

Five Talents Code of Conduct

Five Talents works with its staff, including you, to operate with trust, integrity, and good stewardship. This Code of Conduct draws heavily, with consent and gratitude, on the Code of Conduct of Care International.

1. Introduction

Why a Code of Conduct?

This Code of Conduct aims to provide clear guidance on the standards of behaviour and integrity we expect of each other.

As such, everyone who represents FT – including employees, trustees, volunteers, consultants, interns and programme partners – must comply with the law and uphold the highest standards of integrity. If any one of us acts in a way not consistent with our values and principles, the impact on our reputation may mean we fail to achieve our objectives.

In all aspects of your work you are an ambassador of Five Talents and you will frequently work in positions of authority and trust. Our Code of Conduct and supporting policies are mandatory for all who represent FT. If you fail to meet these standards, you risk disciplinary action. We will also report serious infractions to any relevant professional organisations or legal authorities.

Throughout this document, the term "employed", "employee" or "employment" refers to everyone who represents FT as defined above; employees, trustees, volunteers, consultants, secondees, and interns and programme partners.

2. Principles

I will:

- a. Ensure that my conduct is, and is seen to be, of the highest standards and in keeping with FT's values and ethics by;
 - o Ensuring that my conduct does not compromise FT and does not impact on, or undermine, my ability to undertake the role for which I am employed.
 - o Not saying or doing anything that would damage FT's reputation or which may bring the organisation into disrepute.
 - o Not accepting significant gifts or any remuneration from beneficiaries, partners, donors, suppliers and other persons, which have been offered to me as a result of my employment with FT.
 - o Treating all people fairly, with respect & dignity, and being accountable for my actions.
 - o Taking responsibility for the quality and timeliness of my own work.
- b. Be responsible for the use of information and resources to which I have access by reason of my working relation with FT by;
 - o Ensuring that I use FT 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 FT by donors
 - FT Equipment and resources
 - Confidential or restricted information
 - Appropriate use of FT name and information
 - FT premises

- Demonstrating my commitment to the environment and sustainable development by adhering to FT policies on travel, recycling and the use of resources.
 - Ensuring financial probity in my work and adherence to FT policies on Finance and Expenses, Anti-Money Laundering, Anti-bribery and Corruption, and Conflict of Interest.
 - Not using FT IT assets for accessing inappropriate web content.
- c. Avoid possible conflicts of interest with my work as an FT employee and the work of the organisation by:
- Declaring any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of FT.
 - Seeking permission before agreeing to being nominated as a prospective candidate or another official role for any political party.
 - Not accepting any additional employment or consultancy work outside FT without advising my manager to ensure there is no conflict of interest and that I remain within legal limits in respect of working hours. [this clause applies only to paid staff of Five Talents.]
 - Ensuring my conduct does not bring FT's reputation into disrepute or cause potential safety and security issues for FT staff, other organisations, programme members or local populations.
- d. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work by:
- Fully abiding with the requirements of FT's equal opportunities, diversity and inclusion, non-harassment, and Safeguarding policies.
 - Never knowingly engaging in any exploitive, abusive or corrupt relationships and taking appropriate action if I become aware of them.
 - Always treating colleagues and others with respect and courtesy, and in particular not using language that could be considered offensive or derogatory.
- e. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise FT's work by;
- Informing the appropriate authorities if I become aware of any form of illegal activity.
 - Notifying the organisation if I am found guilty of any criminal charges during my employment.
 - Abiding by FT's Safeguarding Policy and not engaging in inappropriate or sexual behaviour with children under the age of 18 or vulnerable adults.
- f. Help to ensure the safety, health and welfare of all colleagues by;
- Adhering to all legal and organisational health and safety requirements in force at the location of my work.
 - Complying with all security guidelines, including those of local offices, and being pro-active in informing management of any necessary changes to such guidelines.
 - Behaving 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. Specific Safeguarding Code of Conduct Principles

FT's capacity to achieve its vision and mission depends upon the individual and collaborative efforts of everyone who represents FT – including employees, trustees, volunteers, consultants, interns and programme partners. To this end, everyone who represents FT must uphold and promote the highest standards of ethical and professional conduct and abide by FT's policies. This policy defines the safeguarding conduct to be followed by those who sign it to protect everyone from sexual harassment, exploitation and abuse from anyone who represents FT.

This Safeguarding Code of Conduct is intended to provide an illustrative guide for everyone who represents FT to make decisions that exemplify FT's core values in their professional and personal lives. Any violation of this Safeguarding Code of Conduct is a serious concern and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary procedures of each FT office, partner and applicable laws. Everyone who represents FT must read and sign the FT Safeguarding policy as well as this Code of Conduct.

The principles in this section are based on Based on the six Core Principles from the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

As a representative of FT, I will:

- Create and maintain a safe and equitable organisational culture that prevents and opposes sexual harassment, exploitation and abuse and child abuse.
- Treat everyone with dignity and respect and challenge attitudes and behaviours that contravene the Safeguarding Policy and this Safeguarding Code of Conduct.
- Immediately report any concerns I have regarding possible violations of this Policy by any representative of FT. I understand that failure to report any concerns I have regarding violations of the Safeguarding Policy may lead to disciplinary action. I will ensure I am aware of the options available to me to report and that when I report a concern or allegation, I will do so confidentially.
- Share sensitive information I may be aware of that relates to concerns of sexual harassment, exploitation and abuse or child abuse, whether involving staff, program participants or others in the communities where FT works, through the reporting options available to me. I understand that for respect, dignity and safety of everyone involved, it is essential that I maintain confidentiality about any concerns or information I am aware of and only share information with staff of the appropriate function who need to know such information. I am aware that breach of this policy may put others at risk and will therefore result in disciplinary procedures.
- Disclose to FT any civil judgment or criminal conviction that relates to allegations made against me of sexual harassment, exploitation or abuse of anyone.
- Always ensure that for work-related purposes when I photograph or film a child or vulnerable adult, I:
 - a. comply with local traditions or restrictions for reproducing personal images,
 - b. obtain informed consent from the parent or guardian of any child, before photographing or filming a child, explaining how the photograph or film will be used,
 - c. ensure photographs, films, videos and DVDs present children and vulnerable adults in a dignified and respectful manner and not in a vulnerable or submissive manner,
 - d. ensure people photographed are adequately clothed and not in poses that could be seen as sexually suggestive,
 - e. ensure images are honest representations of the context and the facts, and
 - f. ensure file labels do not reveal identifying information about people photographed, for example, name and exact location.
- Protect, manage and utilise FT human, financial and material resources appropriately and never use FT resources (including computers, cameras, mobile phones etc) or social media to exploit, groom or harass participants of FT programs, children or others in the communities in which FT works. I am aware that this means that it is prohibited for staff to access, display or transmit offensive and/or pornographic material on any FT-provided or subsidized electronic device (e.g. computer, tablet, phone) at any time, or on any personal electronic device on an FT network in the workplace.

As a representative of FT, I will not:

- Sexually harass, exploit or abuse anyone and understand that these behaviours constitute acts of gross misconduct and are therefore grounds for disciplinary action, up to and including dismissal.

- Engage in any form of sexual activity or develop physical/sexual relationships with children (persons under the age of 18) regardless of the age of consent locally. I understand that ignorance or mistaken belief in the age of a child is not a defence.
- Exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. I understand this means I must not buy sex from anyone at any time, or exchange sex for assistance that programme participants are meant to receive. (FT does not make judgment against individuals who sell sex in exchange for money, gifts or material support ('transactional sex'). However, FT prohibits its representatives from buying sex in order to prevent sexual exploitation and abuse from occurring.)
- Engage in any sexual activity or sexual relationship with program participants. I am aware that such relationships are prohibited. I understand that such relationships are based on an improper use of my position and inherently unequal power dynamics and may undermine the credibility and integrity of FT's work.
- I understand I must declare any previously existing relationships with programme participants to my line manager. If necessary, I will seek guidance on this prohibition from appropriate management. (FT works with community volunteers and recognises that in these circumstances there may be existing sexual relationships between such volunteers and other community members or program participants, including child marriages that would violate this policy. Information and disclosure of existing sexual relationships/marriages must be made prior to appointment of community volunteers and if/when considering entering into a sexual relationship/marriage once already engaged with FT. Confidential records must be retained by management.)
- Request any service or sexual favour from participants of FT programs, children or others in the communities in which FT works, and will not engage in sexually harassing, exploitative or abusive relationships.
- Support or take part in any form of sexually exploitative or abusive activities, including, for example, child pornography, trafficking of human beings or child marriage.
- Hire children for domestic or other labour, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at significant risk of injury or exploitation.
- Use language or behaviour towards children or vulnerable adults that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.

4. Procedure

Breaches of Code of Conduct.

FT will take appropriate action in response to breaches of this code of conduct.

We encourage you to report any concerns you may have about the conduct of others or the organisation.

Who is responsible for FT's Code of Conduct?

Our Chief Executives and Boards have ultimate responsibility for our Code of Conduct.

I confirm to adhere to the Code of Conduct,

Signed

Name

Position &
Organisation

Date