

The Leprosy Mission International and The Leprosy Mission Sweden

Code of Conduct

All categories: Contractors- Employees- Volunteers- Secondments- Interns- CL with no Local Board

Introduction

In keeping with its vision and values, The Leprosy Mission is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details The Leprosy Mission International's expectations of employees in key areas that will contribute to the environment with the highest levels of conduct both at work and outside of work.

This code of Conduct underpins the behaviours that are expected of staff to demonstrate their commitment to The Leprosy Mission ethos, ways of working, beliefs, principles and values.

Scope and purpose

This Code of Conduct applies to all volunteers, interns, contracted freelance, employees, international/cross cultural and local, employed by The Leprosy Mission International. The principles within this Code of Conduct are also applicable to volunteers, partners, contractors and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of The Leprosy Mission staff whilst under contract to the organisation, regardless of location, and forms part of all contracts of employment. The Code is applicable at all times and is designed for your guidance and protection. This code of conduct formalises the standards by which you may need to behave in certain circumstances. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, The Leprosy Mission is an International Non-Governmental Organisation, and therefore the Code of Conduct

is developed from international and UN standards. The Leprosy Mission staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

Mission and values

Our Vision, as for the TLM Global Fellowship, is: 'Leprosy Defeated, Lives Transformed'.

Our Mission, as for the TLM Global Fellowship, is: 'Following Jesus Christ, The Leprosy Mission strives to break the chains of leprosy, empowering people to attain healing, dignity and life in all its fullness.'

Values, as an organisation the International Office seeks to be Jesus-centred; Trustworthy; Impact-focused; Effective & Efficient; Strategic; Adaptable.

Integral Mission, we actively promote transformation involving body, mind and spirit. In all we do, through prayer and obedience to God, we want to proclaim and demonstrate the truth and love of Jesus Christ.

Code of Conduct Standards

As a Leprosy Mission employee or contractor I will:

- 1. Uphold the Christian identity, integrity and reputation of The Leprosy Mission by ensuring that my professional and personal conduct is consistent with The Leprosy Mission International's values and standards**
 - 1.1 I will uphold, promote and respect the Christian identity of The Leprosy Mission and its mission, vision and core values in everything I do
 - 1.2 I will treat all people fairly with respect and dignity maintaining professionalism in my conversations and conduct at all times in the course of my association with The Leprosy Mission or its partners
 - 1.3 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
 - 1.4 I will take responsibility for the quality and timeliness of my own work to contribute to achievement of organisational objectives
 - 1.5 When working in an international context or travelling internationally on behalf of The Leprosy Mission International, I will be observant of all local laws, act in a culturally appropriate manner and be sensitive to local customs
 - 1.6 I will seek to ensure that my conduct does not bring The Leprosy Mission into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
 - 1.7 I will not give interviews or provide information to the media unless I have been specifically authorised to do so
 - 1.8 I will comply with all relevant TLMI policies, TLM Global Policies and TLM Local Policies, including all Dignity at Work related policies, Safeguarding, Bullying and Harassment and all other relevant HR policies
 - 1.9 I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. I understand that any of these exchanges are prohibited.

1.10 I will not work under the influence of alcohol or use, or be in possession of, illegal substances on The Leprosy Mission premises or provided accommodation

2. When working particularly in close contact with Vulnerable Adults and Children

- 2.1 I will not bring or invite any children to The Leprosy Mission premises unless, in very exceptional circumstances, previous explicit authorisation of my Line Manager and the HR Manager has been granted in advanced, for a particular purpose, and within the particular limits required.
- 2.2 I will wherever possible, ensure that another adult is present when working in the proximity of children and vulnerable adults
- 2.3 I will not invite unaccompanied children or vulnerable adults into any private location, unless they are at immediate risk of injury or in physical danger in which case, I will report immediately through the appropriate channels
- 2.4 I will comply with all relevant UK and local legislation and regulatory requirements ('local' meaning the place where I am working and/or TLM or its partner is relevantly operating), including labour laws in relation to child labour
- 2.5 I will immediately report concerns or allegations of abuse, harm, neglect, exploitation and/or policy non-compliance in relation to a child or vulnerable adult in accordance with the TLM Safeguarding Policy and report any other concerns in accordance with other relevant policies (such as the Whistleblowing Policy)
- 2.6 I will immediately disclose all allegations, charges, convictions and other outcomes of offences: of a sexual nature; that relate to exploitation or abuse of children/vulnerable adults; or are dishonesty offences such as fraud or bribery
- 2.7 I will be aware of behaviour and avoid actions or behaviours that could be perceived by others as exploitative or abusive, or otherwise contrary to the Safeguarding Policy

3. Not engage in abusive or exploitative conduct in relation to Vulnerable Adults and Children

- 3.1 I will not engage in sexual activity with children (persons under the age of 18) regardless of local custom. This includes any form of sexual intercourse or sexual activity whether lawful, paid, nominally consensual, virtual or voyeuristic or otherwise. Mistaken belief in the age of a child is not a defence
- 3.2 I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- 3.3 I will not hire or engage in any commercially exploitative activities with children or vulnerable adults including domestic labour, child labour or trafficking which is inappropriate and unlawful given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- 3.4 I will not physically assault or use physical punishment on a child or vulnerable adult (and I will only use physical intervention of any sort in accordance with local law and best practice)
- 3.5 I will not emotionally or psychologically abuse a child or vulnerable adult
- 3.6 I will not sleep close to unsupervised children unless absolutely necessary in crisis or emergency situations, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible (noting that this does not apply to my own children)
- 3.7 I will not develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- 3.8 I will not use any computers, mobile phones, video cameras, cameras or social media inappropriately to exploit or harass children/vulnerable adults or other beneficiaries or staff, or access child exploitation material through any medium

4. Ensure compliance of The Leprosy Mission Standards, when photographing or filming a child or using children's images for work-related purposes:

- 4.1 I will comply with TLM's Data Protection Policy
- 4.2 I will take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child or vulnerable adult
- 4.3 I will obtain informed consent from the child/vulnerable adult and/or their parent, guardian or carer before photographing or filming a child or vulnerable adult. As part of this I must explain how the photograph or film will be used
- 4.4 I will ensure photographs, films, videos and DVDs present children and vulnerable adults in a dignified and respectful manner and not in a vulnerable or submissive manner
- 4.5 I will ensure children and vulnerable adults are adequately clothed and not in poses that could be seen as sexually suggestive
- 4.6 I will ensure images are honest representations of the context and the facts
- 4.7 I will ensure file labels, meta data or text descriptions do not reveal identifying information about a child/vulnerable adult when sending images electronically or publishing images in any form
- 4.8 I will store images securely

5. Ensure the safety, security, health and welfare of all The Leprosy Mission staff members and associated personnel (volunteers, partners, suppliers and contractors)

- 5.1 I will adhere to all legal and organisational health and safety and travel safety requirements in force at my location of work
- 5.2 I will comply with all Leprosy Mission travel safety and security guidelines and all local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- 5.3 I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work at all times
- 5.4 I will respect any local customs, cultural norms or religious practices of anyone who The Leprosy Mission serves to support, work alongside or integrate with in any way
- 5.5 I will strictly adhere to any national or local laws that exist in any locations where I am travelling to, working in or transiting through
- 5.6 I will report any safety and security incidents, near-misses or concerns that have caused, or have the potential to cause harm to myself or others
- 5.7 I will report any forms of corruption or fraud exemplified by colleagues or others
- 5.8 I will not behave in a way that exposes colleagues or others to any unnecessary harm or place them at any undue danger

6. Be responsible for the use of information, assets and resources to which I have access by reason of my employment with The Leprosy Mission International

- 6.1 I will ensure that I use The Leprosy Mission assets and resources entrusted to me in a responsible manner and will account for all money and property. Resources and assets include and are not limited to money, vehicles, office equipment, belongings, properties and or information
- 6.2 I will not use The Leprosy Mission IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that

intimidates or harasses any group based on protected characteristics, or encourages extremism

6.3 I will not use The Leprosy Mission IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material on any kind including but not limited to pornography or depictions of child abuse

6.4 I will demonstrate my commitment to the environment and sustainable development by adhering to best practices in the management of assets, travel, recycling and the use of resources in general

6.5 I will use appropriately and respect the rules and regulations of all Leprosy Mission premises and resources irrespective of the country or situation

7. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of The Leprosy Mission

7.1 If I become aware of any form of illegal activity, I will make it known to the appropriate authorities

7.2 I will notify the organisation if I am found guilty of any criminal charges during my employment

7.3 I will not carry a weapon on The Leprosy Mission premises nor jeopardise the safety of myself or others by carrying a weapon when representing The Leprosy Mission in the UK or overseas

8. Uphold confidentiality and adhere to Data Protection

8.1 I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

8.2 I will familiarise myself and adhere to Data Protection Regulations (GDPR) and report any data breach immediately through the appropriate procedures

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

9.1 I will fully abide with the requirements of The Leprosy Mission International's diversity and inclusion and anti-harassment policies

9.2 I will never knowingly engage in any exploitive, abusive or corrupt relationships and will take appropriate action if I become aware of them

10. Perform my duties and conduct my private life in a manner that avoids conflicts of interest

10.1 I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of The Leprosy Mission International

10.2 I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within The Leprosy Mission International, to any person with whom I have a financial, personal, family (or close intimate relationship) interests

10.3 I will seek permission before agreeing to being nominated as a prospective candidates or another official role for any political party

10.4 I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with The Leprosy Mission International

Complaints and reports

The Leprosy Mission staff/ contractor 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. The Leprosy Mission staff reporting concerns are protected by the Grievance Procedures and the Whistle Blower Protection Global and National Policies.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to their line manager, daily contact or the HR Manager, Damaris Villanueva (damaris.villanueva@leprosymission.org).

I acknowledge that I have read and understand The Leprosy Mission Code of Conduct and I will undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code in the course of my association with The Leprosy Mission International. I therefore accept the intention, implications and consequences of this document. I understand that breaching this Code of Conduct may result in disciplinary action, including the termination of my contract:

Name:

Signature:

Date: