



# Code of Conduct

**Policy Area:** Staff behavior

**Policy Number:** CFI-CoC

**Title of Policy:** Code of Conduct policy for all staff to read and sign

**Approved Date:** 15 February 2021

**Effective Date:** Immediately

**Review Date:** February 2022

**Approved By:** Zoey Henley

**Policy Rationale:** At Children’s Future International (CFI) we take a zero-tolerance approach to anyone who breaches our code of conduct and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships and in the promotion of our vision, mission and values. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for serious misconduct. Any contractor who breaches this policy (or we have reasonable suspicion to believe this is the case) may have their contract terminated with immediate effect.

This policy must be signed by each CFI employee and placed on their file.

**Policy Statement:** At Children’s Future International all staff uphold and comply with the code of conduct.

## Contents

<b>Employee Conduct and Hiring</b>	<b>1</b>
<b>Dealing with Program Participants</b>	<b>2</b>
<b>Dealing with the Public</b>	<b>2</b>
<b>Executive Standards</b>	<b>2</b>
<b>State Standards</b>	<b>2</b>

### Employee Conduct and Hiring

CFI takes employee policies and employee conduct seriously, detailed information about this can be found in our Recruitment Policy. CFI requires all staff to work together to create a respectful and safe work environment. CFI takes a zero tolerance to discrimination on the basis of age, gender, sexuality, ability, race, religion, or national origin.

## **Dealing with Program Participants**

All CFI employees must treat program participants with respect and professionalism, especially contact between adult staff and children and youth, and members of the opposite sex. All CFI staff must protect participant's confidentiality and privacy. CFI takes a zero tolerance to any breaches of confidentiality and instances of abuse towards program participants of any kind. For example, sexual, emotional, or physical abuse and neglect. For detailed information please see CFI's Child Protection Policy.

## **Dealing with the Public**

CFI is not affiliated with any religious or political party and takes a neutral stance to these issues. While staff are entitled to their own religious and political views, these must not be carried out in any way that connects CFI. For example wearing or carrying CFI branded items to events. However CFI does adhere to Internal and National conventions that protect the interests of Human Rights and Social Justice. All CFI staff should take care to represent CFI in a professional and respectful manner when working with members of the public, Local Authorities and Government Agencies and all partner organisations.

## **CFI Policies**

CFI staff are expected to comply with all CFI policies and procedures. Staff will be offered regular training and must comply with these.

## **Government Legislation**

CFI is a not for profit organisation, therefore any funds received during your work for goods, services or reimbursement must be returned to CFI. CFI also expects that all staff comply with the legislation of the Royal Government of Cambodia. Anyone who is found guilty of breaching a law may be instantly dismissed.

I, \_\_\_\_\_, agree to abide by all the terms in this Code of Conduct and understand that any breach may result in immediate termination of my contract, position and/or involvement at Children's Future International. In accordance with the United Nations Convention on the Rights of the Child, specifically the consideration of the best interests of children, I understand that Children's Future International reserves the right to provide information in regards to concerns about my conduct to other organizations that work with children.

Signed \_\_\_\_\_

Dated \_\_\_\_\_