

# Code of Conduct for RAISE staff and partners

## RAISE's Code of Conduct

It is important for RAISE to ensure that the conduct of all people connected to our work is in keeping with the organisation's beliefs, values and aims.

The aim of this Code of Conduct is to give you guidance regarding the key issues that you need to be aware of, and the standards by which you would be expected to behave in certain circumstances. The Code applies to everyone associated with RAISE, both individuals and partner organisations, regardless of location. In accepting your contract/agreement with RAISE, 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, although a breach may result in the termination of our contract/agreement with you/your organisation and, in some cases, may lead to criminal prosecution.

Whilst recognising that local laws and cultures differ considerably from one country to another, the Code of Conduct is based on International and UN standards. The Code reflects RAISE's fundamental mission and values and seeks to ensure that those representing the work of RAISE avoid using possible unequal power relationships for their own benefit.

## Code of conduct: Standards and Values

I will:

### **1. Uphold the integrity and reputation of RAISE by ensuring that my professional and personal conduct is demonstrably consistent with RAISE's values and standards.**

I will seek to maintain and enhance public confidence in RAISE and, where appropriate, my organisation by being accountable for the professional and personal actions I take and manage the power that comes with my position with appropriate restraint.

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 RAISE.

I will not work under the influence of alcohol or use, or be in possession of, illegal substances on RAISE premises vehicles or accommodation, nor where relevant, those of my organisation.

## **2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse**

Working with RAISE, I hold a privileged position of power and trust in relation to the partners and the communities that RAISE serves. When carrying out activities/services for RAISE I understand that it is important not to abuse my own position of power/unequal power relationships in any way.

Recognising my role in RAISE's mission to ensure income security and access to decent work, 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 in (or related to) the execution of the activities/services under the contract/agreement/period of working with RAISE are not exploitative, abusive or corrupt in any way.

I will respect all peoples' rights, including children's rights, and 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 in both cases the inherent unequal power dynamics and that such behaviours can undermine the integrity and credibility of the work of RAISE and/or my organisation (if relevant).

I will not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any forms of humiliating, degrading or exploitative behaviour during the contract/agreement/period of volunteering with RAISE, 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 the appointed Safeguard Officer from the board of trustees.

## **3. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of RAISE.**

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of RAISE and/or my organisation (e.g. contract for goods/services, employment or promotion within RAISE, partner organisations, beneficiary groups).

I will advise RAISE 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 RAISE and/or my organisation (if relevant) 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 association with RAISE and/or the role I have in my organisation. 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 RAISE and where appropriate hand them onto RAISE.

I will assure that assistance by RAISE and/or my organisation, where appropriate, 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 association with RAISE.**

I will use my discretion when handling sensitive or confidential information during the execution of my contract/agreement/period of working with RAISE.

I will seek authorisation before communicating externally in RAISE's name and will avoid any unintended detrimental repercussions for me or for RAISE and/or my organisation (if relevant).

I will appropriately account for all RAISE money and property, (e.g. vehicles, office equipment, RAISE-provided accommodation, computers including the use of internet, email and intranet).

**5. Protect the health, safety, security and welfare of all RAISE 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 organisations 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 RAISE 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 RAISE of any relevant criminal convictions or charges I have had prior to my association in which RAISE may have a legitimate interest.

I will also notify RAISE if I face any criminal charges during my association with RAISE that may impede my ability to perform the duties of my position subject to national legislation. (NB: for partner organisations this will include any other Board member also)

I have read carefully and understand the RAISE Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support RAISE's quality of performance and reputation.

NB: Partner organisations: I also agree to ensure that every person in my organisation as well as any partners, volunteers or contractors involved in any way in RAISE activities under our contract/agreement read, understand and abide by these requirements and commit to upholding the standards presented in this code of Conduct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_