

E3 INITIATIVE SAFEGUARDING CODE OF CONDUCT

1. Scope and purpose

In keeping with its vision and values, E3 Initiative is committed to maintaining the highest degree of ethical conduct. To help increase understanding, this Code of Conduct applies to E3 personnel, which comprises staff, freelancers, trustees and volunteers, serving E3 in the UK and internationally.

The purpose of this Code of Conduct is to set out the expected conduct and it forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, E3 operates in the UK, US and Southern Africa so the Code of Conduct is developed from international and UN standards. E3 representatives are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

2. Code of Conduct standards

As an E3 employee I will:

Uphold the integrity and reputation of E3 by ensuring that my professional and personal conduct is consistent with E3's values and standards

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of E3, 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 E3 into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on E3 premises or accommodation

Avoid involvement in any criminal activities, abusive or exploitative conduct or activities that compromise the work of E3.

- 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.
- 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

E3 Initiative Safeguarding Code of Conduct

- 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 E3 staff members and associated personnel (volunteers, partners, suppliers and contractors)

- 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 with E3

- I will ensure that I use E3 assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use E3 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 E3 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 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 E3
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within E3, to any person with whom I have financial, personal, family or close intimate relationships. Where there could be a conflict of interest, objective parties will make the decision.
- 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 gifts above £30 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 with E3.

Uphold confidentiality

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

3. Complaints and reports

E3 personnel are obligated to bring to the attention of the relevant manager or trustee 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. E3 personnel reporting concerns are protected by the Bullying, Harassment and Whistle-blowing Policy.

E3 personnel who have a complaint or concern relating to breach of the Code should report it immediately to their line manager. If the person does not feel comfortable reporting to the line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member or Trustee.

Staff members receiving reports or concerns are obliged to act or refer the report immediately as per the E3 Complaints Policy.

4. Implementation of the policy

All E3 staff members/volunteers are obliged to sign this E3 Code of Conduct Policy and are obliged to adhere to all of its contents.

5. Declaration of acceptance

This policy should be signed and dated before commencement of this relationship. E3 will keep the Declaration of Acceptance on file.

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