**Code of Conduct**

**Introduction**

* + Just a Drop expects the highest standards of conduct from its staff, volunteers and Trustees.
  + Just a Drop expects high standards of conduct from the partner organisations with which it works. Partners are encouraged to have policies in place that cover the areas within this code of conduct.
  + Conduct concerns the behaviour, language and actions of individuals. Inappropriate conduct can adversely impact on Just a Drop’s internal culture, staff relationships and external reputation.

**Scope and Purpose**

This policy extends to the following:

* + Just a Drop’s UK directly employed staff, volunteers and Trustees
  + Just a Drop will ensure that staff are aware of procedures for reporting fraud, negligence and other major incidents of serious malpractice.
  + The Code of Conduct and related policies and procedures (including the above) will be built into the induction of all new staff.

Just a Drop has built a reputation for the quality of our work, which is based largely on the ability, integrity and conduct of our staff. In order to maintain and enhance our reputation, we expect the highest standards of conduct from all staff as well as volunteers and consultants.

This Code of Conduct brings together these expected standards. The code also aims to protect people from placing themselves in a position where their conduct may be misinterpreted.

This Code of Conduct also supplements any ethical codes Just a Drop may have signed up to or that you may have agreed to, such as those required by professional bodies.

The Code of Conduct covers:

* Using Just a Drop’s funds and resources responsibly to maximise the impact for those without access to safe water, sanitation and improved hygiene
* Treating people with dignity and respect
* Working to protect and enhance the reputation and standing of Just a Drop
* Safety, health and welfare

Issues raised under this code are to be treated with tact, discretion and the level of confidentiality required under the appropriate policy. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Just a Drop respects individual rights to privacy and will not intervene in the way people choose to live their lives outside work, apart from where it may have a direct impact on their employment or may bring Just a Drop into disrepute.

For advice on the application of this code, please speak to your line manager.

**Mission and values**

Just a Drop’s mission is to work with communities across the world to provide sustainable affordable safe water, sanitation and hygiene education in order to support community development and economic growth, saving and transforming lives.

The achievement of this mission is underpinned by our values – they define who we are and how we do things at Just a Drop:

* Inclusive
* Inspiring
* Courageous
* Always learning
* Accountable
* Collaborative

The people we work to serve and those we work with, deserve to experience the highest level of integrity and conduct from Just a Drop representatives. This means we need a personal commitment to act in accordance with these values in our dealings with those we come into contact with, in our jobs, including our colleagues.

**Code of Conduct Standards**

By working to the highest standards of integrity and conduct in our interactions with all stakeholders and colleagues, we will increase our contribution to Just a Drop having a positive impact on people without access to safe water, sanitation and hygiene.

Just a Drop therefore requires these commitments to be made:

**I will use Just a Drop’s funds and resources responsibly to maximise our impact for those without access to safe water, sanitation and improved hygiene**

**This means:**

* I will ensure that I use and account for any Just a Drop funds and resources entrusted to me in a responsible and accountable manner and that I will comply with the global and national financial policies and procedures.
* I will consider my impact on the environment and will use resources sustainably, complying with Just a Drop’s policies and practices.
* I will report any misuse of funds or resources
* I will not use Just a Drop’s 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 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 Just a Drop IT equipment to view, download, create, distribute or save in any format inappropriate or offensive materials including, but not limited to, pornography or depictions of child abuse.
* I will not misuse or disclose personal or confidential data or information to people who should not have access to it. I will comply with all related data protection policies.

**I will treat people with dignity and respect**

**This means:**

* I will observe the laws relevant to the country and context in which I am working.
* I will be sensitive to different customs and traditions and will refrain from inappropriate behaviour that might knowingly offend (particularly when in a culture different from my own).
* I will demonstrate respect for people that have different backgrounds, beliefs and ways of life (including religion, ethnicity, sexual orientation, nationality, disability and medical condition).
* I will not take part in any form of discrimination, harassment or bullying.
* I will conduct myself in a way that supports Just a Drop’s approach to equity, inclusion and diversity.
* I will be professional and courteous in my dealings with others and will not use inappropriate or offensive language, either verbally or in written communications (including emails).
* I will abide by Just a Drop’s Ethical Imagery Policy

### I will not engage in abusive or exploitative conduct

**This means:**

* I will abide by Just a Drop’s Safeguarding Policy
* 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

**I will work to protect and enhance the reputation and standing of Just a Drop**

**This means:**

* I will act in accordance with Just a Drop’s values.
* I will not accept any gift, gratuity or incentive that could be seen as payment for giving favour or advantage. I will only accept small tokens of appreciation of a nominal value. The line between a gift and a bribe can be very fine and I will immediately report any attempts at bribery to my line manager.
* I will not offer bribes or inappropriate inducements.
* I will not use my position with Just a Drop to solicit any personal benefit (for example, financial or sexual).
* I will report any activity that could be seen as serious malpractice
* I will declare any financial, personal or family (or other close relationship) interest in matters related to Just a Drop’s activities. I will not abuse my position to secure benefits for any family member, friend or other close relationship. If in doubt, I will discuss this with my line manager.
* I will not undertake activities outside Just a Drop that would conflict with my role e.g. political activity that could bring Just a Drop into disrepute[[1]](#footnote-1), taking a business interest in a supplier or a contractor etc. If in doubt, I will discuss this with my line manager.
* I will not express views or opinions externally/publicly that could damage Just a Drop’s reputation by contradicting our ethos, values or policies. I will ensure that, where appropriate, I differentiate between a personal view and that of Just a Drop.
* I will seek permission (if I am an employee of Just a Drop) to take additional employment (or consultancy work) outside of Just a Drop. I will also seek permission to take an appointment as a trustee/director or in a voluntary role that may conflict with my role at Just a Drop.

**I will not undertake any actions that will place the safety, health or welfare of any person at unnecessary risk**

**This means:**

* I will comply with all policies on health and safety and will conduct myself in a way that avoids unnecessary risk to the safety, health and welfare of me and others.
* I will not work under the influence of alcohol to the extent that my ability to do my job is affected[[2]](#footnote-2).
* I will not work under the influence of any drug or drug related substance[[3]](#footnote-3), nor bring any illegal substance onto Just a Drop premises, sites or vehicles. I will report anyone bringing any illegal substance onto Just a Drop premises, sites or vehicles.
* I will comply with our Safeguarding policy and will report any potential cases where a child or vulnerable adult is at risk in line with that policy.

**I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code**

Name:

Signature:

Date:

1. This does not preclude political affiliation or participation, only activities that may conflict with your role at Just a Drop [↑](#footnote-ref-1)
2. It is recognised that many people within Just a Drop attend events at which it may be appropriate to consume alcohol whilst working. It is important to remember that you are still representing Just a Drop and should act accordingly [↑](#footnote-ref-2)
3. Other than those prescribed for medical purposes and which do not significantly affect your ability to perform your duties. [↑](#footnote-ref-3)