

Teach2Teach International's Code of Conduct

Teach2Teach International (T2T) works internationally to find lasting solutions to poverty and injustice. We rely on a shared common vision, common philosophies and, to a large extent, common working practices with all of our partners, delivery agents and individuals involved in our initiatives.

Together we are working towards a world in which people can live with dignity, have their basic needs met and their basic rights respected, and have the ability to control their own lives.

As we work to achieve our ambition and vision of 'equality and equity in basic education and teacher training' we should always remain true to our core mission, aims and values. This Code of Conduct will help you live by them by providing guidance in the face of ethical dilemmas you may experience. It shows you what to do when a situation is complex by providing standards and values for you to follow and how to protect against situations that may damage you or T2T. It also seeks to ensure that employees, contractors, volunteers, partner organisation staff, supporters, and all individuals involved in and aspect of any project avoid using possible unequal power relationships for their own benefit.

The rules and guidelines contained in this Code of Conduct, together with T2T's policies and procedures and the terms and conditions of your employment (as outlined in your employment contract) or your involvement in any project, provides a framework within which all T2T employees and individuals involved in any aspect of any project, regardless of location, undertake to discharge their duties and to regulate their conduct.

They also support T2T in our role in implementing, monitoring and enforcing these standards.

The Code does not exempt anyone and in accordance with relevant policies and procedures, any breach may result in disciplinary action (including dismissal in some instances), and in some cases could lead to criminal prosecution.

In accepting your appointment or involvement in any way with any project you undertake to discharge your duties and to regulate your conduct in accordance with the requirements of this Code, thereby contributing to T2T's quality of performance and reputation. The code describes what T2T expects from its employees and any individual involved in any aspect of any project and what they can expect from T2T.

Whilst recognising that local laws and cultures differ considerably from one country to another, T2T is a Non-Governmental Organisation (NGO) working internationally and therefore the Code of Conduct is developed from International and UN standards.

This Code is subject to relevant international human rights law, wherever the employee is employed and shall be read in a manner that is compliant with that law.

Teach2Teach International's Code of Conduct

Code of Conduct: Standards and Values

As a T2T employee or individual involved in any aspect of any T2T project I will:

1. Uphold the integrity and reputation of T2T by ensuring that my professional and personal conduct is demonstrably consistent with T2T's values and standards.

I will seek to maintain and enhance public confidence in T2T by being accountable for the professional and personal actions I take and by ensuring that I manage the power that comes with my T2T position with appropriate restraint.

Whilst observing the requirements of the Code of Conduct, I will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from the Code of Conduct. I will if necessary seek (and will receive) support and advice from T2T.

I will not work under the influence of alcohol or use, or be in possession of, illegal substances on T2T premises, vehicles or accommodation.

2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse

T2T staff and individuals involved in T2T projects hold a privileged position of power and trust in relation to the communities that we come from and serve. When carrying out T2T's mission I understand that it is important not to abuse my own position of power/unequal power relationships in any way.

Recognising my role in T2T's mission to challenge injustice and poverty, I will respect all peoples' rights, including children's rights,

and I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way, and I will not engage in any form of sexual abuse or exploitation of any persons of any age.

In line with international standards I will not have sexual relations with children (defined as under 18 years old) or with beneficiaries (in exchange for assistance or any other reason) recognising the inherent unequal power dynamics involved, and that such behaviours can undermine the integrity and credibility of T2T's work;

I will also not exchange money, offers of employment, employment, goods or services for sex or sexual favours, nor any other forms of humiliating, degrading or exploitative behaviour, understanding that these standards exist to challenge sexually exploitative and abusive behaviour.

I will use my best endeavours to report any such behaviours or malpractice in the workplace by others to my line management or through recognised confidential reporting systems.

3. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of T2T.

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of T2T (e.g. contract for goods/services, employment or promotion within T2T, partner organizations, beneficiary groups).

I will advise T2T of any intention to seek a nomination as a prospective candidate or another official role for any political party or

Teach2Teach International's Code of Conduct

public office to clarify whether any conflict, or perceived conflicts, with my duties with T2T may arise.

Even when the giving and acceptance of gifts is normal cultural practice I will reject monetary gifts or inappropriate gifts from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my employment with T2T.

Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgements and in accordance with procurement policies and I will report gifts to the line management and where appropriate hand them onto T2T.

I will assure that assistance by T2T is not provided in return of any service or favour from others.

I will act against any form of corruption and not offer, promise, give or accept any bribes.

4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my employment with T2T.

I will use my discretion when handling sensitive or confidential information.

I will seek authorization before communicating externally in T2T's name and will avoid any unintended detrimental repercussions for me or T2T.

I will appropriately account for all T2T money and property, (e.g. vehicles, office equipment, T2T-provided accommodation, computers including the use of internet, email and intranet).

5. Protect the health, safety, security and welfare of all T2T employees, volunteers and contractors.

I will undertake and act on appropriate risk assessments.

I will comply with local security management guidelines and be pro-active in informing management of any necessary changes to such guidelines.

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 organizations and beneficiaries.

6. Promote human rights, protect the environment and oppose criminal or unethical activities.

I will ensure that my conduct is consistent with the human rights framework to which T2T subscribes.

I will use my best endeavours to protect the natural environment and work in a sustainable way.

I will contribute to preventing all forms of criminal or unethical activities.

I will inform T2T of any relevant criminal convictions or charges I have had prior to my employment in which T2T may have a legitimate interest.

I will also notify T2T if I face any criminal charges during my employment that may impede my ability to perform the duties of my position subject to national legislation.

Teach2Teach International’s Code of Conduct

I have read, understood and will adhere to following policies and procedures (see list below) that support the above Standards:

- *Safeguarding Policy*
- *Anti-Bullying and Harassment Policy*
- *Disclosure of Malpractice (Whistle Blowing) Policy*
- *Data Protection*
- *Trustees only: Conflict of Interest*
- *Trustees only: Automatic Disqualification Declaration*
- *Expenses Policy & Financial Procedures*
- *Bribery Corruption and Fraud Policy*
- *HR Policy*
- *Conflict of Interest form*

Ensure you have received copies of the policies, have read them and been briefed on them. Ensure you understand them, and have requested clarity on any queries.

In accepting my appointment I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code and the policies above thereby contributing to T2T’s quality of performance and reputation.

Name.....

Signature.....

Date.....

Teach2Teach International's Code of Conduct

Teach2Teach International Policy Signing Off and Version Control Sheet

Name of policy	Code of Conduct
Version number	1
Date policy first signed off	
Signed off by	Anita Lowenstein Dent, BoT Chair, on behalf of and in agreement with the board of trustees

Subsequent versions:

Version number

Changes

Date policy signed off

Signed off by