

# CLEAN UP NEPAL 2014

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## Code of Conduct for Staff and Volunteers



Updated 10 January 2014.

Our Code of Conduct states who we are, and how we conduct ourselves in our work on behalf of Clean up Nepal. The Code of Conduct document also outlines the fundamental principles. In all activities our volunteers, members and staff are guided by the six fundamental principles of conduct of Clean up Nepal. They are:

1. Respect
2. Integrity
3. Empowerment
4. Accountability
5. Representation
6. Champion

## **A. Read the Code of Conduct**

When you start working with Clean up Nepal we will ask you to sign up to the Code of Conduct as an acknowledgement that you understand the organisational culture we strive to have and the expectations we have of the way Clean up Nepal people behave as individuals, towards each other, our donors, partners and other supporters and the communities we work with.

A copy will be made available to you prior to commencement for you to read and accept.

## **B. Fundamental Principles**

### **1. RESPECT**

We genuinely acknowledge and respect each other's individual values, beliefs, efforts and ideas.

I demonstrate this by:

- Valuing and acknowledging the opinions and contributions of everyone;
- Treating everyone fairly, courteously and with respect;
- Contributing to dialogue and discussion in a constructive manner;
- Ensuring the way I work promotes trust among others;
- Using language which is respectful to the community and others; and
- Abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation.

### **2. INTEGRITY**

We maintain high standards of integrity and are conscientious in our work. I demonstrate this by:

- Conducting myself honestly, reliably and without favouritism;
- Not engaging in fraudulent or criminal behaviour, bribery or other unlawful conduct;
- Being transparent in my decision making;
- Providing constructive feedback to others in an honest and respectful way;
- Appropriately disclosing or preventing to the best of my ability a real or potential conflict of interest;
- Ensuring my actions and decisions are in the best interest of Clean up Nepal;
- Refraining from financially or socially exploiting Clean up Nepal members, participants and the community, including children and other vulnerable people and promptly acting on any reasonable suspicion that exploitation is occurring; and
- accurately recording and reporting Clean up Nepal information.

### **3. EMPOWERMENT**

We collaborate with the aim of empowering each other to be the best that we can be. I demonstrate this by:

- Working collaboratively with others and to the best of my ability;
- Sharing information and acting in good faith;
- Developing, maintaining and using my own skills and capabilities and those of others;
- Providing support to my colleagues and team members to help achieve common goals;
- Generating and supporting innovative ideas to improve our work; and
- Recognising the importance of fun and enjoyment while performing our work.

### **4. ACCOUNTABILITY**

We acknowledge and accept responsibility for our own actions and personal behaviour and we are entitled to expect the same of others. I demonstrate this by:

- Acknowledging that I am responsible for behaving in accordance with the laws relevant to the particular location, Clean up Nepal Code of Conduct and community standards;
- Only making commitments I know I can fulfil and following through on them;
- Taking responsibility for my work and performance;
- Raising a perceived breach of the Code in good faith;
- Ensuring my expectations of others are reasonable, clear and understood;
- Recognising good performance and addressing performance shortfalls quickly, directly, fairly and openly with guidance;
- Respecting and protecting the physical and intellectual property of Clean up Nepal; and
- Ensuring appropriate use of resources with consideration for greatest need and reducing waste and duplication.

### **5. REPRESENTATION**

We represent Clean up Nepal in a way that respects the vision and promotes confidence in the organisation. I demonstrate this by:

- Being mindful at all times (including work activity) that my actions can impact the reputation of Clean up Nepal and the community we support;
- Refraining from party political actions while publicly representing Clean up Nepal;
- Acting in a way that does not harm the reputation of Clean up Nepal;
- Ensuring the correct use of the Clean up Nepal logo and associated public media;
- Only making comments in the media when authorised by the Clean up Nepal Executive;
- Dressing in an appropriate manner when conducting Clean up Nepal business or activities; and
- Accepting gifts only when I am confident that they are of token value, are genuinely offered in the spirit of goodwill and when the giver is not seeking favourable treatment.

### **6. CHAMPION**

We champion and stand up for all Clean up Nepal guidelines and policy and comply with the laws of the country we work in. I demonstrate this by:

- Actively supporting the safety, health and well-being of all Clean up Nepal people and others we interact with;
- Protecting the privacy and confidentiality of Clean up Nepal as an organisation, its people, partners, members, donors and other supporters;

- Actively supporting, encouraging and promoting diversity in the workplace; and
- Demonstrating my concern and knowledge about the local, national and global environment and its protection and sharing my knowledge with others when appropriate.

### **C. Breach of Code**

#### **Clean up Nepal treats breaches of this Code seriously.**

All staff and volunteers have a responsibility to act consistently with the behaviours of this Code. Failure to comply with the expectations set out in this Code may lead to disciplinary action or termination as a staff member or volunteer.

A breach of the law will be referred to the police or relevant legal authority under Clean up Nepal's legal obligations.

### **D. Code of Conduct Agreement**

As a staff member or volunteer of Clean up Nepal and as a term of my employment or voluntary service with Clean up Nepal, I agree to abide by this Code. I understand that the examples provided in each section are designed to give context to the topics covered and is not an exhaustive list. I also understand that this Code supplements various legal and policy obligations I have as a staff member or volunteer with Clean up Nepal.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_