



Changing Lives Forever Code of Conduct

Changing Lives Forever are a strategic network of organizations working together internationally to find lasting solutions to poverty and injustice. We share a common vision, common philosophies and, to a large extent, common working practices. We all have the same brand values, the same passion and commitment. We have joined forces as an international confederation because we believe we will achieve greater impact by working together in collaboration with others. Together we are working towards a world in which people can live with dignity, have their basic needs met and their basic rights respected, and have the ability to control their own lives. As we work to achieve our ambition and vision of 'a just world without poverty' we should always remain true to our core mission, aims and values. This Code of Conduct will help you live by them by providing guidance in the face of ethical dilemmas you may experience. It shows you what to do when a situation is complex by providing standards and values for you to follow and how to protect against situations that may damage you or CLF. It also seeks to ensure that employees avoid using possible unequal power relationships for their own benefit. The rules and guidelines contained in this Code of Conduct, together with your employing affiliate's policies and procedures and the terms and conditions of your employment (as outlined in your employment contract or your collective agreement if applicable), provides a framework within which all CLF employees, regardless of location, undertake to discharge their duties and to regulate their conduct. They also support CLF in our role in implementing, monitoring and enforcing these standards. The Code does not exempt anyone and in accordance with relevant employing affiliate's policies and procedures, any breach may result in disciplinary action (including dismissal in some instances), and in some cases could lead to criminal prosecution. In accepting your appointment you undertake to discharge your duties and to regulate your conduct in accordance with the requirements of this Code, thereby contributing to CLF quality of performance and reputation. The code describes what CLF expects from its employees and what the employees can expect from CLF. Whilst recognising that local laws and cultures differ considerably from one country to another, CLF is an International Non-Governmental Organisation (INGO) and therefore the Code of Conduct is developed from International and UN standards. This Code is subject to relevant international human rights law, wherever the employee is employed and shall be read in a manner that is compliant with that law 'CLF'* means any CLF Affiliate and/or CLF International throughout the world. Code of Conduct: Standards and Values As an CLF employee I will:

1. Uphold the integrity and reputation of CLF by ensuring that my professional and personal conduct is demonstrably consistent with CLF values and standards. I will seek to maintain and enhance public confidence in CLF by being accountable for the professional and personal actions I take and ensuring that I manage the power that comes with my CLF position with appropriate restraint. Whilst observing the requirements of the Code of Conduct, I will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from the Code of Conduct. I will if necessary seek (and will receive) support and advice from CLF. I will not work under the influence of alcohol or use, or be in possession of, illegal substances on CLF premises, vehicles or accommodation.



2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse CLF staff hold a privileged position of power and trust in relation to our partners and the communities that we come from and serve. When carrying out CLF mission I understand that it is important not to abuse my own position of power/unequal power relationships in any way. Recognising my role in CLF mission to challenge injustice and poverty, I will respect all peoples' rights, including children's rights, and I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination. I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way, and I will not engage in any form of sexual abuse or exploitation of any persons of any age. In line with international standards I will not have sexual relations with children (defined as under 18 years old) or with beneficiaries (in exchange for assistance or any other reason) recognising the inherent unequal power dynamics involved, and that such behaviours can undermine the integrity and credibility of CLF work; I will also not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any other forms of humiliating, degrading or exploitative behaviour, understanding that these standards exist to challenge sexually exploitative and abusive behaviour.

I will use my best endeavours to report any such behaviours or malpractice in the workplace by others to my line management or through recognised confidential reporting systems.

3. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of CLF. I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of CLF (e.g. contract for goods/services, employment or promotion within CLF, partner organizations, beneficiary groups). I will advise CLF of any intention to seek a nomination as a prospective candidate or another official role for any political party or public office to clarify whether any conflict, or perceived conflicts, with my duties with CLF may arise. Even when the giving and acceptance of gifts is normal cultural practice I will reject monetary gifts or inappropriate gifts from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my employment with CLF. Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgements and in accordance with procurement policies and I will report gifts to the line management and where appropriate hand them onto CLF. I will assure that assistance by CLF is not provided in return of any service or favour from others. I will act against any form of corruption and not offer, promise, give or accept any bribes.

4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my employment with CLF. I will use my discretion when handling sensitive or confidential information. I will seek authorization before communicating externally in CLF name and will avoid any unintended detrimental repercussions for me or CLF. I will appropriately account for all CLF money and property, (e.g. vehicles, office equipment, CLF provided accommodation, computers including the use of internet, email and intranet).

5. Protect the health, safety, security and welfare of all CLF employees, volunteers and contractors. I will undertake and act on appropriate risk assessments. I will comply with local security



management guidelines and be pro-active in informing management of any necessary changes to such guidelines. 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 organizations and beneficiaries.

6. Promote human rights, protect the environment and oppose criminal or unethical activities. I will ensure that my conduct is consistent with the human rights framework to which CLF subscribes. I will use my best endeavours to protect the natural environment and work in a sustainable way. I will contribute to preventing all forms of criminal or unethical activities. I will inform CLF of any relevant criminal convictions or charges I have had prior to my employment in which CLF may have a legitimate interest. I will also notify CLF if I face any criminal charges during my employment that may impede my ability to perform the duties of my position subject to national legislation. I will adhere to following policies and procedures (see list below) that support the above Standards: Child Protection Policy Dealing with Problems at Work Policy Gender Equality Policy Security Policy and Local Security Guidelines Acceptable Use Policy (incorporating Email Policy & Internet Policy) Anti-Bullying and Harassment Policy Information Security Policy Expenses Policy & Financial Procedures Health and Safety Policies including Risk Assessment Travel Policy Disclosure of Malpractice in the Workplace Policy Prevention of Sexual Exploitation and Abuse Policy Anti-Fraud and Theft Policy In accepting my appointment I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code thereby contributing to CLF quality of performance and reputation.

Name.....

Signature..... Date.....