Save the Children

SAVE THE CHILDREN UK'S CODE OF CONDUCT

How we act determines how many children's lives we save.

Every child we help, we help together. Every safe birth, vaccination, or nutritious meal, every child kept from harm or put into school, is a result of all of us working as a team. Whatever our role, the unity of our mission depends on each of us living our shared values of accountability, ambition, creativity, collaboration and integrity.

Improving the way we work can help us make the difference for even more children around the world. Save the Children UK's Code of Conduct and priority policies help us do this by being more accountable, more transparent and better able to manage risk and meet our legal obligations.

By taking risk seriously, we minimise danger to children and each other, safeguard our reputation, and protect our sources of income. Doing so makes us better equipped to save children's lives, fight for their rights, and help them fulfil their potential now and in the long term.

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Registered charity England and Wales (213890) Scotland (SC039570)

WHY DO WE HAVE A CODE OF CONDUCT?

At Save the Children, we want to see a world where every child survives and thrives in a safe environment where they can maximise their possibilities and fulfil their potential. But to achieve that it's vital that we protect our reputation. As such, everyone who represents Save the Children – including employees, trustees, volunteers, consultants, secondees, trainees and interns – must comply with the law and uphold the highest standards of integrity. If only one of us acts in a way that is inconsistent with our values and principles, the impact on our reputation may mean we fail to achieve our ambitious goals for children.

Save the Children fights for children's rights at home and around the world, and as an ambassador of our organisation you will frequently work in positions of authority and trust. You are seen by us and by others as a representative of Save the Children in both your professional and personal life, and if you travel internationally for us your behaviour will be even more visible.

Our Code of Conduct and supporting policies apply to all Save the Children staff and representatives. If you are an employee and fail to meet these standards, you risk disciplinary action or even dismissal - or we may terminate our relationship if you are working on our behalf in another capacity. We may also report serious infractions to any relevant professional organisations or legal authorities, or to your own employer if you are not employed by us.

This Code of Conduct aims to provide clear guidance on what we expect of each other, as well as define conduct that will always be unacceptable. Save the Children will do everything it can to help you meet these expectations, but it is your responsibility to bring our values to life.

WHAT DO WE EXPECT FROM SAVE THE CHILDREN'S PEOPLE?

I will keep children safe.

Keeping the children we work with safe will be my top priority. I will not tolerate exploitation of children or child abuse under any circumstances and I will create a safe environment to prevent the physical, sexual, or emotional abuse or neglect of anyone under the age of 18.

I will follow our clear child safeguarding policy, procedures, and guidelines. I will seek advice on these whenever necessary – for instance if I need help or guidance to prevent, report or respond to child abuse.

Even if the child is unknown to Save the Children, or if the problem relates to incidents of historic abuse, I will respond where action is requested or required. The safety and wellbeing of every child, regardless of their connection with us, is our first priority.

Therefore, I will not:

- Breach Save the Children's Child Safeguarding policy, procedures, and guidelines in any way, or place children at risk of harm. This includes engaging in sexual relations with anyone under the age of 18.
- Withhold information about any criminal convictions, charges, cautions, or civil proceedings relating to child abuse, either when I join Save the Children or during my time working here.

Please see our Child Safeguarding policies, guidelines and training for further information.

I will maintain the highest standards of personal and professional conduct.

I will strive for the highest standards in my work, and be personally accountable for my actions. I will at all times be mindful of my position of trust as a Save the Children representative, and behave responsibly.

I will not behave in a way that is unlawful or brings Save the Children into disrepute. Therefore, I will not:

- Consume alcohol or any other substance at work that in any way compromises my ability to do my job, or our reputation.
- Be in possession of, make use of, or profit from the sale of illegal goods or substances.
- Request or accept any personal payment, goods, services, or favours in return for my help or support.
- Exchange money, employment, goods or services for sexual favours.
- Offer or accept bribes or facilitation payments, in the form of any money, goods or services, from anyone with whom I come into contact in my role at Save the Children. Genuine gifts given as small tokens of personal appreciation may be appropriate, but if there is any doubt I will discuss with my line manager.
- Behave in a way that could give the impression that Save the Children has acted improperly, such as awarding a contract to a company or person with whom I have a connection. I will notify my line manager of any personal relationship, or professional or business interest that could create a conflict of interest in my role at Save the Children.
- Help any person - whether they are a Save the Children employee, donor, supplier or other third party - to evade the proper payment of tax anywhere in the world.
- Use any Save the Children equipment to view, download, create or distribute inappropriate material, such as pornography.

Please see our Anti-Fraud, Bribery and Corruption policy, procedures and training, and our Staff Conflict of Interest Guidance for further information.

I will protect my health, safety and security, and that of the people around me.

I will familiarise myself and comply with Save the Children's Health & Safety and Safety & Security policies, procedures and guidelines. I will take particular care when travelling on our behalf to insecure, fragile, or remote locations, undertaking the appropriate pre-departure preparation and adhering to Save the Children International (SCI) policies and procedures when visiting SCI country programmes.

I will not behave in a way that causes unnecessary risk to my health, safety and security, or to that of others.

Please see our Health & Safety and Safety & Security policies, guidelines and training for further information.

I will safeguard Save the Children's assets and resources.

I will handle Save the Children's physical, financial and data resources with the utmost care.

I will familiarise myself and comply with Save the Children's Data Protection and Information Security policy and procedures, undertake all training, and ensure I only collect, store and use personal data legally and responsibly.

I will ensure that Save the Children's resources are not misused, and protect them from theft, damage, or loss.

Therefore, I will:

- Keep secure all personal information – or other confidential information- that I access or am responsible for in my role at Save the Children, and I will not share it unless authorised to do so.
- Report any suspicion of theft, fraud, bribery, tax evasion or any other form of dishonesty to my line manager and to our Fraud reporting inbox immediately.

Please see our Data Protection, Information Security, and Anti-Fraud, Bribery and Corruption policies, guidelines and training for further information.

I will respect others.

I will respect the basic rights of all people, regardless of gender, disability, ethnic origin, religion, language, sexual orientation, HIV/AIDS status, and other aspects of identity.

I will act fairly and honestly, and treat people with dignity and respect.

When travelling on behalf of Save the Children, I will respect national and local culture, customs, traditions and practices that are in line with UN conventions.

I will not take part in any form of discrimination, harassment, or abuse (physical, sexual, or verbal), intimidation or exploitation, or in any other way infringe upon the rights of others.

Please see our Equal Opportunities and Diversity, and Anti-Bullying and Harassment policies for further information.

I will report any breach of this Code of Conduct.

In order to realise our ambitious goals for children, Save the Children must effectively report and respond to any fraud, misconduct or wrongdoing by our staff and representatives. We encourage all our staff to raise any concerns you may have about the conduct of others or the way we operate as an organisation.

Therefore, I will raise any matter that I believe to be in breach of this Code of Conduct through the appropriate channels.

Please see our Whistleblowing and Grievance policies for further information.

Who is responsible for Save the Children's Code of Conduct?

Our Trustees and Chief Executive have ultimate responsibility for our Code of Conduct.

However, our Director of Human Resources holds working ownership of the Code of Conduct, with the relevant experts in child safeguarding, legal, audit, risk, health and safety, security, and HR available to answer any questions on the standards outlined above and supporting policies. This policy does not form part of any employee's contract of employment and we may amend it at any time.

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