

<b>Policy No 01</b>	
<b>Safeguarding Code of Conduct</b>	
<b>General Objectives of the Policy</b>	<p>As an organisation, Evolve affirms that everyone it comes into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Evolve will not tolerate abuse and exploitation by staff or associated personnel.</p> <p>This Code of Conduct applies to all staff, volunteers, partners, contractors and suppliers. The purpose of this Code of Conduct is to set out the conduct expected of Evolve team members. The Code of Conduct is applicable at all times. Breaches of the Code of Conduct are grounds for warning or termination as appropriate.</p> <p>Whilst recognising that local laws and cultures differ considerably from one country to another, Evolve is an international organisation, and therefore the Code of Conduct is developed from international and UN standards. Evolve team members are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.</p>
<b>Policy Principles</b>	<p><b>Purpose, Mission and Values</b></p> <p><b>Purpose</b></p> <p>Evolve's purpose is to reduce inequality in criminal justice delivery. At present, rights violations of accused persons and offenders, lack of speedy justice for victims, and poor protection of the public are unequally distributed around the globe. Evolve believes instead that access to effective criminal justice should not be a privilege, but a right.</p> <p><b>Mission</b></p> <p>Our mission is to help under-resourced partners to build criminal justice systems which better serve their beneficiaries.</p>

**Values**

Members of Evolve contribute their time to the organisation for free, and we are all motivated by similar shared values. These include:

- A belief in the fundamental importance of respect for human rights.
- Responsiveness - to local needs, contexts, and priorities. We're not here to preach, but to learn, and to collaborate.
- Humanity - promoting practices which treat individuals with compassion and respect.
- Professionalism - Upholding high standards of work and practice, with integrity.

Evolve's team members will be expected to uphold the following standards.

**1. Integrity**

- 1.1. Evolve team members will uphold the integrity and reputation of Evolve by ensuring that their professional and personal conduct is consistent with Evolve's vision, mission and values.
- 1.2. Evolve team members will treat all people fairly with respect and dignity.
- 1.3. When working in an international context or travelling internationally on behalf of Evolve, team members will be observant of all local laws and be sensitive to local customs.
- 1.4. Evolve team members will seek to ensure that their conduct does not bring Evolve into disrepute and does not impact on or undermine their ability to undertake their roles.

**2. Abusive or Exploitative Conduct**

- 2.1. Evolve team members will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- 2.2. Evolve team members will not exchange money, employment, goods or services for sex, including sexual

favours or other forms of humiliating, degrading or exploitative behaviour which is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance.

2.3. Evolve team members will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.

2.4. Evolve team members will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.

2.5. Evolve team members will not physically assault a child or vulnerable adult.

2.6. Evolve team members will not emotionally or psychologically abuse a child or vulnerable adult.

### **3. Safety, Health and Welfare**

3.1. Evolve team members will ensure the safety, health and welfare of all Evolve staff members and associated personnel (volunteers, partners, suppliers and contractors).

3.2. Evolve team members will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines.

3.3. Evolve team members will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of themselves or others, including partner organisations and communities with whom Evolve works.

### **4. IT and Data**

4.1. Evolve team members will be responsible for their use of any Evolve information, assets and resources.

4.2. Evolve team members will ensure that they use Evolve assets and resources in a responsible manner and will account for all money and property.

	<p>4.3. Evolve team members will not use Evolve IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism.</p> <p>4.4. Evolve team members will not use IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse</p> <p><b>5. Private Conduct</b></p> <p>5.1. Evolve team members will perform their duties and conduct their private life in a manner that avoids conflicts of interest.</p> <p>5.2. Evolve staff members will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of Evolve.</p> <p>5.3. Evolve members will not be involved in awarding benefits, contracts for goods or services, employment or promotion within Evolve, otherwise than in accordance with Evolve's Constitution and policies.</p> <p>5.4. Evolve staff members will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.</p> <p>5.5. Evolve staff members will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered as a result of their employment with Evolve.</p> <p><b>6. Uphold Confidentiality</b></p> <p>6.1. Evolve team members will exercise due care in all matters of official business, and not divulge any confidential</p>
--	---

	<p>information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.</p> <p><b>7. Complaints and Reports</b></p> <p>7.1. Evolve team members must bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. Evolve team members reporting concerns are protected by the Whistleblowing Policy.</p> <p>7.2. Evolve team members who have a complaint or concern relating to breach of the Code should report it immediately to their line manager or Safeguarding Officer. If the team member does not feel comfortable reporting to their line manager or Safeguarding Officer (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to one of the Trustees.</p> <p>7.3. Evolve team members receiving reports or concerns are obliged to action or refer the report immediately as per the Evolve Complaints Policy and procedures.</p>
<b>Responsibilities</b>	Safeguarding Officer
<b>Review Date</b>	January 2021
<b>Person Responsible for Review</b>	Safeguarding Officer



## APPENDIX 1 – DECLARATION OF COMMITMENT

### DECLARATION OF COMMITMENT

I, the undersigned, \_\_\_\_\_

Declare that I have received, read and understood the Evolve Safeguarding Policy and Code of Conduct and I commit to know and agree to work in accordance with them.

I understand that any failure to uphold the Code of Conduct may result in disciplinary action, termination of my relationship with Evolve, or further investigations or proceedings by relevant authorities.

Furthermore, I declare that I have no criminal records regarding any safeguarding offences (which I have not previously declared) and nor do I know of any reason why anyone would deem me a safeguarding risk.

I acknowledge that Evolve reserves the right to inform any institution which may apply for references following termination of a contract or other relationship with me of any serious violations by me of any safeguarding policy, subject to any applicable legal restrictions on the provision of information.

Date \_\_\_\_\_

Signature \_\_\_\_\_