

Code of Conduct

PEAS is committed to maintaining the highest degree of ethical conduct among its staff and associated personnel. This Code of Conduct expands on some of PEAS' values to clarify expectations of employees.

Scope and Purpose

This Code of Conduct applies to all contracted staff, international and local, employed by PEAS, and all volunteers.

The purpose of this Code of Conduct is to set out the conduct expected of PEAS staff, and forms part of all contracts of employment. This Code is designed to provide an overarching guide to ethical conduct, with reference to a number of more detailed PEAS policies that all staff should review and be familiar with.

The Code is applicable at all times, both in and outside of working hours. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

While recognising that local laws and cultures differ considerably from one country to another, PEAS is an international organisation, and therefore the Code of Conduct is developed from international and UN standards. PEAS staff are expected to uphold local law wherever they operate. Where the Code of Conduct is more stringent than local law, staff are expected to uphold both the law and the Code of Conduct.

PEAS Values: Code of Conduct

As a PEAS employee, I will:

1. Focus on lasting change: Ensure my actions do not negatively affect PEAS reputation or ability to make an impact.
 - I will be sensitive to local customs when working in an international context on behalf of PEAS.
 - I will use my best endeavours to protect the natural environment and work in a sustainable way.
 - I will seek to ensure that my conduct does not bring PEAS 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 illegal substances on PEAS premises or accommodation.
2. Be collaborative, not competitive: Treat all people fairly with respect and dignity; contributing to a working environment that promotes the safety, health and welfare of all PEAS staff members and associated personnel.
 - I will not abuse unequal power relationships in any way.
 - I will respect all peoples' rights, especially the rights of children, women and girls.
 - I will respect the views and opinions of my colleagues.
 - I will respect others by practising good time-management, using appropriate language, preparing adequately for meetings, using email, telephone and internet appropriately.

- I will behave in a manner that avoids any undue risk to the safety, health and welfare of myself and others, including partner organisations and individuals with whom we work
3. Be honest: Adhere to the highest moral and ethical standards in both my personal and professional behaviour.
- I will use my discretion when handling sensitive or confidential information. I will not use PEAS IT equipment, software or e-mail and social media platforms inappropriately and will seek authorisation before communicating externally in PEAS' name I will respect the intellectual property of PEAS and understand that PEAS has the sole right to any photographs, reports and written works I develop while working for PEAS. I will be open about conflicts of interest and declare any financial, personal or family interests in matters of official business which may impact on the work of PEAS.
 - I will not engage in bribery or corruption by accepting significant gifts or any remuneration from governments, communities, donors, suppliers and other persons which have been offered to me as a result of my employment with PEAS.
 - I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.
 - I will inform PEAS of any prior relevant criminal convictions or charges or relevant disciplinary proceedings, or any that I face during employment.
 - I will ensure that I use PEAS assets and resources entrusted to me in a responsible manner and will account for all money and property
 - I will report any such behaviours or malpractice in the workplace by others to my line manager, or other appropriate member of staff.
 - I will take any concerns or grievances raised by staff seriously, follow the established procedures for reporting and examine the case fairly and with impartiality, if it is my responsibility to do so.
4. Champion empowerment: Ensure that I do not engage in abusive or exploitative conduct and will challenge any form of harassment, discrimination, intimidation, exploitation or abuse.
- I will ensure that my conduct is consistent with the [UN declaration of human rights](#) to which PEAS subscribes.
 - I will always proactively promote the welfare of PEAS' beneficiaries and prioritise their safety and human rights in my work.
 - I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way.
 - I will not have sexual relations with beneficiaries or children (defined as under 18 years old). I understand that mistaken belief in the age of a child is not a defence.
 - I will not physically assault, or emotionally or psychologically abuse, a child or adult at risk. I will not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor for any form of humiliating, degrading or exploitative behaviour. I will not engage in any commercially exploitative activities with children or adults at risk including child labour or trafficking.

Complaints and reports

PEAS staff are obligated to bring to the attention of the relevant manager 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.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their 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 the child protection focal points or designated adult safeguarding officers. Alternatively, reports can be made anonymously through the whistleblowing email account (reporting@peas.org.uk).

Staff members receiving reports or concerns are obliged to action or refer the report immediately and at the latest within 24 hours of receipt.

_____ In accepting my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code thereby contributing to PEAS' quality of performance and reputation.

Name:

Signature:

Date: