



Code of Conduct

The Concrete Jungle Foundation (CJF) Code of Conduct is intended to serve as an illustrative guide for staff, volunteers and other people working for- or otherwise associated with - CJF to make ethical decisions within this capacity, particularly when working during 'project implementation' – that is, working within a predefined project timeline within particularly vulnerable environments alongside project beneficiaries on the ground within a predefined project capacity.

It is a moral code designed to assist staff and other people working for or otherwise associated with CJF to better understand the obligations placed upon their conduct by the terms of their association with CJF. When working for or otherwise associated with CJF you are representing the charity as a whole, and must adhere to the organisation's ethical, moral and practical commitments. This includes local staff and volunteers working with CJF within the Edu-Skate Programme or a predefined associated project.

Before working on a CJF project, I have read the CJF Code of Conduct and I understand that I am expected to live up to the standards of behaviour described therein. I have also read, and accept to be bound by, the standards of conduct contained within the Human Resources Policy (available on CJF's website). I fully understand that conducting myself in a way that breaks these standards as described within either document can result in being asked to leave the project, disassociation with CJF, and/or further repercussions.

Name:

Project:

Position:

Date:

Signature: _____

— Introduction

CJF's capacity to ensure the protection of and assistance to persons living within the environment in which projects are initiated and other persons of concern depends on the ability of its staff, volunteers and other people associated with CJF to uphold and promote the highest standards of ethical and professional conduct. We, any persons associated with CJF, are personally and collectively responsible for maintaining these standards. Senior Board Members have a particular responsibility to uphold these standards, to set a good example, and to create a working environment that supports and empowers staff.

It is recognized that CJF's work often puts its staff in positions of authority in relation to its beneficiaries. Staff have an obligation not to abuse this power.

This Code of Conduct is intended to serve as an illustrative guide for staff and or any persons associated with CJF to make ethical decisions in their working capacity with CJF and recognise at times this may extend beyond to their conduct outside their immediate work with CJF. It is a moral and ethical code that does not have the force of law yet any serious breaches of the code may result in formal disciplinary action. It is designed to assist staff to better understand the obligations placed upon their conduct by CJF to supplement the Humans Resource Policy which remains the only legal instruments that determine acceptable conduct with CJF.

While acknowledging that local laws and customs may differ from one country to another, the Code of Conduct is based on international legal standards. For example, children are defined as those under the age of 18. Guidance on appropriate interpretation can be found in the CJF Humans Resources Policy.

The Code applies to all CJF members and associated persons, who will be requested to sign it. Persons working within a voluntary capacity and/or associated with CJF within a specific project time period will also receive the Code and be requested to confirm that they uphold its standards as far as applicable to their status. Other charities and non-governmental organizations and/or companies which, through their staff, work for and/or with CJF, will be requested to make the principles contained in the Code known to those persons in an appropriate manner.

All CJF staff are responsible for encouraging, advocating and promoting the dissemination of the Code of Conduct. They also have a role in implementing, monitoring and enforcing its standards. Staff are also urged to encourage partners to adhere to these standards and to join CJF in upholding them.

— Core Values and Guiding Principles

All staff and associated persons are committed to the following fundamental values and principles:

The stated Core Values and Guiding Principles of CJF are taken from Human Resource policies (available on CJF's website) of CJF and guide the Code of Conduct. The values set out below are the guiding principles for the organization and its members. We therefore not only own them and value them but also manifest them in all our endeavours to make this world a better place for all - especially for the poor and the marginalized for whom we seek to benefit. We believe in the dignity of the human persons, their right to rule and manage their own lives by developing their inherent potentials and making use of the opportunities before them. We become the facilitators in the process.

The dignity of the human being:

CJF, in all its endeavours will ever strive to protect and promote the dignity of the individuals in its own workplaces, in dealing with partners and the society at large. We believe in the sacredness and the value of life and the inalienable right to life of every human being. CJF in all its efforts will promote respect for human lives irrespective of Religion, Caste, Culture, Gender, Language, Territory or any other distinction.

Equality:

CJF believes in a society where equal opportunities are provided to every person to avail, access and control resources in proportion to each one's needs and capacities. CJF is aware of the need to be gender sensitive, gauging the limitations of the present day society in developing countries. Our efforts are to ensure indiscriminate participation of women and men. We believe in a society where biases and prejudices do not have a strong hold. It is also our conviction that we need to reduce vulnerabilities and marginalization through our interventions within the society so that each one has the opportunity to be included and be an enriched human being.

Justice:

We will promote justice and peace in society. We believe that every human being has the right to express and be heard and treated justly in all situations. We are the one in the forefront when justice is denied, human rights are violated, and when the vulnerable and the marginalized are oppressed and exploited. We focus our interventions in such a way that we support and network with like-minded individuals and organizations working for the same cause.

Solidarity:

CJF will strive to enhance solidarity among all. Through solidarity we express a firm determination and commitment to the common good.

— Commitment to the CJF Code of Conduct

As a staff member and/or an associated person of CJF, I commit myself to:

1. Treat all beneficiaries of CJF's work and other persons of concern fairly, and with respect and dignity.

I will always seek to understand the difficult experiences that our beneficiaries and other persons of concern to CJF have faced and survived, as well as the disadvantaged position in which they – particularly on the basis of gender, age or disability – may find themselves in relation to those who hold power or influence over aspects of their lives.

I will always seek to care for and protect the rights of children, and act in a manner that ensures that their best interests shall be the paramount consideration.

If my work with CJF involves direct work with beneficiaries or other persons of concern, I will do what is necessary to fully understand their experiences and needs while following the Child Protection Policy set for the project first, to fully understand the wider social environment in which my work with CJF takes place, and to explain the role of CJF and the scope of its work to the beneficiaries or other persons of concern I am working with where necessary.

I will keep myself informed about CJF policies, objectives and activities and about changing concerns amongst beneficiaries and the wider community in which I am working, and I will do my utmost to support CJF's protection and assistance work as outlined within this Code of Conduct, the Human Resource Policy (available on CJF's website) and the predefined core values and guiding principles of CJF.

2. Uphold the integrity of CJF by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard.

I will demonstrate integrity, truthfulness, dedication and honesty in my actions. I will be patient, respectful and courteous to all persons with whom I deal in an official capacity, including beneficiaries and other persons of concern, representatives of operational and implementing partners, governments and donors.

I will observe local laws, will meet all legal and financial obligations, and will not seek to take personal advantage of any privileges or immunities that have been conferred on me in the interest of CJF. I will do my utmost to ensure that the conduct of myself and any persons associated with myself does not reflect unfavourably on the integrity of CJF in the field or outside of project time.

3. Perform my official duties and conduct my private affairs in a manner that avoids conflicts of interest, thereby preserving and enhancing public confidence in CJF and their work.

My actions will be free of any consideration of personal gain, and I will resist any undue political or private pressure in decision-making. I will neither seek nor accept instructions regarding the performance of my duties from any government, non-government organisation and/or individual for their own gain, including any authority external to CJF.

I will not accept any decoration, favour, gift, remuneration, from any individual, organisation or authority external to CJF that may be at odds to the Core Values and Principles. I will not accept supplementary payments or subsidies from any other source, or participate in political or private activities that jeopardize the Core Values and Principles of CJF.

I will avoid assisting private persons or companies in their undertakings with CJF where this might lead to actual or perceived preferential treatment. I will never participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interests may arise.

4. Contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.

I will show respect to all colleagues and beneficiaries, regardless of status or position, and will allow all persons the opportunity to have their views heard, and to contribute from their knowledge and experience to team efforts. I will communicate openly and share relevant information (subject to confidentiality requirements) with other colleagues and beneficiaries and will endeavour to put the collective interest ahead of any personal motives of gains.

I will respect my colleagues' and beneficiaries' privacy and avoid misinformation. I will seek to resolve differences and solve problems when they arise. I will contribute to building constructive dialogue, guided by mutual respect and an open, positive approach, between Board Members, staff representatives and beneficiaries.

As a Board Member and/or Senior Project Staff, I will be open to the views of all team members. I will provide timely and honest feedback on the queries and relevant performance of other team members through guidance, motivation and full recognition of their merits.

5. Promote the safety, health and welfare of all CJF staff and project beneficiaries as a necessary condition for effective and consistent performance of project delivery.

I will remain aware of and comply with all instructions designed to protect my health, welfare and safety during project implementation. I will always consider the safety of staff and project beneficiaries in operational decisions. If I have doubts regarding the occurrence of situations that I consider threatening to my safety or the safety of other persons, or situations that break the CJF Code of Conducts or Core Values and Principles, I will bring this immediately to the attention of CJF Board Members.

As a Board Member and/or Senior Project Staff, I will endeavour to ensure that the health and well-being of CJF staff, volunteers, affiliates and project beneficiaries are not subjected to undue risk. I will promote a healthy work-life balance for and will respect staff and beneficiary entitlements.

6. Safeguard and make responsible use of the information and resources to which I have access by reason of my involvement with CJF

I will exercise due care in all matters of CJF business during and outside of project implementation, and not divulge any confidential information about beneficiaries, colleagues and other project-related matters.

I will protect, manage and utilise CJF human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at CJF's disposal under the guidelines of donors for the benefit of project beneficiaries and other communities of concern.

7. Prevent, oppose and combat all exploitation and abuse of beneficiaries, CJF staff and other persons of concern.

I undertake not to abuse the power and influence that I have by virtue of my position over the lives and well-being of project beneficiaries and other persons of concern.

I will never request any service or favour from project beneficiaries or other persons of concern in return for protection or assistance. I will never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with project beneficiaries or other persons of concern.

Should I find myself in such a relationship with a beneficiary that I consider nonexploitative and consensual, I will discuss this with CJF Board Members for appropriate guidance in the knowledge that this matter will be treated with due discretion. I understand that both CJF and I have available to us normal consultative and recourse mechanisms on these issues.

I will act responsibly when engaging with project beneficiaries or other persons of concern for private matters that may transcend the immediate project scope. I will discuss the nature and conditions of this relationship with a CJF Board Member.

8. Refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of CJF.

I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example, child labour, and trafficking of commodities (legal or illegal).

As CJF is committed to the highest standards of protection and care for children, I am fully aware that I am expected not to engage in any activities with any person under the age of 18 that constitute criminal and/or unethical activities, activities that contravene human rights, and/or activities that compromise the image and interests of CJF.

9. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or favouritism during project implementation period.

I will not engage in or tolerate any form of harassment in the workplace, including sexual harassment and abuse of power.

As a Board Member or Senior Staff I will not solicit favours, loans or gifts, nor will I accept unsolicited ones that are of more than token value.

I recognise that there is an inherent conflict of interest and potential abuse of power in having sexual relations with staff and project beneficiaries. Should I find myself in such a relationship, I will resolve this conflict of interest without delay

Reporting a Violation of the Code of Conduct

This section draws from the Human Resources Policy and sets out the ways in which individuals may raise any concerns that they have and how those concerns will be dealt with by CJF.

Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of CJF should be watchful for illegal or unethical conduct at odds with the Code of Conduct and CJF's Core Values and Guiding Principles. It is the responsibility of all staff and associated persons to report anything of that nature that they become aware of.

Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue, throughout which anonymity will be protected by CJF unless this is at odds to the nature of the violation.

No employee or other person working on behalf of CJF will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.

Victimisation of an individual for raising a qualified disclosure is a disciplinary offence.

If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.

Maliciously making a false allegation is a disciplinary offence.

An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person working in a senior role, you should not agree to remain silent. You should report the matter to the Chief Executive or the Chair of the Board of Trustees.

It is important that any breach of the Code of Conduct by staff or others working on behalf of CJF is reported and properly dealt with. CJF adheres to the responsibility of providing the appropriate channels in which staff and other persons working on behalf of CJF can report any violations to the Code of Conduct in a safe and secure manner.

Likewise, in signing the Code of Conduct, I recognise my responsibility in reporting any violations of the Code, and my failure to do so constitutes a breach of the Code of Conduct itself.