

TURNING TABLES CODE OF CONDUCT AND ANTI-CORRUPTION POLICY

INTRODUCTION

- Turning Tables is a rights based organisation. Those who work for Turning Tables endorse the concept of human rights in general and particularly children's rights and to respect those rights in all our positions, decisions and actions.
- Turning Tables's work is based on deeply held values and principles. It is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. If any of us fails to act in a way that is consistent with our values and principles, we fail as an organisation.
- Our ability to achieve our aims, often in complex and insecure environments, is linked to our reputation. This reputation relies heavily on everyone who works for us upholding and promoting high standards of conduct. Working for Turning Tables, means you are accepting a special responsibility for safeguarding human rights in general and children's rights in particular.
- The basic values of Turning Tables are to observe the laws, customs and traditions of countries worked in or visited. In cases where such laws, customs or traditions contravene the UN Convention on the Rights of the child and the Universal Declaration of Human Rights these latter two shall prevail. They are founded on the conviction that all children and adults are of equal value, children have special rights and everyone has a responsibility.
- If you are a manager, you will have particular responsibilities to set a good example and to create working environments that support staff to uphold these standards and help you manage behaviour that breaks the Code of Conduct.
- With this common rights perspective we strive for exemplary behaviour and the realisation of effective and reliable work for children's rights. We consider of outmost importance to ensure that all resources are used in an appropriate and effective way, be it personal or economic resources, and that they are used for the means they are designated.
- In order to make this Code of Conduct come alive within Turning Tables we must not only apply it individually but be ready to bring to the attention of relevant management within Turning Tables any potential incident, abuse or concern that we witness or are made aware of.

GUIDING PRINCIPLES

1. **I will respect others:**

I will respect the basic rights of all humansregardless of gender, disability, ethnicity, religion, caste, language, HIV status and other aspects of identity. I will act fairly, honestly and tactfully to treat people with dignity and respect.

I will not:

- take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others.

2. I will work actively to safeguard children:

By carrying out my special responsibility for children to whom Turning Tables has a duty of care and creating a safe environment for children to prevent their physical, sexual or emotional abuse or neglect.

I will not:

- act in any way that breaches Turning Tables's Safeguarding Policy and procedures or in any way places children at risk of harm. - withhold information about any current criminal convictions, charges or civil proceedings relating to child abuse, either when I join Turning Tables or arising during my time of employment.

3. I will maintain high standards of personal and professional conduct:

By striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as a Turning Tables representative. I will not behave in a way that undermines my ability to do my job or is likely to bring Turning Tables into disrepute.

I will not:

- engage in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way. - exchange money, employment, goods or services for sexual favours. - drink alcohol or use any other substances in a way that affects my ability to do my job, or affects the reputation of the organisation. - be in possession of, nor profit from the sale of, illegal goods or substances. - ask for or invite any personal payment, service or favour from others, especially beneficiaries, in return for our help, support, goods or services of any kind. - accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others which have been offered as a result of my employment. - enter into sort of business relationship on behalf of Turning Tables with family, friends or other personal/professional contacts for the supply of any goods or service to Turning Tables or any employment related matters without authorisation. - Use the organisation's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography.

4. I will seek to protect the safety and wellbeing of myself and others:

By being aware of and complying with local Turning Tables health and security and safety policies and practices and highlighting any areas of concern to management.

I will not:

- behave in a way that causes unnecessary risk to myself or others

5. I will protect Turning Tables’s Assets and Resources

By handling our financial and other resources carefully. I will ensure Turning Tables Resources are not misused and protect them from theft, fraud and other damage.

I will not:

- Release to others any private and confidential information relating to Turning Tables (or for which we are responsible) unless legally required to do so

PERSONAL DECLARATION:

I confirm that I have read, understood and shall abide by the Code of Conduct principles for the entire period I am working or associated with, and or represent, Turning Tables. I understand that violation of any of the above code of conduct can, depending on the degree of severity, result in immediate disciplinary action which can include dismissal.

I will raise through appropriate channels any matter which appears to break the standards contained within this Code of Conduct

..... Signature

Job title

..... Name in block letters

Date

Turning Tables Anti-corruption Code of Conduct

Conflict of interest

We will avoid any conflict – real or potential – between our personal interests and the interests of Turning Tables and our donors. We will promptly report any occurrence of such conflict.

Misuse of position and resources of Turning Tables

We will not seek to influence for private purposes any person or body by using our position or offering them personal advantages. Likewise we will not use property, facilities, services and financial resources of Turning Tables for private purposes except when permission is lawfully given.

Respect for laws

We respect the laws of the country in which we work.

Proper personal conduct

We will ensure that our private conduct does not compromise our role as employees of Turning Tables.

Active and passive bribery

We will not give, solicit or receive, directly or indirectly, any gift or other favour that may influence the exercise of our function, performance of duty or judgement.

Anti-corruption

In accordance with the principle of “zero tolerance” we are obliged to report suspicion or evidence of corruption committed by colleagues or others.

Openness and transparency as a rule – confidentiality when required

We will strive to achieve maximum openness and transparency towards our external constituencies. However, confidentiality will be applied when necessary to safeguard the rights of our partners, staff and others.

Non-discrimination

In our work we do not discriminate in respect of gender, colour of skin, religion, sexuality, culture, education, social status, ethnic affiliation or nationality.

Dissemination of the Code

We will make our Code of Conduct known to our professional partners.

Observance of the Code

We will respect the principles of the Code and we will report any evidence or suspicion of breaches of the Code. The responsible superiors will ensure the legal rights and due protection of the whistleblower and the accused before, during and after any investigation.

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