



**Windle Trust**  
International

## Code of Conduct Policy

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## **CODE OF CONDUCT**

### **Applicable to employees, trustees, consultants, volunteers and official visitors**

Windle Trust International (WTI) is dedicated to increasing access to and improving the quality of education for conflict-affected communities, the marginalised and discriminated in the East and Horn of Africa region. As a values-based organisation, it is imperative that our staff and others directly or indirectly involved with the organisation demonstrate the highest standards of probity and integrity in all that they do.

This Code of Conduct is intended to enable you to apply our values consistently, particularly when faced with any ethical dilemmas which you may experience. It also seeks to ensure that employees and others associated with WTI do not exploit unequal power relationships for their own benefit.

For staff, the rules and guidelines contained in this Code of Conduct must be read in association with the terms and conditions set out in individual employment contracts. For consultants, the Code of Conduct should be read in the light of your contractual conditions. This Code of Conduct is intended to complement existing policies by setting out clearly the requirements for personal conduct, in the way you discharge your duties, relate to colleagues and behave towards the children, young people, and communities we seek to serve.

The Code applies to all, irrespective of location. There are no exceptions. A breach of the Code of Conduct will be deemed as gross misconduct for employees and consultants and may result in disciplinary action. In the most extreme cases disciplinary action may lead to dismissal, termination of contract or criminal prosecution, if appropriate.

Whilst recognising that local laws and cultures differ considerably from one country to another, Windle Trust International is an International Non-Governmental Organisation (INGO) and this Code of Conduct is developed in the light of the prevailing international norms and standards.

### **Code of Conduct: Standards and Values**

#### **I will:**

**1. Uphold the integrity and reputation of Windle Trust International (WTI) by ensuring that at all times my professional and personal conduct is demonstrably consistent with the values of the organisation and the standards derived from its policies.**

I will seek to maintain and enhance public confidence in and respect for Windle Trust International by being accountable for my professional and personal actions and ensuring that I manage the authority that comes with my employment or assignment with appropriate care and restraint.

Whilst observing the requirements of the Code of Conduct, I will also be sensitive to, and respectful of, local customs and culture,.

I will not work at any time under the adverse influence of alcohol and will not use, or be in possession of, illegal drugs or substances in any of WTI'S offices, vehicles or accommodation.

**2. Treat all people with respect and dignity. Challenge harassment, discrimination, abuse, intimidation or exploitation.**

WTI employees often hold a privileged position of power and trust in relation to partners, beneficiaries, procurement process, schools, pupils, teachers and the communities that we serve. I accept that it is vital I am constantly aware of this power dynamic and ensure I do not abuse my position of power or exploit unequal power relationships in any way.

I will respect all peoples' rights, particularly children and vulnerable people's rights, and I will actively contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships and behaviour, and those of other staff/consultants I supervise, are not exploitative, abusive or corrupt in any way. I will refrain from any sexual behaviour that is abusive, illegal or exploitative with any persons of any age.

In line with international standards I will not have sexual relations with children (defined as under 18 years old) or with beneficiaries or potential beneficiaries (who may be over 18) recognising that such behaviours risks undermining the integrity and reputation of Windle Trust International.

I will not engage in any behaviour which could be construed as the exchange of money, offers of employment, actual employment, goods or services for sex or sexual favours, nor any other forms of related humiliating, degrading or exploitative behaviour.

I will use my best endeavours to promptly report any such behaviours or malpractice in the workplace, offices or in field programmes, to line managers and through recognised confidential reporting systems.

I make a solemn declaration that I have never been convicted of, or subject to any investigation, for unlawful acts involving the abuse or ill treatment of children, women or vulnerable individuals. I am aware that if I fail to declare any such incidents now, this will later result in disciplinary action, which may include immediate dismissal without notice or benefits, regardless of labour laws governing the contract.

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

I will declare any financial, professional, personal, or family (or close relationship) interest in matters of official business, which may impact on the way I do, or am perceived to do, my job.

I undertake to declare in advance, or as soon as is practicable, any direct or indirect financial or professional interest I have in any private business and will not play any role in assessing or awarding contracts, when those businesses are bidding for work, nor take part in any decision-making process involving those businesses.

I will inform my manager, or other appropriate person, in advance of any intention to seek a nomination as a prospective candidate in local or national elections or as a candidate for any official role for any political party or elected office. This is in order to clarify whether any conflict, or perceived conflict, with my duties with WTI may arise.

Even in contexts where the giving and acceptance of gifts is widespread and accepted practice, I will reject offers of gifts, monetary or otherwise, from government officials, beneficiaries or potential beneficiaries, donors, suppliers and other persons. Where the giving and acceptance of gifts is widespread and accepted practice, I will ensure that any gifts are within the limits of reasonable judgements and will promptly report any such gifts or offers of gifts to my manager.

I will take it as my personal responsibility to act against any form of corruption and never offer, promise, give or accept any bribes.

**4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my employment or duties with Windle Trust International.**

I will use my discretion when handling sensitive or confidential information.

I will account for all money and property to which I have access or use through my employment by, or association with, WTI (e.g. vehicles, office equipment, credit card, computers including the use of internet, email and intranet). This includes ensuring that vehicles and equipment are used for authorised purposes only.

**5. Protect the health, safety, security and welfare of Windle Trust International employees, volunteers or visitors, and consultants.**

I will undertake and act on the findings of appropriate risk assessments and will comply, at all times, with local security management guidelines.

I will take responsibility for my own personal safety, behaving in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organizations and beneficiaries.

**6. Promote human rights, protect the environment and oppose criminal or unethical activities.**

I will inform my line Manager, and other appropriate colleagues, any criminal convictions or charges I have had prior to my employment/engagement. If I am the subject of criminal charges during my employment/engagement, I will immediately inform my manager.

I will adhere to all prevailing policies and procedures relevant to my work, role or consultancy.

**At all times, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code of Conduct, thereby ensuring that WTI's programmes have an outstanding reputation and are implemented with integrity.**

Name (Print) .....

Date.....

Signature .....