

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, and children policies and CI Safeguarding Policy *.

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 CI Safeguarding Policy (*) 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 CARE's Safeguarding Code of Conduct under Annex 1 of the CI Safeguarding Policy (Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse) 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 Chief Operating Officer 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 Safeguarding Policy

Smoking Policy

Social Media - Guidelines for Staff

CIUK Staff Handbook

Whistleblowing Policy

Appendix B

ANNEX 1 - CARE's Safeguarding Code of Conduct¹ (From the CARE International Safeguarding Policy)

CARE's capacity to achieve its vision and mission depends upon the individual and collaborative efforts of all CARE Employees and Related Personnel. To this end, all CARE Employees and Related Personnel must uphold and promote the highest standards of ethical and professional conduct and abide by CARE's policies. This policy defines the safeguarding conduct to be followed by all CARE Employees and Related Personnel to protect anyone, from sexual harassment, exploitation and abuse and child abuse by CARE Employees and Related Personnel.

This Safeguarding Code of Conduct is intended to provide an illustrative guide for CARE Employees and Related Personnel to make decisions that exemplify CARE's broader Code of Conduct and core values in their professional and personal lives. Any violation of this Safeguarding Code of Conduct is a serious concern and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary procedures of each CARE International Member or Affiliate and applicable laws. All CARE Employees and Related Personnel must read and sign this Safeguarding Code of Conduct.²

As a CARE Employee or Related Personnel, I will –

1. create and maintain a safe and equitable organisational culture that prevents and opposes sexual harassment, exploitation and abuse and child abuse.³
2. treat everyone with dignity and respect and challenge attitudes and behaviours that contravene this Policy and Safeguarding Code of Conduct.
3. immediately report any concerns I have regarding possible violations of this Policy, whether by a CARE Employee or by Related Personnel. I understand that failure to report any concerns I have regarding violations of this Policy may lead to disciplinary action. I will ensure I am aware of the options available to me to report and that when I report a concern or allegation, I will do so confidentially.⁴
4. share sensitive information I may be aware of that relates to concerns of sexual harassment, exploitation and abuse or child abuse, whether involving staff, program participants or others in the communities where CARE works, through the reporting options available to me. I understand that for respect, dignity and safety of everyone involved, it is essential that I maintain confidentiality about any concerns or information I am aware of and only share information with staff of the appropriate function who need to know such information. I am aware that breach of this policy may put others at risk and will therefore result in disciplinary procedures.
5. disclose to CARE any civil judgment or criminal conviction that relates to allegations made against me of sexual harassment, exploitation or abuse of anyone.
6. always make sure I have another adult present when working with children.

¹ Based on the six Core Principles from the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

² Employees and individuals that have entered into partnership, sub-grant or sub-recipient agreements with CARE may instead sign their employer's code of conduct and standards if they are generally consistent with these standards.

³ UN Secretary General (n 3)

⁴ *ibid*

7. always ensure that for work-related purposes when I photograph or film a child, I:
 - 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, for example, name and exact location.

8. 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, groom or harass participants of CARE programs, children or others in the communities in which CARE works. I am aware that this means that it is prohibited for staff to access, display or transmit offensive and/or pornographic material on any CARE-provided or subsidized electronic device (e.g. computer, tablet, phone) at any time, or on any personal electronic device on a CARE network in the workplace.

As a CARE Employee or Related Personnel, I will not -

1. sexually harass, exploit or abuse anyone and understand that these behaviours constitute acts of gross misconduct and are therefore grounds for disciplinary action, up to and including dismissal.⁵
2. engage in any form of sexual activity or develop physical/sexual relationships with children (persons under the age of 18) regardless of the age of consent locally. I understand that ignorance or mistaken belief in the age of a child is not a defence.⁶
3. exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. I understand this means I must not buy sex from anyone at any time, or exchange assistance that is due to programme participants / beneficiaries for sex.^{7 8}
4. engage in any sexual activity or sexual relationship with program participants/ beneficiaries. I am aware that such relationships are prohibited. I understand that such relationships are based on an improper use of my position and inherently unequal power dynamics and may undermine the credibility and integrity of CARE's work. I understand I must declare any previously existing

⁵ ibid

⁶ ibid

⁷ ibid

⁸ CARE does not make judgment against individuals who sell sex in exchange for money, gifts or material support ('transactional sex'). However, CARE prohibits its Employees or Related Personnel from buying sex in order to prevent sexual exploitation and abuse from occurring.

relationships with programme participants/beneficiaries to my line manager or HR manager. I will seek guidance on this prohibition from appropriate management.^{9 10}

5. request any service or sexual favour from participants of CARE programs, children or others in the communities in which CARE works, and will not engage in sexually harassing, exploitative or abusive relationships.
6. support or take part in any form of sexually exploitative or abusive activities, including, for example, child pornography, trafficking of human beings or child marriage.
7. 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 or exploitation.
8. use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.

⁹ UN Secretary General (n 3)

¹⁰ CARE sometimes engages community volunteers and incentive workers and recognises that in these circumstances there may be existing sexual relationships between such volunteers and incentive workers with other community members and program participants, including child marriages that would violate this policy. Information and disclosure of existing sexual relationships/marriages must be made prior to appointment of community volunteers and incentive workers and if/when considering entering into a sexual relationship/marriage once already engaged with CARE. Confidential records must be retained by management.