

**Dabane Code of Conduct**

**Initiated -2015**

**Staff Declaration**

Dabane Trust expects all employees, volunteers, consultants and other third parties to adhere to the core principles laid out in this Code of Conduct both in work and outside of work. As a representative of Dabane Trust, I agree to carry out all activities for Dabane Trust in line with the following principles and standards:

**Personal/Professional Conduct and Professional Ethics**

* I shall ensure that my personal and professional conduct is, and is seen to be of the highest professional standard in keeping with the Mission, Vision and Values of Dabane Trust.
* I will treat all people equally, with dignity and respect.
* I will observe local laws in all provinces or countries where I may work, respect and be sensitive to local customs, culture, dressing and language
* I will, in our activities both at home and work seek to ensure that the best interests of children are promoted and will not engage in behaviour that is likely to cause harm, including physical, sexual, emotional abuse, neglect and exploitation.
* I will ensure my behaviour both during and outside of work does not bring Dabane into disrepute and does not impact or undermine my ability to undertake the role for which I am employed.
* I will not work under the influence of alcohol or drugs or illegal substances.
* I will not engage in sexual interaction with a person under the age of 18 years, regardless of the legal age of consent, or enter into any sexual relationship with a programme participant or stakeholder or into any commercial sexual transaction involving an exchange of money, goods, services or favours.

**Appropriate Behaviour**

* I will refrain from any form of bullying, harassment, victimisation, discrimination, abuse, intimidation or exploitation or in any way infringe the rights of others by acting unfairly or dishonestly and will treat all people with dignity and respect.
* I will not trivialise or exaggerate child abuse issues.

**Criminal Activity**

* I will not engage in any criminal activity, activities that contravene human rights or those that compromise the work of Dabane Trust and its partners.
* I will not abuse or exploit programme participants in any way and will report any such behaviour of others to the management of Dabane.
* I will not use, distribute, sell or be in possession of illegal goods or substances.
* I will immediately disclose to Dabane any current and past criminal convictions or charges in particular those relating to child abuse, when I join Dabane Trust/Dabane Water Workshops or whilst working with Dabane.

**Corruption and Conflict of Interest**

* I will declare any financial, personal, family or close intimate relationship interest in matters of official business which may impact on the work of Dabane – e.g. contract for goods/services, employment or promotion within Dabane, partner organisations, civil authorities, or programme participants groups.
* I will not engage in any political activity and will resign from Dabane if I am nominated as a prospective candidate or an official role with any political party.
* I will not act in situations in which my personal interests may conflict, or appear to conflict, with the position or interests of Dabane or its partner organisations

**Security, Health and Safety**

* I will be responsible for my own health, safety and welfare and that of my colleagues.
* I will be aware of situations, which may present health, safety and security risks and will manage these appropriately.
* I will comply with any local guidelines for security and in a manner consistent with Dabane’s Security Policy.
* I will adhere to all organisational health and safety policies and procedures in force in my work place and will utilise health and safety equipment that is made available to me and will notify my supervisor should necessary health or safety equipment not be available.

**Safeguarding Children and Adults**

* I will work actively to promote the best interests of children and adults
* I will act in line with Dabane’s Programme Participants Protection policy and Dabane’s Child Protection Policy and relevant guidelines.
* I will encourage children and adults to feel comfortable enough to point out attitudes and behaviour they do not like
* I will recognise that caution is required in one-to-one situations, particularly in sensitive situations such as dealing with programme participants including children who may be upset or traumatised.

**Protection of Information**

* I will not release to others any private or confidential information including intellectual property relating to Dabane or for which Dabane is responsible to any person or persons outside the organisation unless I am legally required to do so or approved by my manager.
* I will not use Dabane contacts, networks or other resources to advance my own personal or business activities or interests.
* I will use Dabane’s name, logos and brand, whether communicating internally or externally, in line with Dabane’s Information Sharing and Communication Policy to ensure protection of Dabane’s reputation and brand.

 **Information Technology (I.T.)**

* I will not use the organisation’s computer equipment or other technology, equipment or services in contravention with Dabane’s Information Sharing and Communication Policy and procedures to engage in any activity that is illegal under local, national or international law or that encourages conduct that would constitute a criminal offence. This includes any material that victimises, harasses, degrades, or intimidates an individual or group of individuals on the basis of gender, race, religion, sexual orientation, age, disability or ethnicity or other personal characteristic.

**Media Visits and Photographic Guidance**

* I will ensure that the portrayal of individuals and their circumstances is fairly represented in terms of their capacities and vulnerabilities, in line with Dabane’s Information Sharing and Communication Policy on images and messages and additional guidelines listed in the Programme Participants Protection Policy.

**Resources and Assets**

* I will ensure that I use Dabane’s property, funds and resources to which I have access in a responsible and careful manner and will be accountable for their use, according to Dabane’s policy and procedural requirements including Dabane’s vehicles, computers, telephones, photocopiers, stationery and all other equipment and resources belonging to Dabane, including the use of email, internet and social media services
* Upon the end of my employment or service with Dabane, I shall return to Dabane all property issued to me.

**Personal Development**

* I will take responsibility for my ability and personal development within Dabane by engaging in any training or retraining courses made available including participation in or reference to relevant research, reading relevant journals, periodicals and web sites as well as study, discussion, reflection and review to enhance the quality of my knowledge, skills and competence.

**Duty to Report**

* I will report any concern, suspicion or incident which breaches the standards within this code and any Dabane policy to the relevant party as outlined in the policy or directly to the Programme Directorate and will not intentionally make malicious or false accusations in relation to this code against any individual.

**Declaration:**

## I agree to accept and apply the above Code of Conduct in its entirety.

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| --- | --- |
| **Signed:** |  |
| **Name in caps:** |  |
| **Title:** |  |
| **Date:** |  |
| **Representing Dabane** |  |
| **Signed:** |  |
| **Name in caps:** |  |
| **Title:** |  |
| **Date:** |  |