

## **Code of Conduct Red Barnet (Save the Children Denmark)**

This Code of Conduct - applies to Red Barnet (Save the Children Denmark) employees, trustees, volunteers, interns, trainees, consultants and others who represent our organization. Red Barnet's Code of Conduct is an adaptation to a Danish context of the global *Save the Children Code of Conduct*, which covers all member organizations including Red Barnet.

The guidelines applies to us 24/7, 365 days a year, and is as relevant and applicable to our personal life as it is to our professional life. For this reason, all those who work for Red Barnet or who represent the organization in any capacity are required to sign a declaration confirming that they have read and understood the Code of Conduct and agree to comply with the requirements of the Code at all times. That is:

### **I will work actively to safeguard children**

By carrying out my special responsibility for children to whom Red Barnet has a duty of care and by creating a safe environment for children in order to prevent their physical, sexual or emotional abuse or neglect (ref. Red Barnet's Child Safeguarding policy).

I will:

- Comply with all of Red Barnet's policies, guidelines and procedures.
- Attend all training that Red Barnet requires from me in my employment and work.
- Report any concerns about the welfare of a child.
- Permit Red Barnet to obtain child certificate on me.

I will not:

- Act in any way that breaches Red Barnet's Child Safeguarding Policy and procedures or in any way places children at risk of harm.
- Withhold information about any current criminal convictions, charges or civil proceedings in relation to child neglect or abuse, either when I join Red Barnet or arising during my time of employment with Red Barnet or during the period in which I am representing Red Barnet in any capacity.

### **I will maintain high standards of personal and professional conduct**

Striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as a representative of Red Barnet.

I will not:

- Behave in a way that undermines my ability to do my job or is likely to bring Red Barnet into disrepute.
- Take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe on the rights of others.
- Engage in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way.
- Exchange money, employment, goods or services for sexual favours or engage in any form of illegal sexual activity in connection with official journeys, travel or postings overseas.
- Drink alcohol or use any other substances in a way that affects my ability to carry out my role or affects the reputation of the organisation.

- Ask for, or invite any personal payment, service or favour from others, without exception, in return for our help, support, goods or services of any kind.
- Be in possession of, nor profit from the sale of, illegal goods or substances.
- Accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others, which have been offered as a result of my employment or other representational role with Red Barnet.
- Enter into any sort of business relationship on behalf of Red Barnet with family, friends or other personal/professional contacts for the supply of any goods or services to Red Barnet or any employment related matters without prior authorisation.
- View, download, create or distribute pornography, on Red Barnet’s computer/systems
- View, download, create or distribute child pornography, on Red Barnet’s computer/systems, or any other computer systems.

**I will report any incident or concern that relates to, or may relate to, a breach of this Code of Conduct.**

- I am aware that the senior management team of Red Barnet has a zero-tolerance for all of the above misconducts.
- I recognise that in order to realise our ambitious goals for children, Red Barnet must effectively report and respond to any fraud, misconduct or wrongdoing by our employees and representatives.
- All employees/representatives are therefore to raise any concerns they may have about the conduct of others or the way we operate as an organisation, and this obligation includes me.
- I will raise any matter that I believe are in breach of – or may be in breach of – the Code of Conduct through the appropriate channels (ref. Red Barnet’s Whistleblower Policy and Complaint mechanism<sup>1</sup>).

**PERSONAL DECLARATION**

I confirm that I have read, understood and shall abide by the Code of Conduct principles for the entire period that I am working or associated with, and/or represent, Red Barnet. The fact that Red Barnet focuses on the most vulnerable citizens sharpens circumstances. I acknowledge accordingly that any violation of this Code of Conduct can, depending on the degree of severity, result in immediate disciplinary action, which can include dismissal and transfer of the case to the police.

..... Job title .....

Signature

..... Date .....

Name in block letters

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<sup>1</sup> Red Barnet develops the Whistleblower Policy and Complaint mechanism during 2018.