



Prospect Burma
Education for a Democratic Future

Prospect Burma Code of Conduct

Principles

In line with the Vision, Mission and Values, Prospect Burma expects all staff, trustees, volunteers, partners, consultants, students and alumni to conduct themselves in a manner that preserves the dignity, respect and equality of every individual. For the purposes of this document anyone bound by this code is referred to as 'staff' (this includes students and alumni).

Prospect Burma accepts that most staff have the highest of integrity and their actions follow the code without the need to follow explicit statements. However, it is in everyone's interests that this code clearly defines the standards of conduct and behaviour that uphold these principles; explicit standards of behaviour protect the organisation, staff and all those we work with and for.

Compliance with all legal obligations within the applicable country setting is also an explicit requirement. In the course of our work we also travel to places and meet people who have different cultural backgrounds and beliefs. Prospect Burma representatives are expected to respect and accommodate such diversity.

The Code of Conduct is based on UK and International Law and relevant international NGO commitments.

Scope

This code applies to all those associated with Prospect Burma, including paid staff, volunteers, board members, trustees, consultants, students and alumni. On occasions there may be others who we ask to comply, if this is the case the code will be explained before they are asked to comply. Managers have a responsibility in promoting and upholding the code. They are responsible for ensuring staff are supported in understanding and working within the code, as well as providing a strong role model in relation to its expected behaviours.

Although Prospect Burma acknowledges that staff have both a professional role and private life, external perceptions may not make the same distinction. There are posts or public fora (including electronic) where staff are identifiable as Prospect Burma and their behaviour is attributable to Prospect Burma, therefore their behaviour could potentially damage the reputation of Prospect Burma. Staff therefore are required to take account of the principles of the code and be aware of how their behaviour may be perceived both at work and outside of work.

The Code of Conduct

- Staff are expected to ensure that their personal and professional conduct is, and is seen to be, of the highest standards and in keeping with Prospect Burma's Vision, Mission and Values;
- Staff will act in good faith and treat other people with dignity and respect, creating an environment that celebrates diversity and prevents abuse or neglect;
- Staff will demonstrate respect for all human rights and challenge discrimination, harassment, abuse and exploitation that infringe the rights of others;
- Staff will take reasonable action to protect others from harm;

- Staff will observe all local laws in the country in which they are working;
- Staff will respect and be sensitive to local customs and culture;
- Staff will ensure that they and any staff that they manage act in accordance with health, safety and security guidelines and endeavour to safeguard others;
- When involved in local political, religious, or community activities, staff will commit to ensure that Prospect Burma's mission and objectives are not compromised, and that Prospect Burma would not be brought into disrepute;
- Staff will always perform their duties without discrimination on any grounds;
- Where staff members are members of professions with established professional ethical codes they are expected to continue to abide by those ethical codes as well as the Prospect Burma code of behaviour;
- Staff will uphold confidentiality in a manner consistent with Prospect Burma data protection policy and demonstrating respect for the dignity of others;
- Staff will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of Prospect Burma. If staff become aware of a potential conflict of interest, they must immediately discuss this matter with the Director;
- Staff will not accept from beneficiaries, partners or contractors any favours, bribes or other forms of personal enrichment under any circumstances;
- Staff may not accept gifts from beneficiaries of assistance, contractors, partners etc. Small gifts or tokens of appreciation may be received but the director must be informed of any gifts that are offered or received.

Protecting Prospect Burma property and exercising stewardship

- Staff will ensure that Prospect Burma's assets, tangible and intangible, computers, communications equipment and Prospect Burma's intellectual property, are not misused and protect them from theft, fraud or other damage;
- Staff will maintain appropriate standards of honesty and integrity in financial accountability and personal conduct.

Implementation and monitoring of the Code

The Director holds overall responsibility for the implementation of the Code of Conduct. It is his/her specific responsibility to ensure that the code is implemented, monitored and reviewed.

Any reported breaches of the code will be investigated in accordance with Prospect Burma's disciplinary policy and may lead to disciplinary measures. Every member of staff has a duty to immediately report any suspicions or concerns regarding breaches of this Code. Reporting should follow the Whistle Blowing procedure. In most cases staff should raise any concerns with their line manager. This may be done orally or in writing and should include full details and, if possible, supporting evidence. If for some reason, (e.g. the manager may be implicated) this is not possible, they should speak to the Trustees.

As referred to in the Whistle Blowing policy and procedure all disclosures will be treated in confidence. Anyone who raises concerns of serious malpractice will be protected from victimisation or any other detrimental treatment if they come forward, and they have followed the Whistle Blowing procedure and concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence and will be investigated in accordance with Prospect Burma's Disciplinary policy and procedure.

Enforcement of the Code

This code forms part of the contract of employment with Prospect Burma; consultancy contracts, volunteer agreements and student and alumni agreements. All staff accepting a post with Prospect Burma and anyone entering into a contractual relationship with Prospect Burma must therefore comply with this code.

Other documents relevant to the Code of Conduct

Fraud and Loss Policy

Bullying and Harassment Policy

Grievance Policy and Procedure

Whistle Blowing Policy and Procedure

Equality and Diversity Policy

Data Protection Policy

Hate Statement

Review

This policy will be reviewed every two years.