

Policy	Code of Behaviour
Owner	Head of People
Version	V2.1 July 2019
Approved by	CAFOD Leadership Group
Audience	CAFOD Representatives
Next review due	July 2022

This Code of Behaviour outlines the conduct CAFOD expects from all **'Our Representatives'**¹. Our Representatives include employed staff, volunteers², consultants and any other person who is employed, asked and/or authorised to carry out work for, or represent, CAFOD.

CAFOD asks all its representatives to adhere to this Code of Behaviour. Managers have a particular responsibility in promoting and upholding the code by ensuring all those who represent CAFOD are supported in understanding and working within the code, as well as providing a strong role model. On occasion, other stakeholders will also need to comply. If this is the case, the code will be explained clearly before their signature is requested.

CAFOD works internationally, and in the event that local law contradicts any aspect of this code and prevents full adherence, this must be discussed with CAFOD management.

We strongly encourage all individuals or organisations to let us know if they suspect or know of a breach of these commitments. We welcome the information as a way to try and put things right and improve our quality and effectiveness. All individuals can refer to our [Complaints Policy](#) and make a report through [CAFOD EthicsPoint](#), our online webform or telephone hotline³. Alternatively, please see the [Contact Us](#) page on our website for other ways to get in touch.

CAFOD representatives have a duty to report any suspected or actual breach of these commitments. Staff may be liable to formal disciplinary action if they fail to do so. The first point of contact, to report a breach, will usually be your designated CAFOD manager or coordinator or a more senior manager where the immediate manager may be implicated although all representatives may also report initially through [CAFOD EthicsPoint](#) if they prefer.

Anyone who raises a concern about potentially serious malpractice will be protected from victimisation or any other detrimental treatment, provided that concerns are raised in good faith. Deliberate false allegations are a serious offence.

¹ The Code of Behaviour also applies to any online activity, including Social Media. You will be able to access guidelines on use of social media on CAFOD's intranet site 'CAFOD People' or you can ask your named contact point in CAFOD for more details.

² There is an abridged version of this Code of Behaviour for CAFOD Volunteers volunteering in England & Wales

³ In locations where the telephone hotline service is available.

Values

1. I will ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with CAFOD's Vision, Mission and Values and does not bring CAFOD into disrepute.
2. I will act in good faith and treat other people with dignity and respect, without discrimination, harassment, abuse (including sexual harassment, abuse or misconduct) or neglect.
3. I will take reasonable action to protect others from harm and to challenge infringements into the rights of others.
4. I will comply with local laws and show respect for culture in the country in which I am working and/or acting as a representative of CAFOD.
5. I will ensure that I act in accordance with health, safety and security guidelines and endeavour to safeguard others.
6. As a faith-based organisation, CAFOD values and respects the right of all our representatives to practice their faith. I will also observe local sensitivities when practicing my own religious beliefs.

Corruption

7. I will maintain appropriate standards of honesty and integrity in financial accountability.
8. I will not use the position of power conferred by my role to exert pressure, enhance my personal gain economically, professionally, politically or sexually, or extract or accept favours, bribes, gifts or other forms of personal enrichment.
9. I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on my work – e.g. contracts for goods/services or employment, partner organisations, civil authorities, communities we assist.
10. While CAFOD recognizes that those who represent CAFOD exercise and express their political views according to their own beliefs and principles, I will ensure a reasonable distance is maintained between my personal political activities and my role with CAFOD and will declare any potential conflict of interest arising from my political activities. It is understood that at times, staff and stakeholders with specific political roles or activities will undertake work with or for CAFOD (e.g. Parliamentarians, Campaigners, others) and that this involvement will be agreed with their relevant CAFOD contact or manager.
11. I will ensure that the organisation's assets, tangible and intangible, e.g. vehicles, computers, communications equipment, intellectual property, and data are not misused and are protected from theft, fraud or other damage.
12. I understand that CAFOD prohibits the carrying of any weapons on any CAFOD property (owned or rented) including accommodation/office/vehicles etc. Armed civilian and military personnel are not willingly permitted in CAFOD owned or operated vehicles or property.

13. I will not accept anything in the course of my work for and/or with CAFOD that is, or could be perceived as, personal enrichment (e.g. bribes, favours). This includes from the communities we assist, partners or contractors. Small gifts or tokens of appreciation may be received, but managers must be informed of any gifts that are offered or received.

Personal conduct and safeguarding

14. I will not enter into a sexual relationship with any member of a community or partner we assist with whom we are in a position of power or authority. Any sexual relationships arising which could potentially be perceived as an abuse of power or authority must be declared to my manager, HR contact or another manager in CAFOD.
15. I will not use my position of power as a representative of CAFOD to enter into a relationship with a colleague.
16. I will not use my position of power as a representative of CAFOD to withhold assistance or services without due cause.
17. I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the exchange of sexual favours for assistance that is due to the communities we assist globally or partners we work with.
18. I will not engage in any type of sexual relationships with any person under the age of 18 (regardless of the age of majority or age of consent locally).
19. I will take measures to protect children, young people and vulnerable adults, including refraining from physically abusing children (even where this is culturally acceptable) and use non-violent methods to manage children's behaviour (both within and outside of the workplace).
20. My contact with children, young people and vulnerable adults (whether by phone, online or direct contact) will be supervised, accompanied, or at least in sight of other adults. CAFOD recognises that situations may arise where this cannot be the case for urgent or for practical reasons. If circumstances arise that where I am alone with a vulnerable adult or one or more children, I will inform my line manager ahead of time or as soon as possible.
21. I will not show favour to particular children or adults to the exclusion of others.
22. I will assess the safeguarding risks for all CAFOD led events for which I am responsible and I will plan for the mitigation of these risks.
23. I will never work while under the influence of drug related substances or alcohol that inhibit my ability to perform my duties.
24. I will not use the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.
25. I will not use covert audio or visual recording equipment in relation to any part of my work.

26. I will ensure that all pictures of children that I take in relation to my work with CAFOD are decent and respectful. I will ensure that I obtain informed consent and protect children's identity in any media involving under 18's.

There may be specific circumstances where a behaviour not listed above could bring CAFOD into disrepute, in such a case the issue would be brought to the attention your CAFOD manager, coordinator or CAFOD leadership.