



Code of Conduct

November 2021

Policy Reference Information

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| Status | Final |
| Author/Lead | Nicola J. Williams |
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Related Policies and Information

| Policy Title |
|--------------------------------|
| Safeguarding |
| Whistleblowing |
| Disciplinary |
| Bullying and Harassment |
| Capability |
| Recruitment and Selection |
| Diversity and Inclusion |
| References |
| Grievance |
| Fraud & Misuse Policy |
| Anti-Bribery Policy |
| Financial Crime & Abuse Policy |

INTRODUCTION

As a Christian Aid representative, you are required to ensure your conduct is in keeping with the organisation's Christian identity, beliefs, values and aims and abide by the organisation's policies and procedures. 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, committee members or advisers, volunteers, consultants and all those connected with the activities of Christian Aid regardless of location. 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 culture and ways of working. It is supported by the competency framework and various Christian Aid policies and procedures.

Christian Aid aims to be a truly diverse organisation and therefore 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 principally an internal policy, we expect any 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, committee members or advisers, 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 themselves, or unable to protect themselves against significant harm or exploitation.

MISSION, BELIEFS AND VALUES

Our vision

- a world where everyone has fullness of life
- a life lived with dignity, free from poverty and need
- where global resources are equitably shared and sustainably used
- and where the voice and agency of the poor and marginalised are fully realised

Our mission

We act as a global movement of people, responding in practical ways to:

- alleviate suffering
- expose and eradicate misuses of power
- provide humanitarian support in crises and emergencies
- work for sustainable and long-lasting change

As a faith-based organisation, we bear witness, amplifying the voice of the marginalised, and champion dignity, equality and justice for all.

Our 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 one another 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. The exception to this is our CEO, Directors and Trustees, who have an occupational requirement to be practicing Christians.

Christian Aid puts People First, believes in one Christian Aid and trust and empowerment as the corner stones of our culture.

Important related policies

[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 each other. Everyone has the right to be treated with respect and dignity, has an equal right to access resources and opportunities, and has the right to work in an environment free of racism, sexism, ageism, ableism and homophobia.

[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 Exploitation, Abuse and Harassment, Modern Slavery and online abuse is covered under our [Safeguarding policy](#) and Christian Aid will not tolerate any form of abuse of the people in the communities we support, any representatives of Christian Aid or any others connected with our work, and all representatives have a duty to report inappropriate behaviour.

KEY RESPONSIBILITIES

Representatives of Christian Aid **must not**:

- Hit or otherwise physically assault or physically abuse children, adults at risk or anyone else
- Develop physical/sexual relationships with children or adults at risk either in person or online
- Develop relationships with children or adults at risk, which could in any way be deemed exploitative or abusive either in person or online
- 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 either in person or online. You should always 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 or adults at risk alone in a vehicle, even on short journeys

- Act in ways that may be abusive or may place a child or adult at risk of abuse (using child labour for example)
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive either in person or online
- Offer benefits such as food, favours, clothes, jobs, money in exchange for sexual favours
- 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 either in person or online

CONDUCT STANDARDS (Definitions are contained at Section 1)

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.**
- 2. Ensure the safety, health, welfare and wellbeing of all Christian Aid representatives.**
- 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.**
- 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.**
- 5. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of Christian Aid.**
- 6. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work.**
- 7. I will actively identify and oppose all forms of racism.**

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 working or volunteering for, for a breach of their Code of Conduct or anything covered by Christian Aid’s Code of Conduct. Failure to do so will result in disciplinary action or, for a trustee, review by the Panel in accordance with section 9 below. Christian Aid has a responsibility to protect the confidentiality of all involved in a complaint including complainants, survivors, witnesses and the Subject of a Complaint.

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. I am aware of and will adhere to the policies and procedures listed in the table on the covering sheet, that support the above Standards, and which are accessible on our intranet site.

Signature: _____

Date: _____

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 as part of our normal business or operational activities.
- Appropriate use of Christian Aid information and the use of the Christian Aid name. Please seek guidance from your line manager, Data Protection Manager or Communications, if you are unsure.
- 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. All policies can be found on Christian Aid's intranet site. If in doubt, ask your manager or the HR team.

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 in force in the locations where I work, including those offices where I am visiting, 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 the people in the communities we support (for example not using or condoning child labour).

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 personal benefit, and I will report any incidences where I witness others doing so.
 - 3.3. I will work with others in an open and participatory 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 fulfil my role.
 - 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. This includes my use of any and all social media outlets or public forms of expressing views and opinions.
 - 3.9. I accept that for certain positions, such as being a trustee, director or other senior leader, I may be subject to a social media history check before appointment. By signing this conduct code, I am giving an assurance that, to the best of my knowledge, there is nothing I know of, which if discovered, would embarrass, or damage the reputation of, Christian Aid.
 - 3.10. 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 about Christian Aid 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. This does not prohibit me from instigating a whistleblowing concern, using the appropriate channels.
 - 3.11. I will not accept gifts or any remuneration from governments, people we support, 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 policy on gifts contained within Christian Aid's Anti-Bribery policy. I understand it is never acceptable to give or receive gifts of cash or cash equivalents, or to accept gifts from suppliers who are tendering for contracts with Christian Aid.
 - 3.12. 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 from Christian Aid, or to solicit bribes from suppliers, partners, prospective employees or anyone else I may come into contact with as a Christian Aid representative.
 - 3.13. 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
 - 3.14. I will not have sexual relations with the people and communities we work with, recognising in both cases the inherent unequal power dynamics and that such behaviours can undermine the integrity and credibility of Christian Aid's work.
 - 3.15. I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way.
 - 3.16. I will not engage in any form of sexual harassment, abuse or exploitation of any persons of any age. This will include being party to any exploitation of children as workers.

- 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, or people we support. 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 or, as a trustee, with the Chair.
- 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.
- 4.5. As a trustee, I will not engage in any business, financial or other activities or interests which conflict with the values, principles or work of Christian Aid and, if in doubt about whether any such activities or interests fall into this category, I will refer them for consideration by the panel appointed in accordance with paragraph 9 of the section below on 'Application of the Code of Conduct'.
- 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 the people and communities we work with; or where there is a safeguarding risk, I will make it known to the relevant Head of Department/Region or my volunteer manager or, as a trustee, to the CEO.
- 5.2. If I know or suspect there has been any illegal use of Christian Aid funds or resources including fraud, bribery, terrorist financing, a sanctions violation or money laundering I will escalate it through the appropriate reporting channels.
- 5.3. I will notify the organisation if I am found guilty of any criminal charges during my employment or volunteering or term as a trustee.
- 5.4. I will abide by Christian Aid's Safeguarding Policy.
- 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. *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 accept that Christian Aid is a truly diverse organisation and will fully abide with the requirements of [Christian Aid's diversity and inclusion and anti-harassment policies](#).
- 6.2. I will ensure that my behaviour is anti-racist. This means I will actively identify and oppose all forms of racism.

- 6.3. I will never knowingly engage in any exploitive, abusive or corrupt relationships and will take appropriate action if I become aware of them.
- 6.4 I will not bully, harass, sexually harass, exploit or abuse any of my colleagues or others I come into contact within the course of my work for any reason. I will ensure that I have read and understood the safeguarding policy including the definitions of sexual harassment, exploitation and abuse.

7. Attend Board and committee meetings regularly

- 7.1 As a Trustee, I will attend meetings of the Board, and any associated Boards or committees of which I am a member, on a regular basis. I accept that, if I fail to attend meetings regularly, I may be asked to resign by the Chair.

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 or appointment or appointment 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, committee members or advisers, 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 have a responsibility not only to uphold the standards of conduct themselves but also to set an example to others.
6. In the recruitment and selection of representatives, managers should seek to ensure that candidates selected support the beliefs and values of Christian Aid during the selection process.
7. Any staff member who has concerns that a serious incident of any kind has occurred must raise these through the appropriate reporting channel. Christian Aid staff can find details of these reporting channels [here](#). Examples of a "serious incident" may include a security incident, safeguarding, actual or suspected fraud or financial crime, or a data breach. Any concerns will be treated with urgency, consideration and discretion.
8. Volunteers and any other representatives who do not have access to Christian Aid's internal systems must raise concerns through whistleblowing@christian-aid.org or safeguarding@christian-aid.org. Further detail is available on Christian Aid's website: <https://www.christianaid.org.uk/about-us/reporting-serious-concerns-christian-aid>
9. Any breaches to the requirements of this Code of Conduct by employees 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.
10. A Panel comprising the Chair and two other trustees will consider any issues arising from the operation of this Code in respect of trustees, committee members or advisers including:
 - failure to sign the Code
 - any breaches of the requirements of the Code
 - any issues raised in accordance with section 4.5 of the Code regarding the compatibility of a trustee's other interests and activities with their responsibilities as a trustee of Christian Aid

The Panel will, if necessary, consider whether a trustee should be asked to resign.

11. This Code of Conduct should be used by partner or representative of Christian Aid if they do not have a Code of Conduct that is at least equal to Christian Aid standards.