

<u>Approval required from</u>	<u>Name</u>	<u>Date approved</u>
Policy Owner:	Head of HR	June 2018
Responsible Director:	Finance Director	June 2018
Board approval	Board	July 2018

Queries on policy content: Contact the Policy Owner
 Permission for derogation from this policy: Contact the Responsible Director

Internal Ref/Version No:

Scope: All Employees, Trustees, Consultants, Volunteers, partners and others acting on behalf of Practical Action or its subsidiaries

Effective Date of Policy: July 2018

Code of Conduct



A message from Paul Smith Lomas, Practical Action Chief Executive

With staff and volunteers working in many countries across Asia, Africa, Latin America and the UK, we have a strong track record of working with people to find innovative solutions to some of the world's biggest problems.

Throughout our 50 years we have built strong partnerships with many communities, governments, development agencies and the private sector, which enable us to achieve our ambitions, and inspire wider change in the world for people living in or vulnerable to poverty.

To build and maintain these relationships we must continually conduct ourselves in a spirit of professionalism, honesty and integrity. Whilst acknowledging that cultures and labour laws differ between places where we work, we always expect employees, consultants, partners, volunteers, trustees or anyone else acting on our behalf to demonstrate high standards of professional conduct.

This Code of Conduct sets out the standards of behaviour by which we are all bound. It has been created to help you understand the behaviours expected of you. The standards are not exhaustive - relevant policies such as the Safeguarding or Global Complaints Framework also set out expected standards of behaviour and, if a situation still arises where there is no pre-determined way forward, I encourage you to use this code, relevant professional standards, policies and support from others as a compass to guide you.

You must make time to read and understand this document and, if you have questions or need advice please speak to your line manager or local HR team. Everyone who acts on behalf of Practical Action is required to read and sign up to this code **before** carrying out any activities on our behalf.

If you ever have concerns about your conduct or that of others, I encourage you to speak about it with your manager, HR contact or, to make a complaint, use the external complaints line via <https://wrs.expolink.co.uk/practicalaction> .

As one Practical Action, we each have a responsibility to uphold these standards in order to achieve our mission.

Paul

Paul Smith Lomas

Our Code of Conduct

To achieve our mission and improve the lives of people living in or vulnerable to poverty we expect anyone acting on our behalf to uphold good standards of behaviour that embody our organisational values. These standards apply when acting in a formal Practical Action capacity, where you could reasonably be seen to be a representative of Practical Action or in any circumstances where your behaviour could negatively impact organisational standing and reputation (e.g. whilst travelling or on assignment with Practical Action etc.).

We have six **practical behaviours that we expect people to model and demonstrate**. We believe these behaviours represent our values and principles and we want communities, partners and donors to observe them whenever they work with us:



In addition, the following principles should guide your behaviour

- ✓ demonstrate **honesty and ethics**
- ✓ **promote an environment** where people, such as colleagues, partners or communities with whom we work, feel able to raise any concerns that they have
- ✓ **report** any matter that does not meet the standards expected by Practical Action
- ✓ take responsibility for **continuing professional development** through reading and research, reflection & review, and/or courses to enhance the quality of knowledge, skills, competence and contribution
- ✓ participate in orientation/induction training on joining and periodically as a refresher
- ✓ comply with the rules and procedures of any association or professional body to which Practical Action and/or you may belong
- ✓ **treat others with dignity and respect** regardless of any personal characteristic
- ✓ maintain and promote a safe and secure working environment
- ✓ mindfully reduce the impact of your work on the environment

Specifically, we also expect you to:

- ✓ declare any financial, personal, family or other **relationships which may impact**, or be perceived to impact, on the work of Practical Action

- ✓ **disclose** any **relevant** criminal **convictions or charges** on joining Practical Action, or that become relevant during the course of your employment/engagement
- ✓ notify Practical Action if nominated as a prospective candidate or official role for a **political** party
- ✓ protect Practical Actions' **assets and resources**, making sure that hardware or information is stored/destroyed appropriately
- ✓ ensure any expenditure on behalf of Practical Action is properly accounted for
- ✓ comply with all relevant policies and procedures including but not limited to those relating to Safeguarding, Dignity at Work, Discipline, Grievance, Complaints, Conflict of Interests, Financial Crime, Data Protection, Social Media, Security, Computer and Network, Expenses etc. These policies can be found on Nesconset through SharePoint

Because Practical Action believes that **no person should experience sexual exploitation or abuse**, we expect everyone:

- ✓ to create and maintain an environment that prevents sexual exploitation, abuse exploitation, or corruption in accordance with good practice and policy
- ✓ not to engage in sexual activity with beneficiaries or children (persons under the age of 18) regardless of the local age of consent or local/national laws of the relevant country
- ✓ not to exchange money, employment, goods or services for sexual acts or any other form of humiliating, degrading or exploitative behaviour

Practical Action will **not** tolerate the following general behaviours:

- retaliation against someone speaking up if they have concerns about anything connected to Practical Action's activities
- unsafe, illegal or unethical activity
- bribery, fraud or corruption
- discrimination, bullying or harassment or infringement of the rights of others
- use of forced or child labour
- violence or aggression

Specifically, individuals must not:

- use **substances that adversely affect the ability to perform** duties or could affect the reputation of Practical Action e.g. alcohol
- act in situations in which personal **interests may conflict**, or appear to conflict, with the position or interests of Practical Action or its partners/operations
- use Practical Action contacts, networks or other resources to advance personal or business activities or interests
- **release private or confidential information**, including intellectual property, relating to our work to anyone outside the organisation without appropriate approval/authority or unless legally required to do so
- **use computer equipment or other technology, equipment or services in contravention with our computer and network policy** such as to view, download, create or distribute inappropriate material, such as pornography

N.B. Failure to meet these standards may result in disciplinary action and/or criminal prosecution.

Employees will agree to this code of conduct through the policy software, net consent. All other individuals please sign below:

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

Signed:

Name in capitals:

Role/Job title:

Date: