

Code of Conduct and Ethics

Our code of conduct and ethics draws on our Christian values and sets out expectations regarding behaviours. It is not intended to give examples of behaviour for every circumstance but to set the tone of expected and acceptable behaviour towards each other and those with whom we come into contact.

Our vision is to see lives of some of the poorest communities in the Middle East transformed by the compassion of Christ. We achieve this by partnering with Middle East Christians as they bring healing and hope to all who face poverty and injustice.

To ensure that we are achieving this mission at all times and maintaining our values of **respect, trust, compassion, and integrity**, we have developed a code of conduct for all Embrace the Middle East staff.

Scope

The following applies to everyone who works for Embrace, whether as an employee, consultant, freelancer, or temporary worker. It also applies to trustees due to their statutory responsibilities for the charity.

Code of Conduct

Working for Embrace, I take seriously my role in maintaining the reputation of the charity, and representing its Middle Eastern partners in the UK.

In light of this, I will demonstrate consistently professional and personal behaviour in keeping with Embrace's values and standards. I agree to:

- Develop partnerships of equality, and within these be sensitive to the power that acting as a representative of Embrace may afford me and avoiding abusing unequal power relationships in any way.
- Be sensitive and respectful of diverse cultural, political and spiritual contexts and practices, while refraining from participating in any activities which are counter to Embrace policy, human rights or local or international law. Where necessary, I will follow the appropriate reporting procedures. (See Embrace the Middle East's Safeguarding and Whistleblowing Policies for details.)
- To carry out my role to the best of my abilities, working collaboratively with my colleagues and in a professional manner at all times. My conduct will display respect to local laws, myself and those around me.
- Not work whilst under the influence of alcohol or illegal substances, and not be in possession of any illegal substances whilst within Embrace premises, vehicles or accommodation or while on Embrace business.
- Declare any financial, personal, family (or close intimate relationship) conflict of interest in matters of official business which may impact upon the work of Embrace
- Not accept gifts which could be deemed disproportionate, or viewed as a bribe.
- Avoid any behaviour which could be perceived as bullying or harassment, including inappropriate language, gestures and physical contact.

Embrace is committed to protect the dignity and safety of all peoples at all times. This especially includes children (under the age of 18) and adults at risk¹. I agree to:

- Conduct myself in a way which is transparent and beyond reproach, including never being left alone with a child or vulnerable adult and declining any requests from beneficiaries to connect via social media
- Refrain from visiting or corresponding with a child or adult at risk associated with Embrace without legitimate and verifiable need and the full consent of the relevant partner involved
- Never engage in intimate relations with beneficiaries or partners, and acknowledge the unequal power relationship that this would present
- Never exchange money, offers of employment, employment, goods or services for sex or any other service which could be deemed as humiliating, degrading or exploitative.
- Follow Embrace’s reporting procedures if I receive a disclosure of abuse or become aware of misconduct.
- Represent partners and beneficiaries in an accurate and dignified manner, whether in word or image, always seeking consent from the individuals concerned.

I undertake to use responsibly any resources made available to me by or through Embrace, including IT, money, employee benefits and information. I agree to:

- Treat all information that I access with sensitivity and respect, maintaining confidentiality during and after working for Embrace, except as required by law.
- Communicate on behalf of the charity with wisdom and integrity, being mindful to guard against negative repercussions for Embrace or its partners. I will consult with Embrace’s Communications team and/or other relevant members of staff before communicating externally on sensitive issues.
- Use charity funds responsibly and in ways that maximise benefit to our partners, accurately accounting for all expenditure.
- Treat Embrace’s property with respect and care, wherever possible reducing wastage, using resources efficiently and protecting them from damage or vandalism.

I agree to adhere to the charity’s health and safety protocols and avoid acting in ways that endanger my own or other’s safety. I agree to:

- Read and adhere to all Embrace policies and procedures as a minimum standard. I will strive to go beyond these standards, modelling best practice at all times.
- Attend and take seriously any training required by senior leadership and trustees.
- Actively prevent criminal and unethical activity.
- Protect the environment and work sustainably.
- Act transparently by informing Embrace of any criminal convictions or current charges that may be of direct interest to Embrace or impede on my ability to act or represent the charity.

Declaration

I have read and understood the terms of this code of conduct and commit to uphold the obligations required of me therein.

Name:			
Signature:		Date:	

¹ ‘Adults at risk’ here refers to those who are or may be in need of community care services by reason of disability, age or illness; and/or who may be unable to take care of themselves against significant harm or exploitation.

Recommended by:	Lucy Insua, Kat Brealey
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