



## **Code of Conduct**

### **1. Fundamental Principle**

Members of the Charity shall in all cases act in accordance with the high standards appropriate to a professional body and shall not act to the detriment of the Charity, its members or the profession or bring these into disrepute. Members shall assist each other in every practical way and shall conduct themselves loyally towards their fellow members and the Charity.

### **2. We Shall Respect Culture & Custom**

We will respect the culture, structure and customs of communities and countries where we are working, treating every person as an individual and with dignity.

### **3. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.**

Wherever possible, we will base the provision of aid upon a thorough assessment of the needs and local capacities already in place to meet those needs. Within the entirety of our programmes, we will reflect considerations of proportionality. Life is as precious in one part of a country as another. Thus, our provision of aid will reflect the needs. The implementation of such a universal, impartial and independent policy can only be effective if we and our partners have access to the necessary resources to provide for such equitable assistance and have equal access to all communities.

### **4. Aid will not be used to further a particular political or religious standpoint.**

Assistance will be given according to the need of individuals, families and communities. Notwithstanding the right of communities to espouse particular political or religious opinions; we affirm that assistance will not be dependent of the adherence of the recipients to those opinions. We will not tie the promise, delivery or distribution of assistance to the embracing or acceptance of a particular political or religious creed.

## **5. Ways shall be found to involve programme beneficiaries in the management of aid.**

Assistance should never be imposed upon the communities. Effective and lasting support can best be achieved where the intended beneficiaries are involved in the design, management and implementation of the assistance programme. We will strive to achieve full community participation in our programmes.

## **6. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.**

We often act as an institutional link in the partnership between those who wish to assist and those who need assistance. We therefore hold ourselves accountable to both constituencies. All our dealings with donors and beneficiaries shall reflect an attitude of openness and transparency. We recognise the need to report on our activities, both from a financial perspective and the perspective of effectiveness. We recognise the obligation to ensure appropriate monitoring of aid distributions and carry out regular assessments of the impact of our assistance. We will also seek to report, in an open fashion, upon the impact of our work and the factors limiting or enhancing that impact. Our programmes will be based upon high standards of professionalism and expertise in order to minimise the wasting of valuable resources.

## **7. Employed Members.**

Members who are also employees shall:

- Give their employers loyal, willing and diligent service
- Deal honestly with their employers property
- Not undertake any other work; paid or unpaid, which may be detrimental to their employer in any way.

No member shall sub-commission or sub-contract work without the Trustee's prior knowledge and agreement, without defining the changed responsibilities.

## **8. Competence.**

Members who are approached with instructions to carry out work which they are unable to accept without infringing the provision of this code or which they cannot complete within timeframes set, shall endeavour to introduce the principal to another member who has the necessary skills. In addition, members shall refuse work, which they know to be beyond their competence.

## **9. Confidentiality.**

Members shall maintain complete confidentiality at all times and treat any information, which may come to them in the course of their work as privileged information, not to be communicated to any third party without authority. They shall also require all those assisting them in their work to be similarly bound. No member shall disclose privileged information to other members.

## **10. Exploitation of Knowledge acquired.**

No member shall derive any gain from privileged information acquired in the course of work undertaken. Neither shall they accept remuneration from any party in respect of work other than as contractually agreed.

Members shall carry out all work entrusted to them with complete impartiality and shall disclose any business, financial or other interest which may affect this impartiality.

## **11. Conduct of Members**

Members shall be aware of the high profile and influence they have on the communities they are working in whilst undertaking the Charity's activities.

At all times members must display high standards of self-control in language, dress and conduct. They must not participate in any use of unlawful narcotic substances or misuse alcohol in a manner that brings themselves, colleagues or the Charity into disrepute.

All alleged breaches of the Code of Conduct must be reported immediately to a Trustee, Any refusal or ignoring of any breach will be treated as seriously as the breach itself. Any serious breach will be reported to the police in the UK or in theatre and all support will be given to ensure a speedy investigation.

Any breach occurs whilst members are on a mission either in within or outside the UK will be reported to the Project Manager who will arrange for the immediate relief of duties and arrange a return to the UK (if abroad) at the earliest time possible.

Any breach of this code if believed to be true on the balance of probabilities after investigation, will be reported to an individuals Fire & Rescue Service Authority, if a serving member or to their employer.