

CODE OF CONDUCT – CHRISTIAN AID

INTRODUCTION

As a Christian Aid employee, you are required to abide by the organisation's policies and procedures, the terms and conditions of your employment (as outlined in your employment contract), and to ensure your conduct is in keeping with the organisation's beliefs, values and aims.

The aim of this Code of Conduct is to formalise the standards by which you may need to behave in certain circumstances.. The Code applies to all Christian Aid staff, regardless of location, and in accepting appointment, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code is designed for your guidance and protection

The Code of Conduct is intended to provide direction for all Christian Aid staff in making decisions in their professional lives and, at times, in their private lives. By following this Code of Conduct, it is intended that all staff will contribute to strengthening the professionalism and impact of the work of Christian Aid and have a shared understanding of who we are and how we behave.

This Code of Conduct supports the corporate strategy of Strengthening the Organisation. It underpins the behaviours that are expected of an employee to demonstrate their commitment to Christian Aid's ethos, ways of working, beliefs, principles and values. It will be supported by the competency framework and various Christian Aid policies and procedures.

Whilst recognising that local laws and cultures differ considerably from one country to another, Christian Aid is a British and Irish based NGO, and therefore the Code of Conduct is based on European and International Legal standards, as well as written to reflect the organisation's fundamental beliefs and values (as outlined below), to support its mission to work with others to overcome poverty and suffering and its commitment to ensuring that everyone is respected and valued.

SCOPE

This Code of Conduct applies to all Christian Aid employees.

MISSION, BELIEFS AND VALUES

Christian Aid's Essential Purpose – To expose the scandal of poverty, to help in practical ways to root it out from the world, and to challenge and change the systems which favour the rich and powerful over the poor and marginalised.

Christian Aid's Beliefs – Christian Aid's work is founded on the Christian faith. We believe that all people are created equal, with inherent dignity and infinite worth, regardless of race, colour or creed. Individual human needs must always come first, ahead of dogma, ideology or political necessity.

We believe we have a duty to speak out and act with conviction to challenge and change the systems that create poverty.

We know that each one of us, in all our diversity and varied talents, can make a real difference in the battle to end poverty and injustice. All our work is based on the spirit of co-operation and partnership.

We believe in the just and sustainable use of the earth and its resources, so that the greed of one generation will not create poverty for the next.

Christian Aid's Equal Opportunities Policy

Christian Aid recognises that our beliefs on equality are also relevant to our ways of working. They relate to the way that we treat, work with and value those who are different from ourselves. We recognise that those who are different from ourselves should be treated with respect, have something positive to offer and have an equal right to access resources and opportunities.

Christian Aid's Harassment and Bullying Policy

Christian Aid views all forms of harassment as incompatible with its aims and beliefs in the dignity of all people, and undermining to its vision of equal opportunities. Consequently, Christian Aid will not tolerate the harassment of staff, volunteers, contractors, partner organisations, beneficiaries or any others and all employees have a duty to report inappropriate behaviour.

CODE OF CONDUCT – STANDARDS

As a employee of Christian Aid, I will:

1. Be responsible for the use of information and resources to which I have access by reason of my employment with Christian Aid.

1.1. I will ensure that I use Christian Aid 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 Christian Aid
- Christian Aid vehicles
- Telephones, photocopiers, fax machines and stationery
- Other office equipment or equipment/resources belonging to Christian Aid
- Computers including the use of email, internet and intranet
- Information that is confidential or restricted concerning Christian Aid and individuals
- Appropriate use of Christian Aid information and the use of the Christian Aid name
- Christian Aid premises (including Christian Aid housing)

1.2. I will demonstrate my commitment to the environment and sustainable development by adhering to Christian Aid policies on travel, recycling and the use of resources.

2. Ensure the safety, health and welfare of all Christian Aid employees, volunteers and contractors.

2.1. I will adhere to all legal and organisational health and safety requirements in force at the location of my work.

2.2. I will comply with all security guidelines, including those of local offices, and be pro-active in informing management of any necessary changes to such guidelines.

2.3. I will behave 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.

3. Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with Christian Aid's beliefs, values and aims.

3.1. I will treat all people fairly and with respect and dignity and recognise the professional opinion of others. I will be accountable for my actions and will not use unequal power relationships for my own benefit.

3.2. I will work with others in an open and participative way, co-operating both within and across teams to support the delivery of organisational results.

- 3.3. I will take responsibility for the quality and timeliness of my own work to contribute to achievement of organisational objectives.
 - 3.4. When working in an international context or travelling internationally on behalf of Christian Aid, I will observe all local laws and be sensitive to local customs.
 - 3.5. I will not work under the influence of alcohol in ways that may impair my judgement or have an adverse impact on the behaviour exhibited on Christian Aid premises or when representing Christian Aid at external functions.
 - 3.6. I will not use, or be in possession of, illegal substances on Christian Aid premises or when representing Christian Aid at external functions
 - 3.7. I will seek to ensure that my personal conduct does not compromise Christian Aid's values and does not impact on or undermine my ability to undertake the role for which I am employed.
 - 3.8. In acknowledging that effective media coverage of Christian Aid activities is pivotal to the success of our work, I will not give interviews or provide information to the media unless I have been specifically authorised to do so. I will not disclose information that is confidential or may be used to harm Christian Aid or any individual.
 - 3.9. I will not accept significant gifts or any remuneration from governments, beneficiaries, partners, donors, suppliers and other persons, which have been offered to me as a result of my employment with Christian Aid.
 - 3.10. I will not abuse my position as a Christian Aid employee by requesting any personal service or favour from others in return for financial assistance by Christian Aid.
 - 3.11. I will not enter into commercial sex transactions. For the purpose of this Code of Conduct a transaction is classed as any exchange of money, goods, services or favours with any other person.
- 4. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of Christian Aid and my work as a employee of the organisation.**
- 4.1. I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of Christian Aid – e.g. contract for goods/services, employment or promotion within Christian Aid, partner organisations, civil authorities, beneficiary groups.
 - 4.2. I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.
 - 4.3. I will not accept any additional employment or consultancy work outside Christian Aid without advising management to ensure there is no conflict of interest and that I remain within legal limits in respect of working hours.
- 5. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of Christian Aid.**
- 5.1. If I become aware of any form of illegal activity, I will make it known to the appropriate authorities.
 - 5.2. I will notify the organisation if I am found guilty of any criminal charges during my employment.
 - 5.3. I will abide by Christian Aid's Child Protection Policy and will not engage in inappropriate or sexual behaviour with children under the age of 18, regardless of local custom.
 - 5.4. I will not abuse or exploit children under the age of 18 in any way and will report any such behaviour of others to my line management.

5.5. I will not carry a weapon on Christian Aid premises nor jeopardise the safety of myself or others by carrying a weapon when representing Christian Aid in the UK or overseas.

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

6.1. I will fully abide with the requirements of Christian Aid's equal opportunities, diversity and anti-harassment policies.

6.2. I will never knowingly engage in any exploitive, abusive or corrupt relationships and will take appropriate action if I become aware of them.

I have read carefully and understand the Christian Aid Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support Christian Aid's aims, values and beliefs.

Name

Signature

Date

APPLICATION OF THE CODE OF CONDUCT

The Code of Conduct is intended to serve as a guide for all Christian Aid staff in making decisions in their professional lives and, at times, in their private lives. By following this Code of Conduct, it is intended that all staff will contribute to strengthening the professionalism and impact of the work of Christian Aid and have a shared understanding of who we are and how we behave.

The Code of Conduct forms part of the terms and conditions of employment of all members of staff. Further information and details of specific aspects of this Code can also be found in Christian Aid's Policies and Procedures.

1. All members of staff will be given a copy of this Code of Conduct and be required to familiarise themselves with its requirements, by reading and discussing the Code with their manager or colleagues.
2. All members of staff will be required to confirm this by signing their agreement to the Code of Conduct and by keeping a copy. A further copy of the signed agreement will be kept on the employee's personal file.
3. Further information on the provisions within the Code can be found in Christian Aid's policies, procedures and guidelines. If needed, members of staff can also seek further clarification from their manager or a member of the Human Resources team.
4. For members of staff relocating to another country of work, guidance will also be given in relation to local specific customs and legal requirements, in order to inform the behaviour that they will be expected to adopt.
5. Managers also have a particular responsibility to uphold the standards of conduct and set an example.
6. In the recruitment and selection of staff, managers should seek to ensure that candidates selected support the beliefs and values of Christian Aid.
7. Any employee who has concerns about the behaviour of another employee should raise these with the appropriate line manager. Any concerns will be treated with urgency, consideration and discretion.
8. Any breaches to the requirements of this Code of Conduct will be subject to investigation and possible disciplinary action in line with Christian Aid's Disciplinary Procedure at a level appropriate to the breach.