



Code of Conduct

For Employees, Trustees, Contractors and Volunteers

As representatives of the Livingstone Tanzania Trust (LTT) we share a vision, philosophy, passion and commitment to working together to towards a world where all have their Human Rights respected, are treated with dignity, have the ability to control their own lives and live outside of poverty.

This Code of Conduct: -

- provides a framework, along with the terms and conditions of employee/volunteer engagement, within which we all undertake to discharge our duties and to regulate our conduct.
- Is designed in collaboration with partners and community members to ensure the well-being of the child and community members with whom we meet.
- provides guidance to help each of us, as we discharge our duties, to achieve our shared ambition and vision whilst avoiding using possible unequal power relationships for our own benefit.
- support us in our role in implementing, monitoring and enforcing our behaviour. It does not exempt anyone. Any breach may result in disciplinary action and in some cases could lead to criminal prosecution.

In accepting your appointment as an Employee, Trustee, Contractor or Volunteer, you undertake to discharge your duties and regulate your conduct in accordance with the requirements of this Code, thereby contributing to LTT's quality of performance and reputation. The code describes what LTT expects from you and what you can expect from LTT.

Whilst recognising that local laws and cultures differ considerably from one country to another, LTT is an International Non-Governmental Organisation (INGO) and therefore the Code of Conduct is developed from International and UN standards.

As an LTT representative, I will:

- seek to maintain and enhance public confidence in LTT by acting in a professional manner whilst undertaking my duties and my personal actions will not bring LTT into disrepute.
- manage the power that comes with my privileged position with appropriate restraint, recognising the power/unequal power relationships with our partners and the communities that we serve.
- be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from my own or those laid out in this Code of Conduct. I will if necessary, seek (and will receive) support and advice from LTT.
- I will not work under the influence of alcohol or use, or be in possession of, any illegal substances.
- respect all peoples' rights, including children's rights, and I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.
- ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way, and I will not engage in any form of sexual relationship with any persons of any age.
- never exchange money, offers of employment, employment, goods or services, participation in a programme or partnership, for sex or sexual favours, nor any other forms of humiliating, degrading or exploitative behaviour, understanding that these standards exist to challenge sexually exploitative and abusive behaviour. I will make every effort to report such behaviours or malpractice in the workplace by others to LTT's Designated Safeguarding Lead.
- wear only culturally appropriate clothing.
- refrain from bringing any literature or images into Tanzania that are culturally inappropriate.
- declare any financial, family (or person with whom I have a close relationship) or personal interest in matters of official business which may impact on LTT's work and my work for/with LTT.
- reject monetary gifts or inappropriate gifts from governments, community members, donors, suppliers and other persons, which have been offered to me as a result of my engagement with LTT even where the giving and

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acceptance of gifts is normal cultural practice unless by not accepting would offend and damage the relationships that exists between LTT/local partners and the group/individual in question. In which case I will publicly accept the gift on behalf of LTT and ensure that any gifts are within the limits of reasonable judgement. I will report the receipt of a gift to the Director and record it in the Gift Log. Where appropriate gifts will be handed over to LTT.

- declare in a Purchase Log, the purchase of small quantities of produce from community members engaged in our programmes including the items bought and the amount spent.
- never accept money from or loan money to community members on a personal level or outside or agreed programme areas.
- never ask for goods or services in exchange for participation in our programmes.
- act against any form of corruption and not offer, promise, give or accept any bribes.
- use my discretion when handling sensitive or confidential information.
- ensure that I have the relevant permissions for the photos I take in the course of my activities for LTT.
- never take/use photos/videos or use vocabulary, including quotes, that are intended to belittle, shame or degrade any child, partner or community member.
- not publish on my or LTT's social media or website any photo of a child that clearly identifies their faces, nor any posts that have the potential to be considered culturally inappropriate or that will put myself at risk.
- ensure all photos taken by me will be uploaded to Dropbox and deleted from my personal devices and never shared with 3rd parties without approval from LTT.
- make every effort to avoid any unintended detrimental repercussions for myself, LTT or our partners.
- account for all LTT money and property made available to me and take all reasonable measures to ensure the protection and security of equipment entrusted to me.
- never use equipment (either software, hardware, email or social media platforms) provided to me by the organisation for illegal, unethical or inappropriate purposes.
- undertake and act on appropriate risk assessments, comply with local security management guidelines, be pro-active in informing management of any necessary changes to such guidelines and behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself, my colleagues, partners and community members.
- ensure that my conduct is consistent with the promotion of human rights.
- use my best endeavours to protect the natural environment and work in a sustainable way.
- contribute to preventing all forms of criminal or unethical activities and report any concerns in accordance with LTT's policies and procedures.
- contribute to promoting an organisational culture that promotes and prioritises safeguarding and ensure I am familiar with LTT's policies and procedures related to safeguarding and that I am aware of who the designated Safeguarding Lead is for both the UK and Tanzania.
- not use abusive, derogatory, or sexually suggestive language.
- not share personal information or contact details about beneficiaries to supporters/donors and I will not share my personal contact.
- inform LTT of any relevant criminal convictions or charges I have had prior to my employment in which LTT may have a legitimate interest and any criminal charges that occur during my employment, whether these may impede my ability to perform the duties of my position or not.
- Never exchange or accept personal contact details with/from anyone under the age of 18.
- agree, when working partners, to adhere to their code of conduct.
- adhere to following policies and procedures (see list below) that support the above Standards:
Safeguarding Policy and procedures for dealing with and recording safeguarding reports; Anti-Bullying and Harassment Policy; Health and Safety Policy; Risk Assessment Policy; Working Overseas Policy and pre-post trip briefings; Disclosure of Malpractice in the Workplace Policy (Whistleblowing); Complaints Policy.

In accepting my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code thereby contributing to LTT's quality of performance and reputation.

Name.....
Signature.....
Date.....

The Code of Conduct was reviewed and updated in November 2023, Next Review Date: December 2024.