



<b>Policy No:</b> JSD/HR/01	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 20th October 2023
<b>Policy Date:</b> 4th April 2021		<b>Date of Next Review:</b> 19th October 2024
<b>CODE OF CONDUCT</b>		

## 1) ENSURING RESPECTFUL AND RESPONSIBLE CONDUCT

Employees are a representation of SJD Homes. SJD Homes like employees to be mindful that attitudes and behaviours have a significant impact on the children and co-workers, and on the reputation of our organisation. Therefore, conduct both within and outside SJD Homes should always be considered.

SJD Homes would like to feel that staff adhere to the local laws that apply to where they live and work and as a result act according to the organisation's core values.

Staff's interactions with all young people, co-workers and persons affiliated to SJD Homes should be empathetic and non-violent behaviour, with use of appropriate language and gestures. Staff must respect the basic rights of all, regardless of gender, age, ability, health, language, ethnicity, race, colour, religion, cast, sexual orientation and any other aspects of identity or personal characteristics. Act fairly, honestly, and tactfully and treat all young people, co-workers, and affiliated persons with sensitivity, tolerance, dignity and respect. Staff should respect the national law and local culture, traditions, customs, and practices that are in line with UN conventions. Staff must not take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others.

Managers should also understand that additional responsibilities to model the good behaviour promoted through this code to create an environment in which good conduct can flourish.

Managers should ensure staff at SJD Homes are aware of the code and are supported in putting it into practice, also that any misconduct is managed appropriately and actively.

## 2) PROFESSIONAL CONDUCT IN RELATION TO CHILDREN

### Promoting the welfare and development of children

SJD Homes; staff should endeavour to promote their welfare and contribute to the development of each individual young person to his / her full potential.

### The following statements are expectation of staff and Managers at SJD Homes:

I will contribute to the creation of a loving and caring atmosphere for young people. I will treat young people with respect, justice and understanding and extend to them the benefit of moral guidance, self-discipline and appropriate instruction.

I am aware of being a role model for young people and therefore commit to displaying respectful and responsible behaviour. I recognise equal opportunity and will treat all young people equally, including the promotion of gender equality.

## **Child protection – keeping young people safe from harm**

I will always uphold the trust and confidence placed in me by SJD Homes to protect young people and serve their best interests.

I will conduct myself in a way that safeguards youth from all forms of discrimination, abuse, mistreatment and neglect. I will strongly support our values and our vision that “every child grows in a family orientated environment, with care, respect and security”, and I will promote young people’s development.

I will not initiate or become involved in sexual relationships with young people. I am aware that such a relationship will lead to legal consequences and impact the organization’s reputation. Mistaken belief regarding the age of a young person is not a defense.

I will not exchange money, employment, goods, favours or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.

This means that I will not enter into sexual relationships with members of the local community that are receiving assistance or services from SJD Homes, since these relationships are likely to undermine the credibility and integrity of the work of SJD Homes.

I will not hire young people as ‘house help’ (domestic workers) or for any work that is likely to be hazardous or interfere with the young person’s education, or that may be harmful to the young person’s, physical, mental, social, spiritual or moral development.

I will make sure that my work with children is visible to others and generally will not spend excessive time alone with young people and away from others. Only when it is appropriate due to the nature of my role (e.g. Manager, Keyworker or Mentor) will I spend longer periods of time alone with young person’s.

I shall not have young people that are SJD residents stay with me in my home (overnight or for extended periods) especially when there is no other responsible adult around.

I will report all concerns regarding actual or potential child abuse, mistreatment or any other violation of the Child Protection Policy according to our reporting and responding system. I shall do this trusting that I shall be protected and supported by the organisation.

I will keep data about the children and youth in SJD Homes confidential (e.g. information on their family background, health status, etc.). This principle of confidentiality also extends to former participants in SJD Homes services and their siblings, and applies beyond the point at which co-workers cease their employment with SJD Homes.

I will reveal all information about any charges against me pertaining to child abuse either at the time of my joining SJD Homes or arising during the time of my employment.

### **3) PROFESSIONAL CONDUCT IN RELATION TO OTHER ASPECTS OF WORK**

#### **Responsible use of power and position**

I will use my position for the benefit of the organisation when dealing with government officials, donors, sponsors, suppliers and other people affiliated to SJD Homes. I will avoid any conflict of interest arising from personal interests and/or obligations I might have towards third parties SJD Homes has business relations with.

I am aware that youth and adults look up to me as a person in authority. I must not use that position for my own benefit or for the benefit of my family or friends. This means I must not enter into any sort of business relationship on behalf of SJD Homes with family members, friends or other personal contacts for the supply of any goods or services to SJD Homes.

I am aware that employment of relatives, spouses and partners of existing employees and board members is strongly discouraged.

## **CODE OF CONDUCT**

I understand that I must not ask for or invite any personal payment, service or favour from others, especially participants in SOS services, in return for our help, support, goods or services of any kind. I shall not accept bribes or significant gifts (except small tokens of appreciation) from governments, participants in SJD Homes, donors, suppliers or others which have been offered as a result of my employment.

When involved in local political, religious, or community activities, I commit to ensuring that SJD Homes mission and objectives are not compromised, and that SJD Homes are not brought into disrepute.

I will not work under the influence of intoxicating substances such as alcohol or any other substances that significantly impair my ability to do my job.

I will ensure good and constructive working relationships with all co-workers. I will not allow any personal relationships with my co-workers to have a negative impact on my work, other co-workers or the working environment in general. If I am in an intimate personal relationship with my line-manager, or a co-worker that is reporting to me, I will declare this relationship.

### **Responsible use of resources**

I will administer resources entrusted to me by SJD Homes in a transparent and prudent manner and in compliance with established controls that ensure optimum use of all our material and human resources.

Co-workers are the most important resource in SJD Homes. I shall not behave in a way that creates unnecessary risk to my health, safety and security, or to that of others with whom I work.

I will use all computers and other information technology responsibly and refrain from inappropriate usage, especially that relating to the creation, viewing, downloading or distribution of any inappropriate or offensive material, including, but not restricted to, abusive images of children, pornography or child pornography.

I will perform my job in an environmentally responsible manner in order to be a good role model for children and youth in this regard, and to pass an intact and healthy environment to the next generations.

### **Responsible use of information**

Given that my position in SJD Homes involves trust and confidence, I will exercise prudence in disclosing information outside the normal requirements of my job. I shall not communicate any sensitive or potentially damaging information to external bodies or individuals, including media representatives, without appropriate authorisation. I will comply with the restrictions set out in relevant SJD Homes guidelines.

When sharing general information about children and co-workers (for example, data, pictures, etc. for PR purposes) I will do so with full respect and consideration for their privacy and dignity.

I commit to sharing required information in a timely manner to contribute to a harmonious organisational climate, always bearing in mind the best interest of the child.

## **4) CONSEQUENCES OF BREACHING THE CODE OF CONDUCT**

Each of my actions matter! I realize that any violation of this Code of Conduct can have serious implications on the lives of children and youth, and for the organisation. Therefore, SJD Homes will respond to violations of the Code of Conduct as deemed appropriate, regardless of position, status or personal relationship, and in accordance with national and local legislation and/or the terms and conditions of service defined within SJD Homes. Consequences may include disciplinary action, up to and including dismissal, and possible referral to the national authorities, e.g., police or other relevant agencies.

Should I become aware of any breaches of the Code of Conduct, I understand that I am duty bound to report these to my manager or other person in a position to receive such reports.

I understand that when reporting an actual or potential breach of the Code of Conduct I will do so in good faith and that SJD Homes will ensure that I do not experience any negative repercussions or adverse effects as a result of carrying out my duty to report, even if the allegation later proves to be false. However, if I knowingly make a false or malicious allegation then I also understand that I may be subject to disciplinary action. In addition, if it transpires that I knew about misconduct but failed to report it, I am aware that I may also then be subject to disciplinary action.

I understand that the Code of Conduct cannot cover all aspects of good conduct. Where I have any concerns about possible misconduct or behaviour that may bring the organisation into disrepute, I undertake to raise the concerns at the earliest possible time either verbally or in writing with my manager.

In cases where the manager is the subject of concern, reports should be made to his or her superiors at the next level such as Children's Services OR Trusts (whichever is relevant).

#### 5) **SIGNATURE AND COMMITMENT**

I have carefully read and clearly understood the SJD Homes Code of Conduct. I am aware that SJD Homes expects me to uphold the standards of behaviour described in this Code of Conduct at all times. I fully appreciate its context and contents. By signing this Code of Conduct, I commit myself, in unison with the entire SJD Homes organisation, to aspire for and maintain the required conduct as a precondition of my service to SJD Homes

I have received and hereby sign a copy of this document; a copy of the signed document will be filed in my personnel

Name;

Signed;

Dated;

SJD  
HOMES