

# LINKS GLOBAL CODE OF CONDUCT

## Introduction

Employees and volunteers play an important role in ensuring Links International remains true to its values as a movement that advances God's Kingdom and is respected and credible. This Code sets out the standards and expectations of employees and volunteers in terms of professional ethics, integrity, acting as a representative and safeguarding, which support our vision, mission and values. This Code of Conduct covers all of Links International's policies and procedures which guide conduct and behaviour, which are underpinned by Links International's Holy Spirit led principles.

This Code of Conduct applies to employees, workers, volunteers, consultants and agency workers.

Failure to comply with the Code of Conduct, Links International's policies, employment or placement terms and conditions may result in disciplinary action for employees or a volunteer status review.

## Mission, Vision and Values:

### Links International's vision:

Confront Poverty and Create Potential.

### Links International's mission:

Advance God's Kingdom through key relationships, connecting churches, businesses and individuals with organisations and communities throughout the developing world, to bring strategic, holistic and sustainable transformation.

Our work falls into the five following categories: Spiritual Renewal, Business Development, Community Healthcare, Innovative Education and Social Justice.

### Links International's values are:

- Empowerment
- Relationships
- Kingdom oriented Christianity
- Holistic Transformation
- Charismatic (Holy Spirit Led)

## **1. Professional ethics and integrity**

**It is expected that Links International employees and volunteers will:**

- Establish, maintain and develop relationships based on trust and respect.
- Exhibit and defend professional and personal integrity and honesty at all times.
- Demonstrate sensitivity for the customs, practices, culture and personal beliefs of others.
- Promote and adhere to Links International policies and practices that promote equality of opportunity, diversity and social inclusion and support human rights and dignity.
- Comply with Links International's data protection and confidentiality requirements. Any breach will be considered a disciplinary offence and appropriate action will be taken.
- Support and challenge others if they suspect unlawful or unethical conduct or behaviour.
- Promptly report any concerns about bribery or corruption.
- Promptly report security or safety concerns.

## **2. Acting as a representative of Links International**

**It is expected that Links International employees and volunteers will:**

- Always act in a way which supports and upholds the reputation of Links International and behave as role models to others.
- Be mindful of their responsibilities as professional people towards the wider community.
- Comply with prevailing laws and not encourage, assist or collude with others who may be engaged in unlawful conduct.
- When involved in local political, religious, or community leadership activities, commit to ensure that Links International's mission and objectives in the country are not compromised.
- Display a neutral, non-partisan attitude and approach towards political matters during their work for Links International.
- Ensure they hold the correct visa and right to work permit in country in compliance with country law, when required.

### **3. Safeguarding**

**It is expected that Links International employees and volunteers will abide by Links International's Global Safeguarding Policy including:**

- Not to harm, children, young people, vulnerable adults or anyone they come into contact with during the course of their engagement with Links International, through action or omission.
- Not to expose others to the risk of discrimination, neglect, harm or abuse.
- Not purchase, or coerce, or engage in any sexual activities, (except for marital relations).
- Work in accordance with health, safety and security guidelines and avoid behaviour that creates unnecessary risk to themselves or others.

**It is expected that Links International employees and volunteers will:**

- Read, understand and adhere to Links International's Global Safeguarding Policy and Links International's Global Code of Conduct.
- Strive to promote a zero-tolerance approach to discrimination, sexual harassment and abuse in all working environments.
- Strive to develop relationships with all stakeholders which are based on equality, trust, respect and honesty.
- Place the safety and welfare of children and vulnerable people above all other considerations.
- Report any concerns they may have about the welfare of a child or vulnerable person.
- Report any concerns they may have about the behaviour of a Links International representative in relation to safeguarding.
- In a one-to-one situation with a child or young person, where privacy and confidentiality are important, ensure that another adult knows the contact is taking place and why. If possible, ensure another adult is in sight and that the child or young person knows another adult is aware of this. .

**It is expected that Links International employees and volunteers will not:**

- Sexually harass, assault or abuse another person.
- Physically harass, assault or abuse another person.
- Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate, belittle or degrade.
- Condone, or participate in behaviour which is abusive, discriminatory, illegal, or unsafe.
- Develop, encourage or fail to take action if relationships with children or other vulnerable people which could in any way be deemed sexual, exploitative or abusive.
- Act in ways that may be violent, inappropriate or sexually provocative.
- Agree with a child to keep a secret which has implications for their safety or the safety of other young people.

### **4. Conflict of interest**

In the course of their work it is essential that employees and volunteers avoid any suggestion of bias or favouritism in any of their dealings with partners, service providers, suppliers, or other employees, volunteers and stakeholders. Any potential conflicts (direct or indirect) must be declared in line with the Criminal Practices Policy. Conflicts could include, but are not limited to:

- Interests of immediate relatives and extended relatives, friends and acquaintances.
- Any work, paid or unpaid, outside Links International.
- Being a member of an elected body.
- Shareholdings (if this could have an influence on the decision making of a company).
- Relationships with service providers and suppliers, other employees or candidates for employment with Links International.

### **Offers of Gifts, inducements and hospitality**

Any money, gift or favour received by an employee or volunteer from a person or organisation holding or seeking to obtain 'special treatment' from Links International will be deemed by Links International to have been received corruptly unless the employee or volunteer proves the contrary. Links International expects all staff and volunteers to abide by the Global Criminal Practices policy, and where necessary to abide by local legislation to ensure transparency and ethical practice. Any breach of this policy will be treated as a serious disciplinary matter and/or a criminal offence.

### **Relationship conflicts**

Where a personal relationship exists, has existed or develops between employees or volunteers where one party has a management or supervisory responsibility over the other, the existence or former existence of the relationship should be disclosed to the relevant senior manager.

Managers who have, or have had, a personal relationship with an employee or volunteer should not be involved in any recruitment, selection, performance review, promotion or other processes which could be perceived to give unfair advantage or disadvantage to the other person with whom they have or have had such a relationship. It is the responsibility of employees and volunteers involved in recruitment and selection to declare any relationship.

### **5. Duty to report**

Report immediately any breaches of this Code to a line manager, either through the established reporting mechanisms or, if not appropriate, to another senior member of staff.

All suspected breaches of the Code will be investigated in line with the appropriate policy.

Where it is found that there has been a breach of the Code of Conduct there will be a disciplinary or status review process.

# AGREEMENT

I have read, understood and agree to abide by Links International's Global Code of Conduct.

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

