Code of Conduct

December 2018
Policy Reference Information

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<tr>
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Related Policies and Information

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INTRODUCTION

As a Christian Aid representative, you are required to abide by the organisation’s policies and procedures, and to ensure your conduct is in keeping with the organisation’s Christian identity, beliefs, values and aims. For employees, this includes the terms and conditions of your employment (as outlined in your employment contract) and for volunteers, this includes the expectations outlined in your volunteering agreement.

The aim of this Code of Conduct is to formalise the standards by which you need to behave in all circumstances. The Code applies to all Christian Aid representatives be that staff, trustees, volunteers, consultants and all those connected with the activities of Christian Aid regardless of location, and in accepting appointment or in other ways representing Christian Aid, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code of Conduct is intended to provide direction for all Christian Aid representatives to perform their duties and conduct their private life in a manner that avoids possible conflicts of interest with the values of Christian Aid.

By following this Code of Conduct, it is intended that all representatives 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 achievement of Christian Aid’s vision, mission and values. It underpins the behaviours that are expected of our representatives to demonstrate their commitment to Christian Aid’s ways of working. It is supported by the competency framework and various Christian Aid policies and procedures.

Christian Aid is fully committed to ensuring that individuals are not discriminated against because of gender, marital or civil partnership status, race, religion or belief, sexual orientation, age, disability, gender reassignment, pregnancy and maternity, or because they work part time or on a fixed-term contract.

SCOPE

While this is an internal policy, we expect representatives of Christian Aid to act in accordance with the key principles contained within it.

Christian Aid is a British and Irish based NGO, and therefore the Code of Conduct is based on European law and relevant UN and International Standards and Commitments.

In the event that the local law is different, the stricter of UK requirements and the relevant local law will apply e.g. where consuming alcohol in countries where it is banned.

The Code of Conduct has been 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.

This Code of Conduct applies to all Christian Aid representatives and must be signed by those directly appointed by Christian Aid as either trustees, staff, volunteers or consultants.

Partners and partner staff must commit to upholding the principles of Christian Aid’s code of conduct.
DEFINITIONS

Child

A child is defined as anyone under 18 years old, irrespective of local definition.

Adults at risk

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

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 and Values – Everyone who represents Christian Aid, regardless of their faith position, shares in the commitment to our vision of ending poverty. Christian Aid’s core beliefs are derived from a set of universal values and behaviours: these values and behaviours are fundamental to all the relationships Christian Aid seeks to build in order to realise its vision.

All Christian Aid representatives aspire to live out these values and behaviours in their internal and external work.

- **Love:** Our cornerstone! Our motivation to love and care for others by standing alongside those who struggle against poverty, powerlessness and injustice.
- **Dignity:** Our belief that every human being is of equal worth and should be given the opportunity to realise their potential.
- **Justice:** Our determination to empower communities and to challenge the structures and systems that create poverty and prevent people from rising out of it.
- **Equality:** Our conviction that all individuals and groups have the right to equality of voice, opportunity and outcomes.

These values define the identity of the organisation and the way we work. They are essential for the strong relationships and partnerships we seek to build. They not only equip us to work effectively we also see them as forming part of the foundation of a world without poverty. Christian Aid strongly welcomes people of all faiths and none to work with and for the organisation. It expects all of us to work in a way which reflects the values.

**Christian Aid’s Diversity & Inclusion 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 members of affected communities, any representatives of Christian Aid or any others connected with the work of Christian Aid, and all representatives have a duty to report inappropriate behaviour.

**Sexual Harassment, Exploitation and Abuse** is covered under our [Safeguarding policy](#) and Christian Aid will not tolerate sexual harassment, exploitation or abuse of beneficiaries, any representatives of Christian Aid or any others connected with our work, and all representatives have a duty to report inappropriate behaviour.

**RESPONSIBILITIES**

Representatives of Christian Aid **must not:**

- Hit or otherwise physically assault or physically abuse children or adults at risk
- Develop physical/sexual relationships with children or adults at risk
- Develop relationships with children or adults at risk, which could in any way be deemed exploitative or abusive
- Place themselves in a position where they could be accused of sexually abusing a child, young person or adult at risk, i.e. holding or hugging a child, young person or adult at risk, or physically touching children, young persons or adults at risk in a way that could be considered abusive in ways described in this document
- Spend time alone with children or adults at risk. Plan activities so that more than one person is present or, at least, other people are within sight and hearing. Wherever possible ensure that another adult is present to supervise the activity
- Take children/adults at risk alone in a car, even on short journeys
- Act in ways that may be abusive or may place a child or adult at risk at risk of abuse
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Offer benefits such as food, favours, clothes, jobs, money in exchange for sexual activity
- Show favouritism to any individual for sexual favours in return.
- Act in ways intended to shame, humiliate, belittle or degrade children or adults at risk, or otherwise perpetrate any form of emotional abuse.

All representatives **must:**

- Treat everyone with respect, recognising their right to personal privacy
- Be aware of situations that may present risks and manage these
- Plan and organise the event so that risks are minimised
- Avoid being drawn into inappropriate attention seeking behaviour, such as tantrums or crushes
- If a residential event is being planned, ensure that adults and children have separate sleeping accommodation. Never sleep in the same room or bed as a child or adult at risk with whom they are working
- Remember that someone else may misinterpret your actions, no matter how well intentioned
Adults should avoid being placed in a compromising or vulnerable position. The adult is always considered responsible even if a child behaves seductively.

**CODE OF CONDUCT – STANDARDS**

As a representative 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 or association 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
   - Any personal information collected from communities and beneficiaries (systems are in place to make sure this is protected).
   - 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.

   1.3. I will abide by Christian Aid’s Data Protection Policy. Christian Aid is committed to complying with privacy and data protection laws including the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). This policy sets out the principles we will apply when handling individual’s personal information.

2. **Ensure the safety, health, welfare and wellbeing of all Christian Aid representatives.**

   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, welfare and wellbeing of myself and others, including partner organisations and beneficiaries.

   2.4. I will undertake and act on appropriate risk assessments.

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.

3.2. I will be accountable for my actions and will not use unequal power relationships for my own benefit.

3.3. 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.

3.4. I will take responsibility for the quality and timeliness of my own work to contribute to achievement of organisational objectives.

3.5. I will not be under the influence of alcohol whilst working or volunteering for Christian Aid. If representing Christian Aid at external functions where alcohol is permitted I will drink alcohol responsibly. I will not allow alcohol to impair my judgement or have an adverse impact on my behaviour.

3.6. I will not use, or be in possession of, illegal substances at any time.

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 undertaking.

3.8. I will not say or do anything that would damage the reputation of Christian Aid or which may bring the charity into disrepute.

3.9. 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.

3.10. I will not accept gifts or any remuneration from governments, beneficiaries, partners, donors, suppliers and other persons, which have been offered to me as a result of my association with Christian Aid, except where permitted by the receiving gifts policy [link] and where fully disclosed on my conflict of interest form.

3.11. I will not abuse my position as a Christian Aid representative by requesting any personal service or favour from others in return for any assistance by Christian Aid.

3.12. 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. I will not exchange money, offers of employment, employment, goods or services for sex, sexual activity, or any forms of humiliating, degrading or exploitative behaviour

3.13. I will not have sexual relations with members of affected communities, recognising the inherent unequal power dynamics and that such behaviours can undermine the integrity and credibility of Christian Aid’s work.

3.14. I will not have sexual relations with children (defined as under 18 years old);

3.15. I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way.

3.16. I will respect all peoples’ rights, including children’s rights, and will not engage in any form of sexual harassment, abuse or exploitation of any persons of any age.

3.17. I will behave in an appropriate manner towards all guests and representatives staying in accommodation associated with Christian Aid’s work.
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 representative 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. This will be done through the annual declaration of interests or at a time when it is relevant. I will exempt myself from any procurement or other situation where a conflict of interest may arise. If it comes to my knowledge that there is a conflict of interest with another representative I will raise this with the relevant Head of Region or my volunteer role manager.

4.2. I will not receive any gifts from suppliers, partners or others connected with Christian Aid’s work unless permitted by the guidance on accepting gifts. I will never accept a personal gift of money.

4.3. As an employee, I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.

4.4. As an employee, 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, relating to Christian Aid, its representatives or beneficiaries or where there is a safeguarding risk, I will make it known to the relevant Head of Region or my volunteer manager.

5.2. I will notify the organisation if I am found guilty of any criminal charges during my employment or volunteering.

5.3. I will abide by Christian Aid’s Safeguarding Policy and will not engage in inappropriate or sexual behaviour with children under the age of 18.

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 abuse or exploit or engage in inappropriate or sexual behaviour with any members of affected communities regardless of age.

5.6. 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. A **weapon** applies to anything used or usable in injuring, destroying, or defeating a perpetrator.

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 diversity and inclusion and anti-harassment policies**. I will never knowingly engage in any exploitive, abusive or corrupt relationships and will take appropriate action if I become aware of them.

6.2. I will not enter into a sexual relationship with any beneficiary of assistance since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of the work of Christian Aid.
6.3 I will not sexually harass, exploit or abuse any of my colleagues or others I come into contact with in the course of my work. I will ensure that I have read and understood the safeguarding policy including the definitions of sexual harassment, exploitation and abuse.

SELF-DECLARATION

I have an obligation to report if I have ever been dismissed or disciplined by a former employer or organisation I have been volunteering for, for a breach of their Code of Conduct or anything covered by Christian Aid’s Code of Conduct here above. Failure to do so will result in disciplinary action.

SIGNATURE

I have read carefully and understand 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.

Signature: ________________________________________________

Date: ____________________________________________________

Role: ____________________________________________________
APPLICATION OF THE CODE OF CONDUCT

By following this Code of Conduct, it is intended that all representatives 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 representatives. Further information and details of specific aspects of this Code can also be found in Christian Aid’s Policies and Procedures.

1. Christian Aid Trustees are the owner of the policy and Christian Aid Chief People Officer (sitting in Corporate Services) is in charge of its application.

2. All representatives 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 of Conduct with their manager or relevant member of staff where appropriate.

3. All trustees, staff, volunteers and consultants 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 representative’s personal file where relevant and an annual update through the online training is mandatory where appropriate.

4. Further information on the provisions within the Code of Conduct 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.

5. Managers also have a responsibility to uphold the standards of conduct and set an example.

6. In the recruitment and selection of representatives, managers should seek to ensure that candidates selected support the beliefs and values of Christian Aid.

7. Any representative who has concerns about the behaviour of another representative must raise these with the appropriate manager or through the following email addresses: whistleblowing@christian-aid.org or safeguarding@christian-aid.org. Any concerns will be treated with urgency, consideration and discretion.

8. Any breaches to the requirements of this Code of Conduct may result in disciplinary actions which could lead to dismissal and will be notified to future employers; similarly, volunteers may be removed from their roles.

9. This Code of Conduct should be used by partner or representative of Christian Aid if they do not have a Code of Conduct that meets Christian Aid standards.

Key Related Documents

I am aware and will adhere to the following policies and procedures (see list below) that support the above Standards.

Bullying and harassment policy & procedure
Whistleblowing policy
Safeguarding policy
Disciplinary policy & procedure
Diversity & Inclusion policy
Grievance
Recruitment and Selection
References