

OUR STANDARDS

Save the Children UK's Code of Conduct

savethechildren.org.uk



Save the Children

OUR CODE OF CONDUCT

How we act determines how many children's lives we save.

Every child we help, we help together. Every safe birth, vaccination, or nutritious meal, every child kept from harm or put into school, is a result of all of us working as a team. Whatever our role, the unity of our mission depends on each of us living our shared values of accountability, ambition, creativity, collaboration and integrity.

Improving the way we work can help us make the difference for even more children around the world. Save the Children's Code of Conduct and priority policies help us do this by being more accountable, more transparent and better able to manage risk.

By taking risk seriously, we minimise any danger to children or to each other, safeguard our reputation, and protect our sources of income. Doing so makes us better equipped to save children's lives, fight for their rights, and help them fulfil their potential now and in the long term.

Please see our priority policies for further information.

Why do we have a Code of Conduct?

At Save the Children, we want to see a world where every child survives and thrives in a safe environment where they can maximise their possibilities and fulfil their potential. But to achieve that it's vital that we protect our reputation. As such, everyone who represents Save the Children – including employees, trustees, volunteers, trainees and interns – must uphold and promote the highest standards of integrity. If only one of us acts in a way that is inconsistent with our values and principles, the impact on our reputation may mean we fail to achieve our ambitious goals for children.

Save the Children fights for children's rights in the UK and around the world, and as an ambassador of our organisation you will frequently work in positions of authority and trust. You are seen by us and by others as a representative of Save the Children in both your professional and personal life, and if you travel internationally for us your behaviour will be even more visible.

Our Code of Conduct and supporting policies are binding on all Save the Children staff and representatives. If you fail to meet these standards, you risk disciplinary action or even dismissal. We may also report serious infractions to any relevant professional organisations or legal authorities.

This Code of Conduct aims to provide clear guidance on what we expect of each other, as well as define conduct that will always be unacceptable. Save the Children will do everything it can to help you meet these expectations, but it is your responsibility to bring Save the Children's values to life.

What do we expect from Save the Children's people?

I will keep children safe.

Keeping the children we work with safe will be my top priority. I will not tolerate exploitation of children or child abuse under any circumstances and I will create a safe environment to prevent the physical, sexual, or emotional abuse or neglect of anyone under the age of 18.

I will follow our clear child safeguarding policy, procedures, and guidelines. I will seek advice on these whenever necessary – for instance if I need help or guidance to prevent, report or respond to child abuse.

Even if the child is unknown to Save the Children, or if the problem relates to incidents of historic abuse, I will respond where action is requested or required. At Save the Children, the safety and wellbeing of every child, regardless of their connection with us, is our first priority.

Therefore I will never:

- Breach Save the Children's Child Safeguarding policy, procedures, and guidelines in any way, or place children at risk of harm. This includes engaging in sexual relations with anyone under the age of 18.
- Withhold information about any criminal convictions, charges, or civil proceedings relating to child abuse, either when I join Save the Children or during my time working for the organisation.

Please see our Child Safeguarding policy and training for further information.

I will maintain the highest standards of personal and professional conduct.

I will strive for the highest standards in my work, will be personally accountable for my actions and will at all times behave responsibly in my position of trust as a Save the Children representative.

I will not behave in a way that undermines my ability to work for children, nor will I bring Save the Children into disrepute. Therefore I will not:

- Exchange money, employment, goods or services for favours of any kind.
- Consume alcohol or any other substances in a way that compromises my ability to do my job, or Save the Children's reputation.
- Be in possession of, make use of, or profit from the sale of illegal goods or substances.
- Request or accept any personal payment, service, favour or good in return for my help and support. This applies specifically to the people we serve – but it does not just apply to them.
- Accept bribes, in the form of money or goods of any kind, from beneficiaries, governments, donors, supporters, partner organisations, suppliers, or anyone else with whom I come into contact as a result of my role at Save the Children, nor offer the same. Genuine gifts, which are small tokens of personal appreciation, may be appropriate but if there is any doubt, I will discuss with my line manager.
- Enter into any business relationship with family members, friends, or other personal/professional contacts for the supply of any goods or services to Save the Children that may create a conflict of interest.

- Use any Save the Children equipment to view, download, create or distribute inappropriate material, such as pornography.

Please see our Dishonesty policy and training for further information.

I will protect my health, safety and security, and that of the people around me.

I will familiarise myself and comply with Save the Children's Health & Safety and Safety & Security policies, procedures and guidelines.

I will take particular care when travelling on Save the Children's behalf to insecure, fragile, or remote locations, undertaking the appropriate pre-departure preparation and adhering to Save the Children International policies and procedures when visiting SCI country programmes.

- Therefore I will not behave in a way that causes unnecessary risk to my safety and security or that of others.

Please see our Health & Safety and Safety & Security policies, procedures, guidelines, and training for further information.

I will safeguard Save the Children's assets and resources.

I will handle Save the Children's physical, financial and data resources with the utmost care.

I will familiarise myself with Save the Children's Data Protection policy, guidelines and training, and ensure I collect, store and use personal data responsibly.

I will ensure that Save the Children's resources are not misused, and protect them from theft, damage, or loss.

- Therefore any personal information I have accessed or hold responsibility for as part of my role at Save the Children will remain private and I will not release it unless legally required to do so.

Please see our Data Protection policy, guidelines, and training for further information.

I will respect others.

I will respect the basic rights of all people, regardless of gender, disability, ethnic origin, religion, language, sexual orientation, HIV/AIDS status, and other aspects of identity.

I will act fairly and honestly and treat people with dignity and respect.

When travelling on behalf of Save the Children, I will respect national and local culture, customs, traditions and practices that are in line with UN conventions.

Therefore I will not:

- Take part in any form of discrimination, harassment, or abuse (physical, sexual, or verbal), intimidation or exploitation, or in any other way infringe upon the rights of others.

Please see our Diversity policy for further information.

I will report any incident or concern that relates to a breach of this Code of Conduct.

In order to realise our ambitious goals for children, Save the Children must effectively report and respond to any fraud, misconduct or wrongdoing by our staff and representatives. We encourage all our staff to raise any concerns you may have about the conduct of others or the way we operate as an organisation.

Therefore I will:

- Raise any matter that I believe to be in breach of this Code of Conduct through the appropriate channels.

Please see our Whistleblowing policy for further information.

Who is responsible for Save the Children's Code of Conduct?

Save the Children's Chief Executive and trustees have ultimate responsibility for our Code of Conduct.

However, our Chief Operating Officer (COO) holds working ownership of the Code of Conduct, with the relevant experts in child safeguarding, legal, audit and risk, health and safety, safety and security, and HR available to answer any questions on the standards outlined above and supporting policies.

I agree to abide by the standards defined in Save the Children's Code of Conduct and supporting policies.

PRINT NAME.....

SIGNATURE..... DATE.....

Please return a signed copy of this Code of Conduct to the [HR Operations Excellence team](#) once you have completed the induction process.