



*Issued to all Staff and Representatives of Brooke*

## **Brooke Code of Conduct Standards**

**(to be read alongside Global Safeguarding Policy and Malpractice in the Workplace )**

[As a Brooke employee/Brooke Representative] I will:

Uphold the integrity and reputation of Brooke by ensuring that my professional and personal conduct is consistent with Brooke's values and standards

- I will treat all people fairly with respect and dignity.
- When working or travelling on behalf of Brooke, I will be observant of all local laws and be sensitive to local customs.
- I will seek to ensure that my conduct does not bring Brooke into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed/contracted.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Brooke premises or accommodation.

Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance.
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.
- I will not physically assault a child or vulnerable adult.
- I will not emotionally or psychologically abuse a child or vulnerable adult.

Ensure the safety, health and welfare of all Brooke staff members and Brooke representatives

- I will adhere to all legal and organisational health and safety requirements in force at my location of work.
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.

Be responsible for the use of information, assets and resources to which I have access by reason of my employment or assignment with Brooke

- I will ensure that I use Brooke assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use Brooke IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would



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constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism.

- I will not use Brooke IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

Perform my duties/assignment and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of Brooke.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within Brooke, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment or assignment with Brooke.

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues/other representatives, work-related matters or any sensitive information unless legally required to do so.

### **Procedure for making complaints and reporting**

Brooke staff or Brooke representatives are obligated to bring to the attention of the relevant manager/point of contact any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. Brooke staff and representatives reporting concerns are protected by the Disclosure of Malpractice in the Workplace policy which must be read alongside our Global Safeguarding Policy and our Code of Conduct.

### **Safeguarding Reporting Tool**

Staff members/representatives who have a complaint or concern relating to breach of the Code should report it immediately to their line manager/point of contact or through the Brooke Reporting Tool <https://thebrooke.whistleblownetwork.net/frontpage>

This reporting tool is confidentially managed by the UK Head of HR, UK HR Safeguarding Focal Point, Global Safeguarding Officer and Director of Programmes. Staff members or Brooke representatives receiving reports or concerns are obliged to action or refer the report immediately as per the Brooke's Global Safeguarding Reporting Procedure.



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I acknowledge that I have read, accepted and understand Brooke's Global Safeguarding Policy. In accepting my appointment I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code. I understand this code applies both inside and outside of the workplace whilst undertaking Brooke work and a breach of the code could lead to instigating disciplinary procedures for staff or termination of consultant services working on behalf of Brooke.

**By signing this document, I agree:-**

- To comply with Brooke's Safeguarding Policy, Procedures and the Code of Conduct.
- To report any concerns or incidents in line with the procedure set out in the Safeguarding policy.
- To raise awareness of the policy and Code of Conduct in my work environment.

**Name:** .....

**Signature:** .....

**Location:** .....

**Date:** .....