

SAVE THE CHILDREN POLICY AND PROCEDURE

Policy Title:	Code of Conduct	Department:	Human Resources
Category:	Human Resources	Reviewed and revised on:	June 19, 2019
Approved By:	Board of Directors	Approved on:	Sept 18, 2019
Effective Date:	September 2019	Next Revision Date:	September 2020
Revision Cycle:	1 Year		

1. Policy Statement:

The purpose of this policy is to outline the highest standards of behaviours based on the ethical, operational, legal, safeguarding and organizational parameters, to ensure that everyone covered under this policy treats each other and the children, youth and communities we work with, with dignity and respect, that we act in a way that supports safe and inclusive workplace and that all the violations of this policy are appropriately addressed in a timely manner.

2. Scope:

This policy applies to all employees, volunteers, students, and contracted service providers (hereby referred to as employees). This policy applies to all full time and part-time board members of Save the Children Canada (SCC). The board members are accountable to the vice chairs of the board and the vice chairs are accountable to the Chair of the board (hereby referred to as Board members). Each individual has a responsibility to read, understand, and comply with any revisions to this code of conduct.

3. Policy

SCC is rights based organization and rooted in deeply held values and principles. SCC is committed to promoting positive interpersonal relationships based on respect, honesty, fairness, ethical and legal behaviours. SCC is committed to promoting healthy and respectful relationships amongst the employees and board members and between SCC employees and the children we provide services for. Safeguarding is our utmost priority and SCC is committed to upholding that children’s rights and humanitarian principles are supported and demonstrated by all employees and board members. Violation of this policy may lead to an investigation in accordance with SCC *Investigation Guidelines* and disciplinary action up to and including termination in accordance with SCC *Disciplinary Guidelines*.

4. Roles and Responsibilities:

Employees and managers will

- a) Not perform, allow or cause to be performed any act which is imprudent, unethical, illegal or contrary to explicit limitations or requirements of their position or professional designation;
- b) Not use any substances (alcohol, drugs or otherwise) in a way that adversely affects their ability to do their job or affect SCC reputation;
- c) Treat each other professionally and with respect;
- d) Not behave, at work and outside of work, in a way that would negatively affect the reputation of SCC;
- e) Comply with local laws and regulations when traveling or working remotely;
- f) Adhere to all health and safety standards, policies and procedures at all times;

- g) Act in a way that is compliant with the SCC Safeguarding Policy and procedures at all times and create a safe environment for children to prevent their physical, sexual or emotional abuse or neglect;
- h) Not engage in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way;
- i) Disclose information about any current criminal convictions, charges or civil proceedings relating to child abuse at any time during their employment at SCC;
- j) Not disclose any personal or other confidential SCC information unless legally obliged;
- k) Not exchange money, employment, goods or services for sexual favors;
- l) Not be in possession of, nor profit from the sale of, illegal goods or substances and weapons;
- m) Not enter into any sort of business relationship on behalf of SCC with family, friends or other personal/professional contacts for the supply of any goods or service to SCC or any employment related matters without authorization;
- n) Not use the organization's computers or other equipment to view, download, create or distribute inappropriate material, such as pornography;
- o) Keep the time at work conducting personal business during working hours including sending personal emails and text messages to the absolute minimum;
- p) Not use organizational resources to send personal mail, send or receive personal e-mail, or charge personal long distance telephone calls;
- q) Not use organizational resources without permission while engaging in outside professional or commercial activities. For other than incidental use, employees should reimburse the organization for any supplies or materials used;
- r) Dress in a manner appropriate to the workplace, the requirements of the job and health and safety requirements; and
- s) Act in accordance with the following policies at all times:
 - **Conflict of Interest**
 - **Theft and Fraud**
 - **Whistleblowing**
 - **Safeguarding**
 - **Respect in the Workplace – Anti-Harassment and Anti-Discrimination**
 - **Violence in the Workplace**
 - **Information Technology**
 - **Confidentiality**
 - **Occupational Health and Safety**

Managers will (in addition to the above):

- a) Not enter into any contractual relationship with their employees outside of work; and
- b) Monitor, report and address any violation of this policy.

Board members will:

- a) Avoid any real or perceived conflict of interest and disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest;
- b) Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice";
- c) Hold themselves accountable to the highest level of professional behaviour and communication with each other and CEO/employees of SCC;
- d) Not perform, allow or cause to be performed any act which is imprudent, unethical, illegal or contrary to explicit policies and procedures of SCC;

- e) Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks;
- f) On important issues, be balanced in one’s effort to understand other board members and to make oneself understood;
- g) Endeavour to represent the broader interests of members and/or stakeholders;
- h) Seek to balance their contribution as both an advisor and learner;
- i) Refrain from trying to influence other board members outside of board meetings that might have the effect of creating a smaller group with similar opinions and limiting free and open discussion;
- j) Be willing to offer alternative points of view as options to be considered and invite others to do so too;
- k) Once a board decision is made, support the decision even if one’s own view is a minority one;
- l) Respect the confidentiality of information on sensitive issues, especially in personnel matters; and
- m) Will act in accordance with the following policies at all times:
 - i. **Conflict of Interest**
 - ii. **Theft and Fraud**
 - iii. **Whistleblowing**
 - iv. **Safeguarding**
 - v. **Respect in the Workplace – Anti-Harassment and Anti-Discrimination**
 - vi. **Violence in the Workplace**
 - vii. **Confidentiality**
 - viii. **Occupational Health and Safety**

Human Resources

- a) Assist management in identifying and addressing violation of this policy; and
- b) Document as appropriate.

5) Cross Reference Policies/Procedures

Conflict of Interest Policy

Theft and Fraud Policy – under review

Whistleblowing Policy - under review

Safeguarding Policy

Respect in the Workplace – Anti-Harassment and Anti-Discrimination

Occupational Health and Safety Policy

Investigation Guidelines- under review

Disciplinary Guidelines

Talent Acquisition and Retention Policy- under review

6) Policy Revision History

Version	Summary of Changes	Revised By	Revision Date
1.0	Initial policy	Human Resources	February 1, 2012
2.0	Change in the content due to expansion of the Conflict of Interest Policy	Senior Manager, HR	June 19, 2019