



# Heartprint Code of Conduct

## Introduction

In keeping with its vision and values, Heartprint is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details Heartprint's expectations of employees in key areas.

## Scope and purpose

This Code of Conduct applies to all contracted staff, international and local, employed by Heartprint as well as volunteers, partners, contractors and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of Heartprint staff whilst under contract to the organisation, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, Heartprint is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international and UN standards. Heartprint staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

## Mission and values

Heartprint's mission is to eradicate the poverty cycle by providing education and support, allowing families self sustainability to be able to provide for themselves.

Heartprint believes:

- The circle of poverty can be stopped by providing education and support
- That everyone has the right and power to take control of their own life
- Equal rights for all human beings

## Code of Conduct Standards

As a Heartprint employee I will:

**Uphold the integrity and reputation of Heartprint by ensuring that my professional and personal conduct is consistent with Heartprint's values and standards**

- I will treat all people fairly with respect and dignity

- When working in an international context or travelling internationally on behalf of Heartprint, I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring Heartprint into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Heartprint premises or accommodation

#### **Not engage in abusive or exploitative conduct**

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult

#### **Ensure the safety, health and welfare of all Heartprint staff members and associated personnel (volunteers, partners, suppliers and contractors)**

- I will adhere to all legal and organisational health and safety requirements in force at my location of work
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

#### **Be responsible for the use of information, assets and resources to which I have access by reason of my employment with Heartprint**

- I will ensure that I use Heartprint assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use Heartprint IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use Heartprint IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

#### **Perform my duties and conduct my private life in a manner that avoids conflicts of interest**

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of Heartprint
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within Heartprint, to any person with whom I have a financial, personal, family (or close intimate relationship) interests
- I will seek permission before agreeing to being nominated as a prospective candidates or another official role for any political party

- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with Heartprint

### **Uphold confidentiality**

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

## **Complaints and reports**

Heartprint staff are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. Heartprint staff reporting concerns are protected by the Heartprint Whistle Blowing Policy.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or a member of the HR Team.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per the Heartprint Complaints Policy and procedures

## **Related policies**

Complaints policy and procedures

Health and Safety in the Workplace policy

Disclosure of Malpractice in the Workplace policy

Anti Fraud and Corruption policy

Safeguarding policy

Anti Bullying and Harassment policy

Security policy

Use of IT policy

---

In accepting my appointment I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code

**Name:**

**Signature:**

**Date:**