



TRANSAID - CODE OF CONDUCT

Policy Aim

This Policy sets out Transaid's expectations relating to behaviour of all Transaid representatives.

Transaid is a UK based international development NGO with a mission to reduce poverty and improve livelihoods across Africa and the developing world by creating locally appropriate transport solutions. The organisation does this by building local skills and knowledge to make transport safer, cleaner and more affordable, so that more people can access healthcare, education and economic opportunities.

This 'code of conduct' relates to the behaviour of all representatives of Transaid working in the UK and overseas at all times, both during and after working hours. The code applies to members of Transaid staff, staff seconded to work for Transaid, consultants, trustees and volunteers. Therefore, from this point forward, 'Transaid staff' refers to all of the above. The code of conduct's primary focus is to ensure the safety of Transaid's people and the people we strive to support via a strategy based on acceptance and genuine partnership in our various host countries.

Transaid strives to achieve best practice above and beyond the rule of law within the various countries that the organisation operates in. Transaid staff must maintain the highest professional standards in all interactions with the staff of partners, all governmental, non-governmental and private sector entities, and individuals as well as in the presentation of all oral and written work. Therefore, before acting, you should consider the following:

- Whether the action is legal under the laws of the country and UK law.
- Whether the action will reflect positively (and not negatively) on the organisation, as well as Transaid's partners
- Whether the action is in the spirit of this Code of Conduct
- Whether advice should be sought from a line manager before acting

The safety and security of Transaid's people and the people we strive to support is of primary concern, and Transaid believes that modifying our behaviour in line with this 'code of conduct' is one way of minimising risk towards any individual and thereby contributing to a safer working environment.

Transaid staff and representatives will therefore be expected to agree to the following:

- To familiarise yourself with and be guided by all of the organisation's applicable policies and procedures, including country specific security plans



- To ensure that you use information, funds and resources entrusted to you in a responsible manner and account for all money and property, following the appropriate policy and procedural requirements
- To comply with the laws of the country in which you are present and with UK law
- To treat all people equally, and not discriminate with respect to opportunity, irrespective of age, professional position, disability, ethnicity, gender, marital status, political affiliation, or religious or sexual orientation
- To respect people's customs and/or culture, avoid inappropriate or offensive behaviour and dress accordingly
- To abstain from all acts that could be considered harassment, abuse, or exploitation towards another person
- To never engage in paying for sexual services, even if legal in the county where you are working
- To conduct yourself with integrity at all times
- To avoid at all times acting in any way likely to bring the organisation or its partners into disrepute. In particular to a) ensure that your sexual conduct, does not impact on or undermine your ability to undertake your role. b) to not engage in sexual behaviour with those we strive to support. c) to not engage in sexual behaviour with children under the age of 18 regardless of local custom. d) to refrain from taking illegal drugs and substances
- To refrain from expressing strong personal opinions connected with political and/or religious affairs or take part in political activities or similar actions that would threaten the impartiality of the organisation
- To safeguard the confidentiality of all information in line with the General Protection Data Regulation 2018 and not breach any confidence, particularly when it would endanger a person's life or livelihood
- To refrain from taking any unnecessary risks with regards to recreational activities for your own safety, particularly in locations where safety standards may not be high, and taking into consideration the impact any incident could have on the work of Transaid

I have read carefully and understand the Transaid Code of Conduct and related policies and hereby agree to abide by its requirements.

Name: _____

Signature: _____

Date: _____