

Code of Conduct and Ethics

Our code of conduct and ethics draws on our Christian values and sets out expectations regarding behaviours. It is not intended to give examples of behaviour for every circumstance but to set the tone of expected and acceptable behaviour towards each other and those with whom we come into contact.

Our vision is to see lives of some of the poorest communities in the Middle East transformed by the compassion of Christ. We achieve this by partnering with Middle East Christians as they bring healing and hope to all who face poverty and injustice.

To ensure that we are achieving this mission at all times and maintaining our values of **respect, accountability, compassion, excellence, and integrity**, we have developed a code of conduct for all Embrace the Middle East staff. This code has been developed in line with the UN Standards of Conduct.

Scope

The following applies to everyone who works for Embrace, either as an employee, consultant, freelancer, temporary worker. It also applies to trustees due to their statutory responsibilities for the charity.

Code of Conduct

I understand the role that Embrace the Middle East (Embrace) plays in representing its Middle Eastern partners in the UK and beyond. Working for Embrace I take seriously my role in maintaining the reputation of the charity and its partners. I agree:

To uphold and maintain the integrity and reputation of Embrace at all times by ensuring that my personal and professional behaviour is in keeping with the values and standards that Embrace lives by. I will strive:

- To develop partnerships of equality. I will serve our Middle Eastern partners' vision of seeing the compassion of Christ incarnate through their work.

Being accountable for the actions that I take and sensitive to the power that acting as a representative of Embrace may afford me • Behaving responsibly and not abusing unequal power relationships in any way.

- To operate from a place of sensitivity and respect, taking my lead from our partners whenever possible and acknowledging the value of diverse cultural and spiritual practices. When any such practices impinge on Embrace policy, human rights or break local or international law I will choose not to participate, and instead follow the appropriate reporting procedures. (See Embrace the Middle East's Safeguarding and Whistleblowing Policies)

Being sensitive and respectful to the cultural and political surroundings I find myself in even if these are in contradiction to my own cultural or spiritual values • Not engaging with any activity contradictory with the Code of Conduct and Ethics and if required following the appropriate reporting procedures • Upholding local laws and understand that Embrace is not responsible if I choose to violate these laws.

- To be flexible, open-minded, and patient when confronted with unpredictable events, changes of plan, unusual situations, and lower levels of comfort than I am used to. I understand that I may be required to work additional hours at short notice and to work at locations other than my normal place of work.
- To carry out my role to the best of my abilities, working collaboratively with my colleagues and in a professional manner at all times. My conduct will display respect to local laws, myself and those around me.

Not working whilst under the influence of alcohol or illegal substances • Not being in possession of any illegal substances whilst within Embrace premises, vehicles or accommodation or while on Embrace business.

- To prioritise Embrace's service to its partners and donors through my work. I will declare any other interest which may conflict with this goal.

Declaring any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact upon the work of Embrace (e.g. contract for goods/services, employment or promotion within Embrace, partner organisations, beneficiary groups or any other organisation) • Not accepting gifts which could be deemed disproportionate, or where the gift could be viewed as a bribe.

Embrace is committed to protect the dignity and safety of all peoples at all times. This especially includes children (under the age of 18) and adults at risk¹. I agree to:

- Conduct myself in a way which is transparent and beyond reproach.

Never being left alone with a child or vulnerable adult • Not visiting or corresponding with a child or adult at risk associated with Embrace without legitimate and verifiable need and without the full consent of the partner involved • Declining any requests from beneficiaries for private contact via social media • Never engaging in intimate relations with beneficiaries or partners and acknowledging the unequal power relationship that any such activity would present • Never exchanging money, offers of employment, employment, goods or services for any service which could be deemed as humiliating, degrading or exploitative.

- Serve our donors, partners and their beneficiaries above the reputation of the charity or its employees. I will report all issues of concern in line with Embrace's safeguarding and whistleblowing policy.

Follow Embrace's reporting procedures if any information is disclosed to me by a beneficiary or partner or if I become aware of the misconduct of an Embrace member of staff/representative.

- Represent (in image and word) partners and their beneficiaries in a way that honours and upholds their dignity. I will strive to portray their work and stories in a way that is accurate, always seeking full consent from the individuals concerned.
- Respect all people's rights, including children's rights. I will create a working environment that is in-keeping with Embrace's values of respect, accountability, compassion, excellence and integrity.

I undertake to use any resources made available to me by or through Embrace, be that IT, money, employee benefits or information, responsibly.

¹ 'Adults at risk' here refers to those who are or may be in need of community care services by reason of disability, age or illness; and/or who may be unable to take care of themselves against significant harm or exploitation.

I agree to:

- Treat all information that I access with sensitivity and respect. Maintaining confidentiality during and after working for Embrace, except as required by law.
- Communicate on behalf of the charity with wisdom and integrity, being mindful to guard against any unintentional repercussions for Embrace or its partners.

Consulting with the Embrace Fundraising & Marketing team or relevant member of staff on sensitive issues before communicating externally on behalf of Embrace • Ensuring, as far as I am able, that no content has negative repercussions for Embrace or any of its partners.

- Use charity funds only in ways that maximise the benefit to our partners. I will accurately account for any/all Embrace property, money and expenditure, always remembering that we rely on the support of our donors and have a duty to use all funds responsibly.
- Treat Embrace’s property with respect and care, wherever possible reduce wastage, using resources efficiently and protecting them from damage or vandalism.
- Adhere to Embrace’s image consent guidelines in relation to obtaining consent from individuals for the use of visual images (photograph, film, etc.) to publicise the work of Embrace.

I agree to adhere to the charity’s health and safety protocols and avoid acting in ways that endanger my own or other’s safety. I agree to:

- Prioritise and take seriously any training as required by senior leadership and trustees.
- Take an active role in the prevention of all forms of criminal and unethical activity.
- Protect the environment as much as possible and work in a sustainable way.
- Act in a spirit of transparency and inform Embrace of any criminal convictions or current charges that may be of direct interest to Embrace or impede on my ability to act or represent Embrace.

Read and adhere to all Embrace policies and procedures as a minimum standard. I will strive to go beyond these standards, modelling best practice at all times.

Declaration

I have read and understood the terms of this code of conduct and commit to uphold the obligations required of me therein.

Name:			
Signature:		Date:	

Recommended by:	Lucy Insua, Rhiannon Lane
Policy approved by:	SLT
Effective from:	December 2018
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