIC-Work training programs on Children's Rights, Gender Equality and Children's Participation, Hazard Identification and Mitigation and Dual Purpose Loans that are available through the PPIC-Work website.
3. Identify a technical advisor with expertise in occupational safety and health related to children's work and refer to the resources on hazard mitigation on the PPIC-Work website (www.ppic-work.org); Ministry of Labour safety inspectors or local ILO offices can be sources for this type of expertise.
4. Identify an advisory group of ten to twenty male and female business owners who are active clients and ready to assist in the development and implementation of a code of conduct.
5. Identify an advisory group of twenty to thirty working children (girls and boys ranging in age from ten to seventeen years) who work within the MFI client businesses. EACID staff found that this age range of children included those that would be old enough to take part in the discussions but were still young enough to be considered working children. Anyone 18 years of age or older is no longer considered to be a working child. The children selected should not be employed by those involved in the business owners' advisory group.
6. Host an initial information session with the business owners' advisory group and the occupational safety and health expert. The purpose of the meeting is to provide technical information about the safety and health aspects of children's work that may not be known to the business owners. The occupational safety and health specialist should try to emphasize a range of potential hazards that can be found in workplaces. For more information on workplace hazards, see the PPIC Work "Hazard Assessment and Mitigation Manual" on the project website.
7. Facilitate a second meeting with the business owners' advisory group to develop an initial set of minimum standards for children's work. It is expected that the business owners will draw from their own knowledge and experience as well as the information that they have learned through the previous information seminar and they considered to be relevant.
8. Adapt the information provided by the technical advisor for the advisory group of working children. This may involve using more pictures or stories to illustrate the types of hazards they face. Provide the working children's group with information on occupational safety and health.

⁹ Bourdillon, M, Levison, D, Myers, M, White, B, Rights and Wrongs of Children's Work, Rutgers University Press, 2010

9. Facilitate a review by the children's group of the suggestions from the business owners. Assist the working children to prepare a revised list of suggestions including any modifications and additions.
10. Host a combined meeting of business owners and working children to prepare a final set of minimum standards for children's work. This will become a code of conduct that will be binding on all MFI clients that employ children.
11. Incorporate the code of conduct into the loan contract and the administrative procedures of the MFI.
12. Prepare communication materials and wall posters of the code of conduct that can be displayed on the walls of client businesses that employ children.
13. Provide training for MFI staff on how the code of conduct is to be implemented within the MFI's lending programs. Consider providing incentives to loan officers who are successful in supporting employers to implement the code. (Incentives are not necessarily financial: public recognition of a successful loan officer's efforts may be very motivating.)
14. Implement the code of conduct.
15. Monitor both the level of acceptance and compliance with the code of conduct and make revisions to the code of conduct as required. Include the business owners and working children's advisory groups within the monitoring and revision process.

Appendix A: Applying a Code of Conduct in Modern Business Practice

The following letter from the Chairman of the Board of Coca Cola accompanied the code of conduct as it was disseminated to Coca Cola personnel in 2008.

COCA-COLA PLAZA ATLANTA, GEORGIA July 2008

Dear Colleague:

Our Company has an enduring reputation for integrity and ethical conduct. Our name and our products are trusted everywhere around the world. Our business is built on this trust and this reputation. It influences how consumers feel about our products, how bottlers and customers regard our work, and how shareowners perceive us as an investment. Because our success is so closely related to our reputation, it's up to all of us to keep it strong.

But acting with integrity is about more than our Company's image and reputation, or avoiding legal issues.

It's about sustaining a place where we all are proud to work; it's about who we are as a company. Ultimately, it's about each of us knowing that we have done the right thing—that we have acted honestly and treated each other and our customers, suppliers and consumers fairly.

The Code of Business Conduct is our guide to appropriate conduct. Together with other Company guidelines, such as our Workplace Rights Policy, it sets standards to ensure that we all do the right thing. Keep the Code with you. Refer to it often. When you have questions, ask for guidance.

With your help, I am confident that our Company will continue to do the right thing, that we will continue to be an outstanding corporate citizen in every community we serve, and our reputation for integrity will endure. Thank you for joining me in this effort.

Sincerely,

E. Neville Isdell
Chairman of the Board

Appendix B: Practice of Medicine

Hippocratic Oath – original version

I swear by Apollo the Physician and Asclepius and Hygieia and Panacea and all the gods, and goddesses, making them my witnesses, that I will fulfill according to my ability and judgment this oath and this covenant:

To hold him who has taught me this art as equal to my parents and to live my life in partnership with him, and if he is in need of money to give him a share of mine, and to regard his offspring as equal to my brothers in male lineage and to teach them this art—if they desire to learn it—without fee and covenant; to give a share of precepts and oral instruction and all the other learning to my sons and to the sons of him who has instructed me and to pupils who have signed the covenant and have taken the oath according to medical law, but to no one else.

I will apply dietic measures for the benefit of the sick according to my ability and judgment; I will keep them from harm and injustice.

I will neither give a deadly drug to anybody if asked for it, nor will I make a suggestion to this effect. Similarly I will not give to a woman an abortive remedy. In purity and holiness I will guard my life and my art.

I will not use the knife, not even on sufferers from stone, but will withdraw in favor of such men as are engaged in this work.

Whatever houses I may visit, I will come for the benefit of the sick, remaining free of all intentional injustice, of all mischief and in particular of sexual relations with both female and male persons, be they free or slaves.

What I may see or hear in the course of treatment or even outside of the treatment in regard to the life of men, which on no account one must spread abroad, I will keep myself holding such things shameful to be spoken about.

If I fulfill this oath and do not violate it, may it be granted to me to enjoy life and art, being honoured with fame among all men for all time to come; if I transgress it and swear falsely, may the opposite of all this be my lot.

Declaration of Geneva 1948 of the World Medical Association

The original Declaration of Geneva was intended as a modern revision of the Hippocratic Oath and reads:

At the time of being admitted as a Member of the medical profession:

- I solemnly pledge to consecrate my life to the service of humanity
- I will give to my teachers the respect and gratitude which is their due;
- I will practice my profession with conscience and dignity;
- The health and life of my patient will be my first consideration;
- I will respect the secrets which are confided in me;
- I will maintain by all means in my power, the honor and the noble traditions of the medical profession;
- My colleagues will be my brothers

- I will not permit considerations of religion, nationality, race, party politics or social standing to intervene between my duty and my patient;
- I will maintain the utmost respect for human life, from the time of its conception, even under threat, I will not use my medical knowledge contrary to the laws of humanity;
- I make these promises solemnly, freely and upon my honor.

The Declaration of Geneva 2006, as currently amended by the WMA:

At the time of being admitted as a member of the medical profession:

- I solemnly pledge to consecrate my life to the service of humanity;
- I will give to my teachers the respect and gratitude that is their due;
- I will practice my profession with conscience and dignity;
- The health of my patient will be my first consideration;
- I will respect the secrets that are confided in me, even after the patient has died;
- I will maintain by all the means in my power, the honor and the noble traditions of the medical profession;
- My colleagues will be my sisters and brothers;
- I will not permit considerations of age, disease or disability, creed, ethnic origin, gender, nationality, political affiliation, race, sexual orientation, social standing or any other factor to intervene between my duty and my patient;
- I will maintain the utmost respect for human life;
- I will not use my medical knowledge to violate human rights and civil liberties, even under threat;
- I make these promises solemnly, freely and upon my honor.

Appendix C: Pirates: Articles of Henry Morgan and Other Buccaneers¹⁰

Exquemelin writes in general terms about the articles of late 17th century Caribbean buccaneers. Although he does not attribute these articles to any specific buccaneer captain, Exquemelin almost certainly sailed with Henry Morgan as a physician, and thus his account likely reflects Morgan's articles more accurately than any other privateer or buccaneer of the time.

Exquemelin writes that the buccaneers "agree on certain articles, which are put in writing, by way of bond or obligation, which every one is bound to observe, and all of them, or the chief, set their hands to it." Although Exquemelin does not number the articles, the following approximately reflects his description of the buccaneers' laws.

1. The fund of all payments under the articles is the stock of what is gotten by the expedition, following the same law as other pirates, that is, No prey, no pay.
2. Compensation is provided the Captain for the use of his ship, and the salary of the carpenter, or shipwright, who mended, careened, and rigged the vessel (the latter usually about 150 pieces of eight). A sum for provisions and victuals is specified, usually 200 pieces of eight. A salary and compensation is specified for the surgeon and his medicine chest, usually 250 pieces of eight.
3. A standard compensation is provided for maimed and mutilated buccaneers. "Thus they order for the loss of a right arm six hundred pieces of eight, or six slaves; for the loss of a left arm five hundred pieces of eight, or five slaves; for a right leg five hundred pieces of eight, or five slaves; for the left leg four hundred pieces of eight, or four slaves; for an eye one hundred pieces of eight, or one slave; for a finger of the hand the same reward as for the eye.
4. Shares of booty are provided as follows: "the Captain, or chief Commander, is allotted five or six portions to what the ordinary seamen have; the Master's Mate only two; and Officers proportionate to their employment. After whom they draw equal parts from the highest even to the lowest mariner, the boys not being omitted. For even these draw half a share, by reason that, when they happen to take a better vessel than their own, it is the duty of the boys to set fire to the ship or boat wherein they are, and then retire to the prize which they have taken."
5. "In the prizes they take, it is severely prohibited to every one to usurp anything, in particular to themselves. . . . Yea, they make a solemn oath to each other not to abscond, or conceal the least thing they find amongst the prey. If afterwards any one is found unfaithful, who has contravened the said oath, immediately he is separated and turned out of the society."

¹⁰ Exquemelin, A. O., *The Buccaneers and Marooners of America*, Edited by Pyle, H., Fisher Unwin, 1890 pgs 80 – 83, book from Harvard University Press digitized by Google, <http://www.archive.org/stream/buccaneersmaroon00exqu#page/n0/mode/2up>

Appendix D: Egyptian Ministry of Labour

List of Occupations that Children are Not Allowed to Work in before the Age of 18 Years

The list is based upon decree 118/2003¹¹ released by the Minister of Labour as a complement to the chapter on child labour in the Unified Labour Law.

The Minister of Manpower and Migration,

Having considered Article 100, of the Labour Code, passed by Law No 12 of 2003, and Social Insurance Law No 79, of 1975 & its amendments, and International & Arab Conventions on the subject ratified by Egypt;

DECIDES

ARTICLE ONE

Children under the age of 18 years shall not be employed in the following types of work, occupations and industries:

1. Work underground, in mines, quarries and all types of work in the extraction of minerals and stones.
2. Work in furnaces for ore smelting, with hazardous substances, their refining or production.
3. Types of work or occupations where mercury or its compounds are used.
4. Explosives manufacture and work connected to it.
5. Glass melting and forming.
6. All types of soldering.
7. Manufacture of alcoholic drinks, alcohol and assimilated substances.
8. Paints manufactured with organic solvents and hazardous substances.
9. Processing, preparing or storing of ashes containing lead and the extraction of silver from lead.
10. Zinc manufacture, or manufacture of any other compound containing lead.
11. Manufacture of lead oxide, yellow lead oxide, lead dioxide, lead carbonates, orange lead oxide & lead sulphates and chromates as well as lead bars.
12. Mixing and turning in the manufacture & repair of electrical batteries.
13. Cleaning of workshops of 9 to 12 above.
14. Operating or supervising machines of substantial power.
15. Maintenance, cleaning and repair of machines while in operation.
16. Manufacture of asphalt & its derivatives.
17. Exposure to petroleum or petroleum containing products.
18. Work in tanneries.
19. Work in warehouses for fertilizers produced from faecal matter, cattle dung, bones, blood, and chicken residue or in depots and warehouses for dangerous refuse.
20. Animal (carcass) skinning, quartering, scalding and fat melting.
21. Rubber manufactures.
22. Passenger transport, by land, rail or inland waterways.
23. Loading and unloading of freight in docks, piers, ports and depots.
24. Cotton seed storing in ship holds.

¹¹ Decree 118 of 2003 of the Ministry of Labor is available through the NATLEX database of the ILO at: <http://www.ilo.org/dyn/natlex/docs/SERIAL/68952/71931/F898107248/EGY68952.PDF>

25. Use of adhesives in tanneries.
26. Charcoal production from animal bones including sorting of bones prior to burning.
27. Work as hosts in fairs.
28. Work in places where alcoholic drinks are sold or consumed (bars).
29. Work in front of ovens in stores (bakeries?)
30. Petroleum & petrochemical refineries.
31. Cement and fuel production.
32. Refrigeration and freezing work.
33. Mechanical oil presses.
34. Cotton baling.
35. Butane gas canister filling shops.
36. Textile bleaching and dying.
37. Lifting or pushing of heavy goods, if weight exceeds limits in table below;

Type	Weights allowed	Weights lifted with bars	Weights pushed on one or two wheeled barrows
Males	10 kg	300 kg	not for young persons
Females	7 kg	150 kg	not for young persons

38. Work in high pressure towers or presences with their range.
39. Processing and preparation, sowing or spraying of agricultural pesticides.
40. Plastic manufacture from plastic residues and their incineration.
41. Glue manufacture.
42. Manufacture of tobacco, water-pipe tobacco, cigarettes or product testing.
43. Diving work.
44. Work performed at hazardous heights.

ARTICLE TWO

Children who have not completed 16 years of age may not be employed in the following types of work, occupations:

1. Types of work listed in Article One.
2. Types of work where children are physically, psychologically, or sexually exploited or their use in illegal activities.
3. Types of work where they are exposed to physical, chemical, biological, mechanical hazards or all of them.

ARTICLE THREE

Any employer employing children shall have a preliminary medical examination made of the child prior to their commencing work to ensure that they are healthy and physically fit for the job assigned to them. Such an examination shall be undertaken at the expense of the employer by the Health Insurance General Authority. Any employer who employs a child shall take the necessary measures to submit him to a periodic, at least once a year, medical examination by the Health Insurance General Authority, to ensure that he is free of any occupational diseases or injuries and to constantly maintain his physical fitness. In all cases, the result of the medical examination shall be noted in the child's health card.

ARTICLE FOUR

The employer shall undertake to provide medical care, according to health insurance rules, for the child employed by him required as a result of occupational injury or disease.

ARTICLE FIVE

Any enterprise employing children shall have available on the premises those first aid and health requirements determined by law, especially for ventilation, lighting, drinking water, toilets and personal hygiene implements.

ARTICLE SIX

An employer shall beforehand inform any child employed by him of the occupational hazards and the need to abide by the established protective measures for the occupation; he shall provide the personal protection equipment suited to the nature of the child's job and age. The child shall be trained in the use of this equipment and shall be supervised to ensure their use and the implementation of the instructions for the protection of his health and from occupational accidents. Children shall not be allowed to have their meals on the shop floor.

ARTICLE SEVEN

Any employer who employs children shall maintain an up-to-date record with the names of the children, their age & date of entry into service. A copy shall be posted in a prominent place of the establishment.

ARTICLE EIGHT

An employer who employs one or more children shall provide each child with a balanced & wholesome meal according to the attached table.

ARTICLE NINE

This decree shall be published in the Official Gazette 30/6/2003 Minister for manpower & Migration

Ahmed Ahmed El Amawy

Appendix E: Minimum Standards Governing Children's Work

Recommendations from the Initial Meeting of the Business Owners Advisory Group

1. Children less than 16 yrs of age should not lift or carry anything that **weighs more than 15 kg**;
2. Children less than 16 years of age should not directly **handle fire, hot ovens, or other types of hot objects**;
3. Children must not operate **heavy or dangerous equipment**;
4. Children must not perform **work tasks that are difficult (heavy work) or dangerous**;
5. Children **must not work more than 6 hrs / day** and must **not work at night**;
6. Children should work in a **healthy and safe environment** that includes good lighting and ventilation and is free of hazards;
7. **No physical punishment** may be used with working children.

Appendix F: Code of Conduct



Promoting and Protecting the Interests
of Children who Work



Code of Conduct

Girls and boys need to be protected from all forms of hazards in the workplace.

Girls and boys must not perform work that requires strenuous physical exertion or requires them to work in uncomfortable or unhealthy positions and environments.



Children must not operate dangerous machines or equipment (including small machines that can be dangerous).



Girls and boys below 16 years of age should not lift or carry anything that weighs more than 15kg, and girls and boys less than 10 years of age should not lift or carry anything that weighs more than 10kg.

Girls and boys should receive training from the business owner/supervisor on how to operate production machinery through an age-appropriate, step-by-step process that ensures the safe operation of the machinery by the child.



Girls and boys must not work more than 6 hours/day during the school year, so that they can attend school and study, and 8 hours/day during the summer holidays. Girls and boys should not work at night.

Girls and boys who are less than 16 years of age should not work with dangerous production processes that use an open flame such as hot ovens, welding equipment, or other types of hot objects.



When girls and boys are working, there should be a provision for sick leave and compensation for extra working hours.

Working girls and boys should be provided with a break time, a day off each week, and annual leave.



There should be no physical punishment or humiliation of working children.