

Owner	HR Advisor
Version	V2 December 2013
Approved by	CLT
Audience	All CAFOD

This Code applies to all those associated with CAFOD, including paid staff, volunteers, board members, trustees, and consultants. On occasions there may be other Stakeholders whom we ask to comply, if this is the case the Code will be explained clearly before their signature is requested.

Managers have a particular responsibility in promoting and upholding the Code by ensuring staff are supported in understanding and working within the Code, as well as providing a strong role model.

It is hoped that in no circumstances will local law governing national staff be in contradiction to any aspect of this code; however, should such a circumstance arise this must be discussed in the first instance with the most senior manager in country and thereafter with the Head of People and Performance.

Note that the Code of Behaviour also applies to any online activity, including Social Media. Specific guidelines for Social Media are available [here](#)

Values

1. I will ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with CAFOD's Vision, Mission and Values and does not bring CAFOD into disrepute.
2. I will act in good faith and treat other people with dignity and respect, without discrimination, harassment, abuse or neglect.
3. I will take reasonable action to protect others from harm and to challenge infringements into the rights of others.
4. I will comply with local laws and show respect for culture in the country in which I am working.
5. I will ensure that I act in accordance with health, safety and security guidelines and endeavour to safeguard others.
6. As a faith-based organisation CAFOD values and respects the right of all staff to practice their faith. I will observe local sensitivities when practicing my own religious beliefs.

Corruption

7. I will maintain appropriate standards of honesty and integrity in financial accountability.
8. I will not use the position of power conferred by my role to exert pressure, enhance my personal gain economically, professionally or sexually, or extract or accept favours, bribes, gifts or other forms of personal enrichment.
9. I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on my work – e.g. contracts for goods/services or employment, partner organisations, civil authorities, beneficiary groups.
10. I will not accept from beneficiaries, partners or contractors any favours, bribes or other forms of personal enrichment under any circumstances. Small gifts or tokens of appreciation may be received but line managers must be informed of any gifts that are offered or received.
11. I will ensure that the organisation's assets, tangible and intangible, e.g. vehicles, computers, communications equipment, intellectual property, and data are not misused and are protected from theft, fraud or other damage.
12. I understand that CAFOD prohibits the carrying of any weapons on any CAFOD property (owned or rented) including accommodation/office/vehicles etc. Armed civilian and military personnel are not permitted in CAFOD owned or operated vehicles or property.

Personal conduct / child protection

13. I will not enter into a sexual relationship with any beneficiary of assistance.
14. I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the exchange of sexual favours for assistance that is due to beneficiaries of that assistance.
15. I will not take advantage of a position of power to enter into a relationship with a colleague.
16. I will not engage in any type of sexual relationships with any person under the age of 18 (regardless of the age of majority or age of consent locally).
17. I will take measures to protect children, young people and vulnerable adults, including refraining from physically abusing children (even where this is culturally acceptable) and use non-violent methods to manage children's behaviour (both within and outside of the workplace).
18. My contact with children, young people and vulnerable adults (whether by phone, online or direct contact) will be supervised, accompanied, or at least in sight of other adults. CAFOD recognises that situations may arise where this cannot be the case for urgent or for practical reasons. Where I must have contact as a lone adult with one or more children, I will inform my line manager upfront or as soon as possible.

19. I will assess the safeguarding risks for all CAFOD events for which I am responsible and I will plan for the mitigation of these risks.
20. I will not show favour to particular children to the exclusion of others.
21. I will never work while under the influence of drug related substances or alcohol that inhibit my ability to perform my duties.
22. I will not use the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.
23. I will ensure that all pictures of children that I take in relation to my work with CAFOD are decent and respectful. I will ensure that I obtain informed consent and protect children's identity in any media involving under 18's.

If any member of staff develops a concern or suspicion regarding any of the above, most particularly sexual exploitation or child abuse by a fellow worker, whether in the same agency or not, they must report such concerns to senior management immediately. Anyone who raises a concern about potentially serious malpractice will be protected from victimisation or any other detrimental treatment, provided that concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence.

There may be specific circumstances where a behaviour not listed above could bring CAFOD into disrepute, in such a case the issue would be brought to the attention of the Head of People and Performance, and if necessary, the CAFOD Leadership Group, for a decision on whether the behaviour did indeed bring CAFOD into disrepute.

Signed in acceptance: _____

Date: _____