

CIUK Code of Conduct

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1. Introduction: Why a Code of Conduct?

This Code of Conduct aims to provide clear guidance on what we expect of each other and is drawn from our Code of Ethics and a number of other policies (see Appendix A)

As such, everyone who represents CIUK – including employees, trustees, volunteers, consultants, secondees, and interns – must comply with the law and uphold the highest standards of integrity. If only one of us acts in a way that is inconsistent with our values and principles, the impact on our reputation may mean we fail to achieve our objectives.

In all aspects of your work you are an ambassador of CIUK and you will frequently work in positions of authority and trust. Our Code of Conduct and supporting policies are mandatory for all that represent CIUK. If you fail to meet these standards, you risk disciplinary action. We will also report serious infractions to any relevant professional organisations or legal authorities.

Throughout this document, the term "employed", "employee" or "employment" refers to everyone who represents CIUK as defined above; employees, trustees, volunteers, consultants, secondees, and interns.

2. Principles

I will:

- 1. Ensure that my conduct is, and is seen to be, of the highest standards and in keeping with CIUK's values and Ethics code by;**

- 1.1 Ensuring that my conduct does not compromise CIUK and does not impact on, or undermine, my ability to undertake the role for which I am employed.
- 1.2 Not saying or doing anything that would damage CARE's reputation or which may bring the organisation into disrepute.
- 1.3 Not accepting significant gifts or any remuneration from beneficiaries, partners, donors, suppliers and other persons, which have been offered to me as a result of my employment with CIUK.
- 1.4 Treating all people fairly, with respect & dignity, and being accountable for my actions.
- 1.5 Taking responsibility for the quality and timeliness of my own work.

2. Be responsible for the use of information and resources to which I have access by reason of my working relation with CIUK by;

- 2.1 Ensuring that I use CIUK information, funds and resources entrusted to me in a responsible and cost effective manner and account for all money and property, following the appropriate policy and procedural requirements.

Resources and property include:

- * Money entrusted to CIUK by donors
- * CIUK Equipment and resources
- * Confidential or restricted information
- * Appropriate use of CIUK name and information
- * CIUK premises

- 2.2 Demonstrating my commitment to the environment and sustainable development by adhering to CIUK's policies on travel, recycling and the use of resources.
- 2.3 Ensuring financial probity in my work and adherence to CIUK's policies on Finance: Fraud & Losses, Anti-Money Laundering, Anti-bribery, Conflict of Interest and Expenses.
- 2.4 Not using CIUK IT assets for accessing inappropriate web content.

3. Avoid possible conflicts of interest with my work as a CIUK employee and the work of the organisation by:

- 3.1 Declaring any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of CIUK.
- 3.2 Seeking permission before agreeing to being nominated as a prospective candidate or another official role for any political party.

3.3 Not accepting any additional employment or consultancy work outside CIUK without advising my manager/HR to ensure there is no conflict of interest and that I remain within legal limits in respect of working hours.

3.4 Ensuring my conduct does not bring CARE's reputation into disrepute or cause potential safety and security issues for CARE staff, other organisations, beneficiaries or local populations.

4. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work by:

4.1 Fully abiding with the requirements of CIUK's equal opportunity, bullying & harassment, protection for vulnerable adults and children policies and CI Policy on Protection from Sexual Exploitation and Abuse and Child Protection (PSEA)*.

4.2 Never knowingly engaging in any exploitive, abusive or corrupt relationships and taking appropriate action if I become aware of them.

4.3 Always treating colleagues and others with respect and courtesy, and in particular not using language that could be considered offensive or derogatory.

5. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise CIUK's work by;

5.1 Informing the appropriate authorities if I become aware of any form of illegal activity.

5.2 Notifying the organisation if I am found guilty of any criminal charges during my employment.

5.3 Abiding by CIUK's Protection of Vulnerable Adults and Children policy and CI Policy on Protection from Sexual Exploitation and Abuse and Child Protection (PSEA)* and not engaging in inappropriate or sexual behaviour with children under the age of 18 or vulnerable adults.

6. Help to ensure the safety, health and welfare of all colleagues by;

6.1 Adhering to all legal and organisational health and safety requirements in force at the location of my work.

6.2 Complying with all security guidelines, including those of local offices, and being pro-active in informing management of any necessary changes to such guidelines.

6.3 Behaving in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and beneficiaries.

** By signing the CIUK code of conduct, you are also signing to abide by the standards under Section 7 of the CI Policy on Protection from Sexual Exploitation and Abuse and Child Protection (PSEA) and listed in full in Appendix B below.*

3. Procedure

Breaches of Code of Conduct.

CIUK will take appropriate action in response to breaches of this code of conduct.

We encourage you to report any concerns you may have about the conduct of others or the organisation.

Who is responsible for CIUK's Code of Conduct?

Our Chief Executive and the Ethics & Risk Committee have ultimate responsibility for our Code of Conduct.

The Director of People has the day to day responsibility for the Code of Conduct.

The HR team support you with issues on all HR policies relating to this Code Conduct and the Office Manager (who is also our Security Focal Point) guides you on all aspects of health, safety and security.

Signed _____ Name _____

Date _____

Appendix A

Further Guidance

Policies (all available on Carenet)

Anti-Bribery Policy

Anti-Money Laundering Policy

Bullying & Harassment Policy

Code of Ethics

Conflict of Interest Policy

Disciplinary Policy

Equal Opportunity

Expenses Policy

Fraud & Losses Policy

Green Policy

Grievance Policy

Health & Safety Policy

IT Policies

CI Policy on Protection from Sexual Exploitation and Abuse and Child Protection (PSEA)

Protection Policy for Vulnerable Adults and Children

Smoking Policy

Social Media - Guidelines for Staff

CIUK Staff Handbook

Whistleblowing Policy

Appendix B

Section 7 of CI Policy on Protection from Sexual Exploitation and Abuse and Child Protection (PSEA)

7. CARE Employee and Related Personnel Standards

These Standards apply to all CARE Employees and Related Personnel and are intended to provide an illustrative guide for employees and related personnel to make decisions that exemplify CARE's Code of Conduct and core values in their professional and personal lives.

7.1 CARE Employees and Related Personnel will not request any service or sexual favour from participants of CARE programs, children or others in the communities in which CARE works, in return for protection or assistance, and will not engage in sexually exploitative or abusive relationships.

7.2 CARE Employees and Related Personnel will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This prohibition against exchange of money for sex means CARE Employees and Related Personnel may not engage the services of sex workers.

7.3 CARE Employees and Related Personnel are strongly discouraged from having sex or engaging in sexual activities with program participants because there is an inherent conflict of interest and potential for abuse of power in such a relationship. If an employee engages in sex or sexual activities with a program participant, the employee must disclose this conduct to his /her supervisor for appropriate guidance. Failure to report such conduct may lead to disciplinary action pursuant to CARE's policies and procedures.

7.4 CARE Employees and Related Personnel must refrain from sexual activity with any person under the age of 18, regardless of the local age of consent, i.e. the local or national laws of the country in which the employee works. Ignorance or mistaken belief of the child's age is not a defence. Failure to report such a relationship may lead to disciplinary action pursuant to CARE's policies and procedures.

7.5 CARE Employees and Related Personnel will not support or take part in any form of sexual exploitative or abusive activities, including, for example, child pornography or trafficking of human beings.

7.6 CARE Employees and Related Personnel will treat all children with respect and not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.

7.7 CARE Employees and Related Personnel will not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at significant risk of injury.

7.8 CARE Employees and Related Personnel will protect, manage and utilise CARE human, financial and material resources appropriately and will never use CARE resources, including the use of computers, cameras, mobile phones or social media, to exploit or harass participants of CARE programs, children or others in the communities in which CARE works.

7.9 When photographing or filming a child for work-related purposes, CARE Employees and Related Personnel will:

- comply with local traditions or restrictions for reproducing personal images,
- obtain informed consent from the parent or guardian of the child, before photographing or filming a child, explaining how the photograph or film will be used,
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner,
- ensure children are adequately clothed and not in poses that could be seen as sexually suggestive,
- ensure images are honest representations of the context and the facts, and
- ensure file labels do not reveal identifying information about a child.

7.10 CARE Employees and Related Personnel must immediately report any concerns or suspicions they have regarding possible violations of this Policy by a CARE Employee or Related Personnel via CARE's reporting mechanism. Employees and Related Personnel must report any such concerns even when the person who may be in violation of this Policy is Related Personnel, as previously defined, and not a CARE Employee.

7.11 CARE Employees and Related Personnel will prevent, oppose and combat all exploitation and abuse of children.

7.12 Wherever possible, CARE Employees and Related Personnel should work with another adult present when working with children.

7.13 CARE Employees and Related Personnel must immediately disclose charges, convictions and other outcomes of an offence that relates to child exploitation and abuse including those under traditional law.

7.14 Sensitive information related to incidents of sexual exploitation and abuse or child abuse whether involving colleagues, program participants or others in the communities in which CARE works shall be shared only with enforcement authorities and CARE agents and employees of the appropriate seniority or function who have a need to know such information. Breach of this policy may put others at risk and will therefore result in disciplinary procedures.

7.15 CARE Employees and Related Personnel must undertake to create and maintain an environment that promotes implementation of this policy.

7.16 Directors, managers and supervisors at all levels have particular responsibilities to support and develop systems that maintain an environment that facilitates implementation of this policy and which is free of sexual exploitation and abuse and child abuse.