

CODE OF CONDUCT

INTENTION

Conciliation Resources is committed to providing a safe and healthy environment for staff, consultants and all those we work and interact with. To live our values, we recognise a need for honesty, integrity, impartiality, accountability, openness and independence. This Code of Conduct sets the standard of behaviour that is required from all of us, as part of creating such an environment.

INTRODUCTION

As a Conciliation Resources board member, employee, volunteer or consultant, you are required to abide by the organisation's policies and procedures, the terms and conditions of your engagement (as outlined in your voluntary, employment or consultant contract), and to ensure your conduct is in keeping with the organisation's vision, mission and values.

The aim of this Code of Conduct is to formalise the standards by which we behave. In accepting your appointment, 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 Conciliation Resources personnel in making decisions. By following this Code of Conduct, it is intended that all personnel will contribute to strengthening the professionalism and impact of the work of Conciliation Resources and have a shared understanding of who we are and how we behave.

Whilst recognising that local laws and cultures differ considerably from one country to another, this Code of Conduct is based on international legal standards and certain European frameworks, in recognition of the organisation's head office location. It is also based on the organisation's fundamental values, to support its mission to work with others to prevent, transform and end violent conflicts and promote peaceful and inclusive societies.

SCOPE

This Code of Conduct applies to all Conciliation Resources board members, employees, volunteers and consultants regardless of location.

VISION, MISSION AND VALUES

Our vision is to transform the way the world resolves violent conflict so that people work together to build peaceful and inclusive societies.

Our purpose is to bring people together to find creative and sustainable paths to peace.

Our values are collaboration, challenge, creativity and commitment.

- **Collaboration.** We work in partnership to tackle violence, exclusion, injustice and inequality.
- **Creativity.** We are imaginative and resourceful in how we influence change.
- **Challenge.** We are not afraid to face difficult conversations and defy convention.
- **Commitment.** We are dedicated and resilient in the long journey to lasting peace.

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. To live these values, we recognise a need for honesty, integrity, impartiality, accountability, openness and independence.

In line with our belief in the importance of building inclusive societies, Conciliation Resources prioritises the creation of an inclusive work environment. We believe that diversity within Conciliation Resources strengthens our ability to provide effective and appropriate support to people in areas affected by armed conflict, and we aim to offer ourselves as a model of good practice to those with whom we work. Conciliation Resources aims to ensure a working environment that is international, multicultural and welcoming of diversity, and to attract and retain people with the skills necessary to help it deliver its vision and mission.

These values that inform our work are drawn from a number of sources including the Universal Declaration of Human Rights and the Nolan Principles for Public Life.

APPLICATION

The Code of Conduct forms part of the terms and conditions of employment of all members of staff. Further information and details of specific aspects of this Code can also be found in Conciliation Resources' Policies and Procedure

1. All members of staff 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 with their manager or colleagues.
2. All members of staff 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 employee's personal file.
3. Further information on the provisions within the Code can be found in Conciliation Resources' policies, procedures and guidelines. If needed, members of staff can also seek further clarification from their line manager or a member of the Human Resources team.

4. For members of staff relocating to another country of work, guidance will also be given in relation to local specific customs and legal requirements, in order to inform the behaviour that they will be expected to adopt.
5. Managers have a particular responsibility to uphold the standards of conduct and set an example.
6. In the recruitment and selection of staff, managers should seek to ensure that candidates selected support the values of Conciliation Resources as outlined in this Code of Conduct.
7. Any employee who has concerns about the behaviour of another employee should raise these with the appropriate line manager or follow the steps outlined in the Grievance or Whistleblowing policies. Any concerns will be treated with urgency, consideration and discretion.
8. Any breaches to the requirements of this Code of Conduct will be subject to investigation and possible disciplinary action in line with Conciliation Resources Disciplinary Procedure at a level appropriate to the breach.

CODE OF CONDUCT

As a board member, employee, volunteer or consultant of Conciliation Resources, I will:

1. Ensure the safety, health and welfare of all Conciliation Resources board members, employees, volunteers, contractors and those we come into contact with through our work.
 - a) I will adhere to all legal and organisational health and safety requirements in force at the location of my work.
 - b) I will comply with all security guidelines, including those of local offices, and be proactive in informing management of any necessary changes to such guidelines.
 - c) 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.
2. Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with Conciliation Resources vision, mission and values.
 - a) I will treat all people fairly and with respect and dignity and recognise the professional opinion of others. I will be accountable for my actions and will not use unequal power relationships for my own benefit.
 - b) I will work with others in an open and participative way, co-operating both within and across teams to support the delivery of organisational results.
 - c) When working in an international context or travelling internationally on behalf of Conciliation Resources, I will observe all local laws and be sensitive to local customs.
 - d) I will seek to ensure that my personal conduct does not compromise Conciliation Resources' values and does not impact on or undermine my ability to undertake the role for which I am employed.

- e) I will not say or do anything that would damage the reputation of Conciliation Resources or which may bring the charity into disrepute.
- f) I will not abuse my position as a Conciliation Resources employee by requesting any personal service or favour from others in return for financial or other assistance by Conciliation Resources.
- g) I will ensure that any personal travel to one of our contexts is discussed with the Director concerned.
- h) I will ensure that my usage of social media does not bring the organisation into disrepute or damage our programmatic work.
- i) I will not enter into unlawful commercial sex transactions (any exchange of money, goods, services or favours with any other person).

3. Be responsible for the use of information and resources to which I have access by reason of my engagement or employment with Conciliation Resources.

- a) I will ensure that I use Conciliation Resources 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.
- b) I will demonstrate my commitment to the environment and sustainable development by adhering to Conciliation Resources policies on travel, recycling and the use of resources.

4. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of Conciliation Resources and my work with the organisation.

- a) I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of Conciliation Resources – e.g. contract for goods/services, employment or promotion within Conciliation Resources, partner organisations, civil authorities, beneficiary groups.
- b) I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party. Permission will not be unreasonably withheld.
- c) I will not accept any additional employment or consultancy work outside Conciliation Resources without permission from management. Permission will not be unreasonably withheld.

5. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of Conciliation Resources.

- a) If I become aware of any form of illegal activity, I will make it known to the appropriate authorities.
- b) I will notify the organisation if I am found guilty of any criminal charges during my time working with Conciliation Resources.
- c) I will abide by Conciliation Resources' Safeguarding Policy. I will not engage in inappropriate or sexual behaviour with children under the age of 18 or vulnerable adults, regardless of local custom.

d) I will not abuse or exploit children under the age of 18 or vulnerable adults in any way and will report any such behaviour of others to my line management.

e) I will not carry a weapon on Conciliation Resources premises nor jeopardise the safety of myself or others by carrying a weapon when representing Conciliation Resources in the UK or overseas.

6. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work.

a) I will fully abide with the requirements of Conciliation Resources' diversity and inclusion and anti-bullying and harassment policies.

b) I will never knowingly engage in any exploitive, abusive or corrupt relationships and will take appropriate action if I become aware of them.

I have read carefully and understand the Conciliation Resources Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support Conciliation Resources' vision, mission and values.

Name

Role / Position

Signature, Date