



Code of Ethical Conduct

1. **Children Believe mission statement**

Children Believe creates a future of hope for children, families, and communities by helping them develop the skills and resources to overcome poverty and pursue justice. For more than 60 years, we have followed the example of Christ by serving the poor regardless of their faith, cultural, and ethnic background.

2. **Scope**

The following Code of Conduct (“the Code”) is intended to help preserve and enhance the organization’s reputation for integrity, credibility and ethical conduct with supporters, funders, partners, program beneficiaries, employees and volunteers and forms part of the documentation that supports child protection and safeguarding and the provision of a safe work place.

This Code applies to all staff, volunteers, board directors and partners.

3. **Integrity, commitment and respect**

- 3.1 Children Believe staff, volunteers, board directors and partners, in whatever office/location they may be located, must conduct themselves and perform their work with uncompromising honesty and integrity and in full compliance with all applicable laws and regulations. As an employee, volunteer, Board member or partner you are required to adhere to the highest standard of conduct, regardless of local custom.
- 3.2 The continued success and reputation of Children Believe depends on the integrity, commitment and respect of all staff, volunteers, Board directors and partners in upholding the vision, mission, Christian values and strategy of the organization. Wherever they are located, Children Believe staff, volunteers, board directors and partners are required to:
 - 3.2.1 Always act with honesty, integrity and respect; demonstrate openness for the opinions of others, treat every person with whom you come in contact with dignity and respect and without regard to gender, race, colour, creed, place of origin, political belief, religion, marital status, age, disability or sexual orientation, and taking into consideration the culture, customs, habits, and beliefs of people we serve.
 - 3.2.2 Contribute to a positive and respectful work environment that is free from all forms of harassment, violence and bullying.
 - 3.2.3 Be accountable for their individual actions, behaviours and decisions, acting with honesty and integrity in accordance with governing laws and legislation, professional standards and organizational policy applicable to the performance of your responsibilities on behalf of Children Believe.
 - 3.2.4 Respect the rights of your fellow associates and third parties. Your actions must be free from discrimination, libel, slander or harassment.

- 3.2.5 Children Believe approaches human rights in a manner consistent with the United Nations Universal Declaration of Human Rights, supports and respects the protection of internationally proclaimed human rights, and ensures that we are not complicit in human rights abuses.
- 3.2.6 Respect and comply with the obligations and standards of member organizations to which Children Believe is a member in good standing.
- 3.2.7 Respect and comply with applicable legislation in the country/province/region in which the employee works and/or the Children Believe office is located.
- 3.2.8 You must avoid any personal activity, investment or association that could appear to interfere with good judgment concerning Children Believe's best interests and create a conflict of interest. You may not exploit your position or relationship with Children Believe for personal gain. You must avoid even the appearance of such a conflict. (See Conflict of Interest Policy 3.15.00)
- 3.2.9 Perform all duties with care and diligence, always striving for a high standard of performance, meeting all professional and organizational standards.
- 3.2.10 Misconduct will not be excused because it was directed or requested by another member of staff, management or board. You are expected to alert management whenever an illegal, dishonest or unethical act is discovered or suspected. (See Whistleblower Policy 3.8.00)
- 3.2.11 Ensure that appropriate care is taken for any Children Believe property under your care and control including ensuring there is no misuse of equipment or property.
- 3.2.12 Children Believe is committed to respecting the confidentiality and security of all personal and business information and to complying with all of the laws that govern the collection, use and processing of personal information. This information includes but is not limited to donor information, beneficiary information, employee information, compensation, intellectual property, business operations, contractual agreements, et cetera. (See Confidentiality Policy 3.1.00)
- 3.2.13 When gathering competitive information on an organization engaged in similar work to Children Believe, you must not violate the rights of another organization. You may not accept, use or disclose their confidential or proprietary information, which includes information that provides the other organization with a business advantage and is not publically known. You may access publicly available information such as annual reports, company websites and publications, public presentations and public marketing documents, journal and magazine articles, advertisements and other public media filings and offerings. Particular care must be taken when dealing with another organization's present and former donors, vendors, partners and employees. Never ask for, accept or use confidential or proprietary information from anyone. Never ask any person to violate a non-compete or non-disclosure agreement or to reveal confidential or proprietary information.
- 3.2.14 Only specific persons are authorized to represent or speak on behalf of Children Believe. You may not discuss Children Believe with the media unless authorized to do so. If you are contacted by a member of the media regarding a matter involving Children Believe or any of our partners, you must refer the inquiry to the Director of Strategic Communications or his/her designate. Further, you may not identify yourself as someone who is authorized to speak or offer opinions on behalf of Children Believe on any social-media platform. Only designated spokespersons are authorized to issue a statement or make comments regarding Children Believe's position on any given subject.

- 3.2.15 No funds or other assets of Children Believe may be used to make contributions to any elected official, political party or candidate for office, or any independent expenditures on behalf of any elected official, political party or candidate for office, in any country or region, even where allowed by law. In addition to cash payments, political contributions include in-kind contributions such as the purchase of tickets to political fundraising events, political advertisements, donations/gifts of products or services.
- 3.2.16 Comply with the requirements and expectations of any training or orientation provided by Children Believe in relation to your responsibilities.
- 3.2.17 Adhere to the duties and obligations set out in any contractual agreements with Children Believe or that Children Believe has entered into with other organizations, agencies, partners or vendors.
- 3.2.18 Each policy related to this Code provides a procedure for reporting infractions. Please report any infractions to your manager or direct supervisor or Chair of the Board, and then work with them to follow the reporting process of the applicable policy. (Refer to reporting guidelines in the Whistleblower Policy.)
- 3.2.19 Comply with all policies, guidelines and procedures of Children Believe. These include but are not limited to the following:
- Confidentiality – People & Culture Policy 3.1.00
 - Conflict of Interest – People & Culture Policy 3.15.00
 - People & Culture Goals and Practices – People & Culture Policy 1.1.00
 - Protection of Children and Vulnerable Persons – Child Safeguarding Policy – People & Culture Policy 3.18.0
 - Whistleblower – People & Culture Policy 3.8.00

4. **Awareness of responsibility**

Staff, volunteers, Board directors, partners and all other signatories to this Code of Conduct have a responsibility to thoroughly familiarize themselves with the Code and its purpose, and to seek clarity on any aspect that is unclear to them. The Code of Conduct will form part of any new staff or Board director on-boarding program and will be included in any other relevant training and briefings.

5. **Policy compliance**

All persons to whom this Code applies are required to maintain and contribute to an environment that supports the Code of Conduct. Managers at all levels of the organization have an obligation to support and develop systems, processes and performance metrics that maintain this environment.

Organizational policies posted on weBelieve provide additional details and specific requirements.

6. **Civil or penal responsibility**

Any disciplinary action taken under the Code of Conduct, or related policies, does not preclude further administrative, civil or penal action or penalties.

7. **Conclusion**

- 7.1 Based on our day-to-day workplace conduct, each one of us has a responsibility to safeguard Children Believe's reputation. If you are unsure of the action to be taken in a particular area, first confer with your supervisor/manager, or if your concern relates to a serious breach of conduct please refer to the Whistleblower Policy and use the steps outlined there.
- 7.2 All staff, especially managers, directors, senior leaders and Board directors, are responsible for ensuring an environment that invites and facilitates open discussion, and allows for issues and concerns to be raised without fear of intimidation or reprisal.
- 7.3 Any employee, volunteer, partner or Board director who ignores or violates any part of Children Believe's Code of Ethical Conduct policy, who penalizes a subordinate for following these standards, who intentionally omits or fails to tell the truth during an investigation into their conduct or the conduct of another, or obstructs an investigation, will be subject to discipline, up to and including termination of employment, volunteer service, partnership or Board membership.