

# World Child Cancer UK

## Code of Conduct for Staff, Volunteers and Consultants

February 2018

### 1. DEFINITIONS

“Representative” in this policy includes all employees, volunteers, and consultants of World Child Cancer.

The Code applies in all circumstances where individuals work on behalf of, or act as representatives of World Child Cancer. While visiting or working in one of our programme countries, it will cover all actions while there both during working hours and outside of them.

### 2. INTRODUCTION

As a World Child Cancer representative, you are required to abide by the organisation's policies and procedures, and, if an employee, the terms and conditions of your employment contract. You must ensure your conduct is in keeping with the organisation's beliefs, values and aims.

The aim of this Code of Conduct is to formalise the standards by which you may need to behave in certain circumstances. The Code applies to all World Child Cancer staff, volunteers, and consultants, and in agreeing to work for, or with, World Child Cancer, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code is designed for your guidance and protection

The Code of Conduct is intended to provide direction for all World Child Cancer representatives in making decisions in their professional lives and, at times, in their private lives. By following this Code of Conduct, it is intended that all representatives will contribute to strengthening the professionalism and impact of the work of World Child Cancer and have a shared understanding of who we are and how we behave.

Whilst recognising that local laws and cultures differ considerably from one country to another, World Child Cancer has written this Code of Conduct to reflect the organisation's fundamental beliefs and values (as outlined below), to support its mission to work with others to support children with cancer and their families and its commitment to ensuring that everyone is respected and valued.

### **3. MISSION, BELIEFS AND VALUES**

Our vision is a world where every child, regardless of where they live, receives the best possible treatment and care and is able to realise their ambitions and dreams.

Our mission is to improve the rate of diagnosis, accessibility of treatment and quality of support for children with cancer, and their families, in the developing world.

World Child Cancer's Values are:

- Act for sustainable change
- Act with integrity
- Act collaboratively
- Act with kindness

### **4. CODE OF CONDUCT – STANDARDS**

As a representative of World Child Cancer, I will:

#### **1. Be responsible for the use of information and resources to which I have access by reason of my association with World Child Cancer.**

1.1. I will ensure that I use World Child Cancer information, funds and resources entrusted to me in a responsible and cost-effective manner and account for all money and property, following the appropriate policy and procedural requirements. Resources and property include:

- 1.1.1. Money entrusted to World Child Cancer
- 1.1.2. Telephones, and other office equipment or equipment/resources belonging to World Child Cancer
- 1.1.3. Computers including the use of email and internet
- 1.1.4. Information that is confidential or restricted concerning World Child Cancer and individuals
- 1.1.5. Appropriate use of World Child Cancer information and the use of the World Child Cancer name
- 1.1.6. World Child Cancer premises

1.2. I will demonstrate my commitment to the environment and sustainable development by adhering to World Child Cancer policies on travel and the use of resources.

#### **2. Ensure the safety, health and welfare of the children who come to World Child Cancer for support and of their families and carers**

2.1. I will ensure in all my dealings with children that I follow the World Child Cancer Child Safeguarding Policy and will always protect the safety and dignity of children and their families.



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- 2.2. I will not abuse or exploit children, or engage in inappropriate or sexual behaviour with children under the age of 18 or vulnerable adults, regardless of local custom.
- 2.3. I will not abuse or exploit children under the age of 18 or vulnerable adults in any way and will report any such behaviour of others to my line management.
- 2.4. I will be vigilant for any instances of abuse of or inappropriate behaviour towards children and I will act to protect their safety and to report any breaches of the Safeguarding Policy.

**3. Ensure the safety, health and welfare of all World Child Cancer employees, volunteers and contractors.**

- 3.1. I will adhere to all legal and organisational health and safety requirements in force at the location of my work.
- 3.2. I will comply with all security guidelines, including those of local offices, and be proactive in informing management of any necessary changes to such guidelines.
- 3.3. I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and beneficiaries.

**4. Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with World Child Cancer's beliefs, values and aims.**

- 4.1. I will treat all people fairly and with respect and dignity and recognise the professional opinion of others. I will be accountable for my actions and will not use unequal power relationships for my own benefit.
- 4.2. I will work with others in an open and participative way, co-operating both within and across teams to support the delivery of organisational results.
- 4.3. I will take responsibility for the quality and timeliness of my own work to contribute to achievement of organisational objectives.
- 4.4. When working in an international context or travelling internationally on behalf of World Child Cancer, I will observe all local laws and be sensitive to local customs.
- 4.5. I will not work under the influence of alcohol in ways that may impair my judgement or have an adverse impact on the behaviour exhibited on World Child Cancer premises or when representing World Child Cancer at external functions.
- 4.6. I will not use, or be in possession of, illegal substances on World Child Cancer premises or when representing World Child Cancer at external functions
- 4.7. I will seek to ensure that my personal conduct does not compromise World Child Cancer's values and does not impact on or undermine my ability to undertake the role for which I am employed



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- 4.8. I will not say or do anything that would damage the reputation of World Child Cancer or which may bring the charity into disrepute.
- 4.9. In acknowledging that effective media coverage of World Child Cancer activities is pivotal to the success of our work, I will not give interviews or provide information to the media unless I have been specifically authorised to do so. I will not disclose information that is confidential or may be used to harm World Child Cancer or any individual.
- 4.10. I will not accept significant gifts or any remuneration from governments, beneficiaries, partners, donors, suppliers and other persons, which have been offered to me as a result of my work with World Child Cancer. All gifts will be declared, and will not be kept for personal use without authorisation.
- 4.11. I will not abuse my position with World Child Cancer by requesting any personal service or favour from others in return for assistance from World Child Cancer.
- 4.12. I will not enter into commercial sex transactions. For the purpose of this Code of Conduct a transaction is classed as any exchange of money, goods, services or favours with any other person.

**5. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of World Child Cancer and my work as an employee of the organisation.**

- 5.1. I will declare any financial, personal, family, or close intimate relationship interest in matters of official business which may impact on the work of World Child Cancer – e.g. contract for goods/services, employment or promotion within World Child Cancer, partner organisations, civil authorities, beneficiary groups. This is done through the annual declaration of interests.
- 5.2. I will seek permission before agreeing to be nominated as a prospective candidate or another official role for any political party.
- 5.3. (For employees) I will not accept any additional employment or consultancy work outside World Child Cancer without advising management to ensure there is no conflict of interest and that I remain within legal limits in respect of working hours.

**6. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of World Child Cancer.**

- 6.1. If I become aware of any form of illegal activity, I will make it known to the appropriate authorities.
- 6.2. I will notify the organisation if I am found guilty of any criminal charges during my work with World Child Cancer.
- 6.3. I will not carry a weapon on World Child Cancer premises nor jeopardise the safety of myself or others by carrying a weapon when representing World Child Cancer.



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**7. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work.**

- 7.1. I will fully abide with the requirements of World Child Cancer's Equality and Diversity Policy and Ethics Policy.
- 7.2. I will never knowingly engage in any exploitive, abusive or corrupt relationships and will take appropriate action if I become aware of them.

I have read carefully and understand the World Child Cancer Code of Conduct, and the Child Safeguarding Policy and hereby agree to abide by their requirements and commit to upholding the standards of conduct required to support World Child Cancer's aims, values and beliefs.

For employees this Code will form part of the contract of employment.

Name:

Signature:

Date:

Position: Employee Volunteer Consultant (delete as appropriate)

### **APPLICATION OF THE CODE OF CONDUCT**

The Code of Conduct is intended to serve as a guide for all World Child Cancer staff and volunteers in making decisions in their professional lives and, at times, in their private lives. By following this Code of Conduct, it is intended that all staff and volunteers will contribute to strengthening the professionalism and impact of the work of World Child Cancer and have a shared understanding of who we are and how we behave.

The Code of Conduct forms part of the terms and conditions of employment of all members of staff, volunteers and consultants.

- 1. All members of staff and volunteers will be given a copy of this Code of Conduct and be required to familiarise themselves with its requirements, by reading and discussing the Code with their manager or colleagues.
- 2. All members of staff and volunteers will be required to confirm this by signing their agreement to the Code of Conduct and by keeping a copy. A further copy of the signed agreement will be kept on their personal file.



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3. For members of staff and volunteers working in another country, guidance will also be given in relation to local specific customs and legal requirements, in order to inform the behaviour that they will be expected to adopt.
4. Managers also have a particular responsibility to uphold the standards of conduct and set an example.
5. In the recruitment and selection of staff and volunteers and volunteers, managers should seek to ensure that candidates selected support the beliefs and values of World Child Cancer.
6. Any employee/volunteer who has concerns about the behaviour of another employee/volunteer should raise these with the appropriate manager, or use the Whistleblowing Policy. Any concerns will be treated with urgency, consideration and discretion.
7. Any breaches to the requirements of this Code of Conduct will be subject to investigation and possible disciplinary action in line with World Child Cancer's Disciplinary and Grievance Procedure at a level appropriate to the breach.
8. A breach of this Code which amounts to a "serious incident" must be reported to the Charity Commission, and possibly to other authorities or donors.