

Annex B: Code of Conduct for Coram International

1. Introduction

This Code of Conduct provides guidance on what we expect of each other at Coram International. We are all responsible for acting in a way that aligns with Coram International's mission and values and the expectations in this Code of Conduct. This Code of Conduct accords with the Coram group Code of Conduct.

2. Scope

This Code of Conduct covers anyone acting as a representative of Coram International. This includes all employees, consultants, interpreters, enumerators and volunteers participating in and contributing to Coram's International's activities.

3. Guiding principles

Our ability to achieve our aim to promote and implement the rights of children is linked to our reputation. This reputation relies on everyone who works for us upholding and promoting high standards of conduct in line with our mission and values. We often work in situations where we are in positions of power and trust (in relation to children, members of the community, other organisations and one another). We must not abuse this power and trust.

As a child-focussed organisation, we have particular obligations to protect children and their rights and promote their welfare.

4. Our vision and mission

Coram International's vision is of a world where children's rights are respected, protected and fulfilled. Our mission is to promote and implement the rights of children worldwide.

5. Our values

Commitment: we are dedicated to our work, team and vision and to those benefiting from our work

Integrity: we don't compromise our values

Flexibility: we adapt to context and needs

Team work: we value all team members and work collaboratively internally and externally

Quality: we value the competence and skill of our people and the high quality of our work

Compassion: we act to promote equality, justice and compassion

Fun: we value positive interactions with each other

6. Our commitment

Because I respect others, I will...

- Not tolerate or take part in any form of discrimination, harassment, or abuse (physical, sexual, emotional, verbal or non-verbal), victimisation, intimidation or exploitation.
- Respect the rights of all others – regardless of age, gender, disability, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, sexual orientation, marital or family status, HIV status and other aspects of identity.
- Act fairly and prevent any form of discrimination.

Coram International at Coram Children's Legal Centre

Coram Community Campus | 41 Brunswick Square | London WC1N 1AZ | United Kingdom

www.coraminternational.org

- Respect the rights of children, young people, and others by ensuring that any information/data in my possession is saved and shared in line with principles of confidentiality and anonymity, and in line with research or ethical guidance I am required to sign as a condition of my work with Coram International.

Because I am committed to safeguarding children, young people and vulnerable adults, I will...

- Act in a way that does not in any way place children, young people and vulnerable adults at risk of harm.
- Not withhold information about any current criminal convictions, charges or civil proceedings relating to child abuse, either when I join Coram International or arising during the time I am contracted by Coram International.
- Put the best interests of the child first and 'do no harm'.
- Follow relevant referral procedures if I have any concerns about the safety of a child, young person or vulnerable adult.

Because I am professional, I will...

- Maintain high standards of personal and professional conduct, by taking responsibility for my actions and not abusing my position of power as a Coram International representative
- Ensure I understand and follow any guidance and policies provided to me as part of my tasks, including research and ethical guidelines, training and supervision instruction.

Because I am professional, I will NOT...

- Behave in a way that undermines my ability to do my tasks or is likely to bring Coram International into disrepute.
- Engage in sexual relations with service users or anyone who is vulnerable, in my care or under the age of 18, or abuse or exploit a child, young person or vulnerable adult in any way.
- Engage in any form of inappropriate or sexually explicit communication (including text, email, etc.) with any child, young person, or vulnerable adult with whom I may be involved as a result of participating or working with Coram International.
- Drink alcohol or use any other substances in a way that affects my ability to do my tasks or affects the reputation of the organisation.
- Be in possession of, nor profit from the sale of, illegal goods or substances.
- Ask for or invite any personal payment, service or favour from others, especially beneficiaries, in return for our help, support, goods or services of any kind.
- Accept bribes or significant gifts (except small tokens of appreciation) from beneficiaries, donors, suppliers or others which have been offered as a result of my employment.
- Enter into any sort of business relationship on behalf of Coram International with family, friends or other personal/professional contacts for the supply of any goods or service to Coram or any employment related matters without authorisation.
- Refuse any reasonable management request.
- Take unauthorised absence from work.
- Dress in an inappropriate manner or manner which may cause offence to those with whom I have contact or in the environment in which I am operating.
- Use the organisation's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography.

Because I have integrity, I will...

- Raise through appropriate channels any matter which appears to break the standards contained in the Code of Conduct.

Declaration:

I have read and understand this Code of Conduct. I agree to abide by this Code of Conduct and recognise that failure to do so may result in disciplinary action (up to, and including, dismissal).

Full name:

Signature: **Date:**