



# CARE International UK

## Ethics statement

### CARE International Vision

We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. CARE works around the globe to save lives, defeat poverty and achieve social justice. We put women and girls in the centre because we know that we cannot overcome poverty until all people have equal rights and opportunities.

### Introduction

All individuals – staff, trustees, volunteers, interns and contractors – working for and on behalf of CARE International UK to achieve our mission are required to act in accordance with the ethical principles set out in this statement. The Board of Trustees, CEO and Senior Management Team are responsible for the promotion and implementation of, and ensuring compliance with, the statement.

### Purpose of the document

The principles set out in this statement underpin all decision-making – at both individual and organisational level – throughout CARE International UK. They underpin the required behaviours that are outlined in our Code of Conduct and relate to how we work with CARE colleagues and with people and organisations outside CARE. The principles are the standard to which others can hold us to account.

### Our Principles

The 7 principles are listed below:

1. Demonstrate personal and professional integrity.
2. Promote equal rights and opportunities, and respect for the dignity of individuals.
3. Deliver high quality development programmes that make a tangible difference.
4. Uphold Humanitarian Principles: Humanity, Neutrality, Impartiality, and Independence.
5. Work with others to multiply our impact.
6. Be accountable and transparent.
7. Be responsible stewards of all of our resources.

## Our Statement

### PERSONAL AND PROFESSIONAL INTEGRITY

- Be honest and truthful
- Act in accordance with all relevant legislative and regulatory requirements
- Declare interests and manage possible conflicts
- Show zero tolerance of conduct that brings the organisation into disrepute

#### CARE Policies

Conflict of interest policy

Anti-bribery policy

Anti-money-laundering policy

Whistle-blowing policy

Fraud and losses policy

Protection policy for vulnerable adults and children

#### External

Professional bodies' codes of conduct e.g. Fundraising, Finance

### EQUAL RIGHTS AND OPPORTUNITIES, AND RESPECT FOR THE DIGNITY OF INDIVIDUALS

- Promote diversity and cultural respect, and reject discrimination and bullying and harassment
- Promote gender equality. We emphasise the rights and needs of women and girls, while also working alongside men and boys
- Protect and promote the rights and needs of the most marginalised and vulnerable
- Support poor people and their representative organisations to voice their needs and to engage with those in power

#### CARE Policies

Bullying and harassment policy

Equal opportunities policy

Recruitment policy

Grievance and disciplinary procedures

#### External

CARE International Protection from Sexual Exploitation and Abuse policy

## **HIGH QUALITY DEVELOPMENT PROGRAMMES THAT MAKE A TANGIBLE DIFFERENCE**

- Prioritise programmes where our potential to deliver a positive impact is greatest
- Focus our work around the core priorities and competences of the organisation
- Invest in monitoring and evaluation of our programmes and projects and in sharing lessons learned
- Undertake research and learning based on our programming to reinforce the quality and relevance of our support to communities

### **CARE Policies**

CARE International Code

Transfer of funds policy

## **UPHOLD HUMANITARIAN PRINCIPLES: HUMANITY, NEUTRALITY, IMPARTIALITY, AND INDEPENDENCE**

- Humanity: Address human suffering wherever it is found, while striving to do no harm
- Neutrality: We do not take sides in armed conflicts
- Impartiality: We will prioritise based on need alone
- Independence from political, economic, or military objectives of other actors
- Make a positive difference immediately, and increase longer term resilience

### **CARE Policies**

CARE International Humanitarian Accountability Framework

#### **External**

The Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief

Core Humanitarian Standard

SPHERE Standards (for technical areas and protection)

## **WORK WITH OTHERS TO MULTIPLY OUR IMPACT**

- Collaborate within the CARE network to capture knowledge and work towards shared objectives
- Work with and through local organisations to strengthen their capacity to change systems in ways that benefit marginalised and poor people
- Learn from the direct experience of other local organisations
- Connect and work in partnership with business to ensure people, especially women, have access to markets as a critical route out of poverty
- View our donors and supporters as partners in our mission

### **CARE Policies**

CARE International Code

Vulnerable contacts policy

Data protection policy

Corporate due diligence policy

#### **External**

Codes and complaints policies of professional bodies

## **ACCOUNTABLE AND TRANSPARENT**

- Be accountable for the money we raise and spend to all our stakeholders, including donors and partners and programme participants
- Take account of what programme participants, donors and supporters say, to inform decisions and improve our work
- Are committed to meeting global accountability standards for development and humanitarian programming
- Be transparent in sharing timely and accessible information about all aspects of our work
- Provide stakeholders with a transparent procedure for resolving grievances and acting on complaints received

### **CARE Policies**

Open information policy

Data protection policy

Refund policy

CARE International Code

CARE International complaints policy

### **External**

Code of Fundraising Practice

## **RESPONSIBLE STEWARDS OF ALL OUR RESOURCES**

- Set appropriate standards, policies and boundaries, and embed controls to ensure compliance and mitigate risks in all areas of our business
- Operate zero tolerance to bribery and corruption
- Manage funds responsibly and prudently to fulfil the organisation's mission and in line with donor requirements
- Ensure value for money

### **CARE Policies**

Anti-bribery policy

Anti-money-laundering policy

Reserves policy

Travel and subsistence policy

Procurement policy

Procedures for hiring of consultants

Data protection policy

Fraud and losses policy

Delegation of authorities policy

Corporate credit card policy

## Putting the Ethics Statement into action

- Consider whether what you plan to do is compatible with the Ethics Statement. Further guidance is available from existing policies, many of which are listed in the Code of Conduct.
- Ask yourself how you would explain your actions if you had to justify them to others, including the media. What would be the impact on your reputation and that of CARE International UK?
- If you are unclear or uncertain about any issue talk to your line manager or another colleague.
- If you are concerned about any decision or actions that you believe are contrary to the Ethics Statement, you are encouraged to speak to a manager and use the whistle-blowing policy as appropriate.