

CODE OF CONDUCT

This Code of Conduct provides expected standards of behaviour of SDDirect staff and representatives. This Code of Conduct is based on the principles outlined in the SDDirect Safeguarding Policy. SDDirect staff and representatives always represent the organisation and as such you will never be entirely 'off duty' so standards of behaviour must apply at all times. The below is not an exhaustive list and should be interpreted in a spirit of common sense.

A breach of the code of conduct or a misbehaviour can be reported and can result in disciplinary action. It should be noted that if concerns arise in relation to staff and representatives outside their professional roles (e.g. standards of behaviour that would constitute a breach of the Safeguarding Policy or the Code of Conduct) SDDirect would initiate follow up action, including possible disciplinary action.

As a staff member or representative of SDDirect, you are expected to uphold the organisation's principles. To maintain the expected standard of behaviour you will:

- Actively promote inclusion and respect the rights of all people without discrimination, whilst being sensitive to different cultures, norms and values. You can seek advice from SDDirect where you have questions or concerns. This includes:
 - Conduct all interactions (in person and online) in a way that is safe, inclusive and appropriate for all individuals involved. Be empathetic to everyone in the room or event.
 - Behave appropriately; make sure that language is moderated for who you are speaking to and refrain from jokes or comments that may cause discomfort or offence.
 - Maintain an environment which prevents violence, abuse and other harms, and promotes the implementation of this code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Staff must:

- Uphold the rights and welfare of colleagues, representatives, project-affected communities.
- Read thoroughly, promote and raise awareness of all SDDirect's Safeguarding Policy.
- Ensure they are aware of their Safeguarding Focal Point and aware of reporting mechanisms.
 - Report any suspicions, concerns, or behaviours that breach the Safeguarding Policy to the appropriate person(s) where they feel it is safe to report.
 - Ensure they have received the relevant safeguarding training.
 - Maintain confidentiality regarding concerns and report concerns on a need-to-know basis only. This protects the dignity and identity of the alleged survivor/victim and the alleged wrongdoer.

Line Managers must:

- Create a safe environment where staff and others feel able to raise concerns without fear of retribution.
- Ensure that if a member of their team has reported a breach of safeguarding policy, that this is raised via the appropriate channels within 24 hours.
- Ensure all staff members and contractors that they manage are trained in Safeguarding Policy.
- Ensure that you are aware of referral services for health, legal and psychosocial support to provide to anyone disclosing (information to be supplied by SDDirect's Head of Programmes).
- Set a positive example both on and off duty.

When working with children or adults at risk staff must:

- Conduct interactions with children that are safe, appropriate, child-friendly and sensitive to the feelings of the child.
- Immediately report any concerns relating to the safety or welfare of a child and adult at risk.
- Do not work alone with children or adults at risk and plan your work so that at least two adults are present at any time.
- Behave appropriately; make sure that language is moderated in their presence and refrain from adult jokes or comments that may cause discomfort or offence.
- Avoid inappropriate physical contact with a child or adult at risk. Using common sense, this does not limit physical contact with a child or adult at risk if they are hurt or distressed. In this circumstance, a child may be comforted or reassured without compromising his/her dignity.
- Be sensitive to local norms and standards of behaviour towards children and adults at risk. Where local norms and standards of behaviour contravene this code of conduct SDDirect's standards take precedence.
- Listen to what children are saying, and respond appropriately.
- Never act in a way that may be abusive or may place them at risk of abuse.
- Not condone, nor participate in, behaviour against a child or adult at risk that is illegal, unsafe, abusive.
- Never hit or otherwise physically assault, harm or abuse them.
- Not develop physical/sexual relationships with them.
- Never verbally or physically act in a manner that is inappropriate or sexually provocative.
- Not develop relationships with them that could in any way be deemed exploitative or abusive.
- Not use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- Never act in ways intended to shame, humiliate, belittle or degrade children or adults at risk, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- Never allow allegations made by a child/adult at risk or concerns expressed by others about their welfare, to go unrecorded or not acted upon.

- Not do things for a child or adult at risk of a personal nature that they can do for themselves.
- Not have a child or adult at risk who are beneficiaries of SDDirect projects, stay overnight at your home or other personal accommodation in which you are staying.
- Never use any computer or other electronic device to view, download, distribute or create indecent or inappropriate images of children or adults at risk.
- Never engage in any commercially exploitative activities with children including child labour or trafficking.

SDDirect staff should engage in safeguarding against Sexual Exploitation, Abuse and Harassment by not:

- Engaging in any sexual activity with children (persons under the age of 18). This is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- Engaging in any sexual activity with an adult at risk who is unable to provide informed consent.¹
- Exchanging money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of any assistance that is due to children or adults with whom we work.
- Engaging in any other form of sexual exploitation or abuse.
- Engaging in sexual harassment of any form, including but not limited to actions such as sexually-suggestive gestures, comments on a worker's appearance, age or private life, sexual comments, stories and jokes, unwanted sexual advances or revealing or discussing a person's sexual orientation or gender-identity without their express permission.
- Committing any act of gender-based violence.
- Engaging in any new sexual activity with staff members working with partners of SDDirect who are a 'sub' within a contracting relationship without first disclosing the relationship to their Line Manager. Existing relationships must be declared prior to working with the partner. This avoids situations which abuse power as well as conflict of interest issues. An exception to this rule may be made where one of the parties is at risk due to another inequality, such as diverse SOGIESC, where disclosure of a relationship will place them in potential danger. In circumstances such as this, it is expected that the SDDirect member submit a request at their earliest convenience.
- Engage in any other form of sexual exploitation or abuse against work colleagues, within SDDirect or partner organisations.
- Engage in any form of sexual relationship with a person that they line manage or supervise.
- Keep romantic and/or sexual relationships with other staff members secret from SDDirect. Relationships must be declared as soon as possible to their line managers, even if the relationship is at an early stage and may not continue. An exception to this rule may be made where one of the parties is at risk due to an inequality, such as diverse SOGIESC, where disclosure of a relationship will place them in potential

¹ Informed consent: permission granted in full knowledge of the possible consequences.

danger. In circumstances such as this, it is expected that HR is notified and worked with to find a solution to any power imbalances involved in working together.

- Engage in sexual harassment of any form, including but not limited to actions such as sexually-suggestive gestures, comments on a worker's appearance, age or private life, sexual comments, stories and jokes, unwanted sexual advances or revealing or discussing a person's sexual orientation or gender-identity without their express permission.

SDDirect staff should engage in protecting each other from bullying and harassment by not:

- Using offensive, derogatory language or intimidating actions or behaviours.
- Insulting or use threatening gestures, language (overt or implied) or continual and unwarranted.
- Being physically or emotionally abusive in any way.
- Shouting at any colleagues or members of project-affected communities.
- Using unjustified and/or unnecessary comments about a person's work or capacity for work.
- Openly displaying pictures, posters, graffiti, written materials, emails or digital media which might be offensive to some.
- Placing phone calls or send messages on voicemails or electronic mail or computer networks which are demeaning, threatening, abusive, humiliating, or offensive to staff.
- Persistently following or stalking within the workplace, or to and from work.
- Repeatedly assigning tasks or deadlines which are impossible to meet or inappropriate for the scope or seniority of their role in a way that is likely to undermine an individual's morale or sense of professional self-worth.
- Copying (Cc) emails that are critical about someone to others, who do not need to know or using blind copy (Bcc) on emails in a similar way.
- Making threats or comments about job security without foundation.
- Repeatedly changing workplace arrangements to inconvenience a particular employee.
- Repeatedly, excessively scrutinising a person's work over and above the scrutiny applied to others' work.
- Spreading malicious rumour.
- Cyber-bullying.