

SAMPLE Code of Conduct (ADD LOGO)

Introduction

In keeping with its vision and values, (NAME OF ORG) is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details (NAME OF ORG)'s expectations of staff and associated personnel in key areas.

Scope and purpose

This Code of Conduct applies to all staff, volunteers, contractors and suppliers of (NAME OF ORG).

This code of conduct also applies to partners funded by (NAME OF ORG) [delete as appropriate- if partners have their own Code of Conduct that meets international standards then this applies and is preferable as it is contextualised to their organisation]

OR

This code of conduct applies to all staff, volunteers, contractors and suppliers working within the partnership between (NAME OF ORG) and (PARTNER).

OR

Partner staff and associated personnel have their own code of conduct which meets international and country standards (see below)

The purpose of this Code of Conduct is to set out the conduct expected of (NAME OF ORG) staff and associated personnel whilst under contract to the organisation, and forms part of all contracts of employment, and volunteering. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that national laws and cultures differ considerably from one country to another, this Code of Conduct is developed from international standards. (NAME OF ORG) staff are expected to uphold national law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

Mission and values

[Insert (NAME OF ORG) Mission Statement or Organisational Values here]

Sexual Abuse and Exploitation

This Code of Conduct outlines expected standards of behaviour of staff, volunteers and trustees, contractors and grant partners (hereafter referred to as staff, volunteers, associated personnel, and partners) towards children, young adults, adults at risk (due to disability, mental illness, age, ill health, caste, race, religion, gender etc) and community members where work is being done. It has been designed to give all staff, volunteers, associated personnel who work with (NAME OF ORG) the confidence to carry out their roles and ensure that positive relationships are developed and maintained.

Staff, volunteers, associated personnel, and partners have a responsibility to avoid actions or behaviour that may constitute poor practice or potentially abusive behaviour and should ensure that a culture of openness exists wherein actual or potential breaches of *the Code* may be challenged. Building a positive relationship with the community members you are working with is paramount and it is important that all consider the power dynamics involved in all community relationships and partnerships. It is essential that everyone is treated with dignity and respect at all times, and that there is an awareness of the impact of power imbalances on our work.

The Code applies to conduct in work or funded project activity roles, but (NAME OF ORG) expects staff, grant recipients and partners to also apply these good practice principles in their personal lives. Any violation of this policy occurring in relation to staff and others outside their professional roles (i.e. concerns

regarding their behaviour towards children or adults that would constitute a breach of the (NAME OF ORG) *Terms and Conditions and Code of Conduct*) may lead to (NAME OF ORG) considering follow up action, including referral to legal authorities.

All (NAME OF ORG) staff, grant recipients and partners are prohibited from engaging in the following harmful behaviour, including but not limited to:

Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. **This includes any exchange of assistance that is due to project participants**
- I will not engage in sexual relationships with project participants, since they are based on inherently unequal power dynamics [NOTE FOR COMMUNITY BASED ORGANISATIONS THIS NEEDS TO BE DISCUSSED AND MADE APPROPRIATE TO CONTEXT]
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult
- I will not use language or behavior that is inappropriate, offensive, abusive, sexually provocative, demeaning, or culturally inappropriate.

Child Safeguarding:

I will not:

- Fondle, hold, kiss, hug, or touch children in an inappropriate or culturally insensitive way.
- Behave in a way that could be perceived as threatening or intrusive.
- Use electronic devices or mediums to exploit abuse, harass or bully children, including sending messages, sharing photos without permission, or leaving unkind comments online.
- I will not friend children on social media.
- I will not use electronic devices to access, view, create, download, or distribute child sex abuse material.
- Use physical punishment, discipline, or physical force of any kind towards children, including the withholding of essential items.
- Do things of a personal nature for children unless the child is unable to do so for themselves. If this needs to happen, then it is recommended that an adult not be alone with a child and have another same sex colleague accompany you.
- Act in ways that shame humiliate, belittle, or degrade children or otherwise perpetrate any form of emotional abuse.
- Discriminate against, show differential or preferential to, or favor particular children.
- Have private or unobserved interactions with children and young people.

I will:

- prioritise the welfare of children and young people, and treat children and young people fairly and without prejudice or discrimination
- model good behaviour for children and young people to follow
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- follow the "Two-Adult Rule" (two or more adults supervise and are present for all activities where children are involved).

In addition, I will:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy and code of conduct
- Report any concerns or suspicions regarding safeguarding violations by an (INSERT NAME OF ORG) staff member or associated personnel to the appropriate staff member according to the process in the (INSERT NAME OF ORG) Safeguarding Policy.
- Make sure I know how to contact my focal point if I need to manage disclosures of abuse.

I will uphold the integrity and reputation of (NAME OF ORG) by ensuring that my professional and personal conduct is consistent with (NAME OF ORG)'s values and standards

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of [NAME OF ORG], I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring [NAME OF ORG] into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on [NAME OF ORG] premises or accommodation
- When working in an international context or travelling internationally on behalf of [NAME OF ORG], I will not go outside the limits of my professional competencies and where relevant (e.g health professional), will be registered and insured appropriately to practise.

Ensure the safety, health and welfare of all [NAME OF ORG] staff members and associated personnel (volunteers, partners, suppliers and contractors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

I will be responsible for the use of information, assets and resources to which I have access by reason of my employment with [NAME OF ORG]

- I will ensure that I use [NAME OF ORG] assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use [NAME OF ORG] IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use [NAME OF ORG] IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

I will perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of [NAME OF ORG]

- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within [NAME OF ORG], to any person with whom I have a financial, personal, family (or close intimate relationship) interests
- I will seek permission before agreeing to being nominated as a prospective candidates or another official role for any political party
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with [NAME OF ORG]

I will uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

Photography and images

The use of photographs and images are an important tool in promoting the work of [NAME OF ORG]. However, we also acknowledge that project participants can be vulnerable to abuse through the taking or using images.

To protect project participants I will:

- seek consent for photographs to be taken or published
- use only the person's first name with an image
- ensure that people are appropriately dressed – encourage people to tell us if they are worried about any photographs that are taken of them.
- Follow (ORGS) communication guidelines

ADD ANY FURTHER BEHAVIOURS RELATED TO THE RISK OF HARM IN THE CONTEXT OF YOUR PROGRAMME

Complaints and reports

(NAME OF ORG) staff and associated personnel are obligated to bring to the attention of the relevant manager/FOCAL POINT any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. (NAME OF ORG) staff and associated personnel reporting concerns are protected by the Disclosure of Malpractice in the Workplace policy.

Staff and associated personnel who have a complaint or concern relating to breach of the Code should report it confidentially immediately to their line manager. If the staff member does not feel comfortable reporting to their manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report it confidentially to the Safeguarding Focal Point, or to any other appropriate staff member or trustee.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per the (NAME OF ORG) Complaints Policy and procedures and Safeguarding policy

Related policies (DELETE IF NOT AVAILABLE- FOR HELP WITH POLICIES CONTACT HCA)

Complaints policy and procedures

Health and Safety in the Workplace policy

Disclosure of Malpractice in the Workplace policy

Anti Fraud and Corruption policy

Safeguarding policy

Anti Bullying and Harassment policy

Security policy

Use of IT policy

Communications policy/guidelines

Declaration

I _____ from _____ understand and agree to abide by the above principles and *Code of Conduct*. I understand that any breaches of the above Code will be responded to in accordance with the policies and procedures in place.

Signature: _____ Date _____

See (NAME OF ORG) Safeguarding and other policies for full definitions of the terms used in this Code of Conduct.