

# OUR CODE OF CONDUCT

## What's this policy about?

This policy explains what is expected of staff and Trustees in terms of conduct whilst in employment or actively involved with Village Water.

## Is this policy part of my contract of employment?

No, and we can change this policy at any time to meet business/operating and legal requirements. If changes are made, we will always make you aware of them.

## Who's covered by this policy?

This policy applies to all Trustees, employees and volunteers of Village Water. It does not apply to workers, agency workers, consultants or contractors.

## Who's responsible for this policy?

Everyone! While we ask all managers to take responsibility for ensuring this policy is implemented and complied with, its success also depends on you. Please take the time to read and understand it and go back to your manager with any questions you may have.

## All trustees, staff and volunteers?

1. **Agree** to uphold the Village Water mission to be a catalyst by supporting the systems needed to achieve 100% WASH coverage district by district in those countries in which Village Water operates.
2. **Agree** to uphold the following core values:
  - 2.1. Partnership: we work in partnership with others, based on integrity, respect, trust and openness.
  - 2.2. Innovation: we support innovation and creativity to offer a range of cost-effective solutions for different needs and contexts.
  - 2.3. Sustainability: we ensure our partners have the skills to continue monitoring the functionality and benefits of all our project activities.
  - 2.4. Good Governance: we uphold the highest standards of governance and ensure donors' money is used effectively and transparently.
3. **Agree** to the following conditions:
  - 3.1. Declare any conflict of interest which may impact on Village Water's work.

This includes other positions held or prospecting (employed or voluntary); financial; personal; family or close acquaintances which may be seen to benefit any party.

- 3.2. Ensure that all information, equipment and resources that I use to discharge my role, are handled appropriately. This includes personal data, office property, money and assets.
- 3.3. Ensure that I account for and record any funds spent, in a timely fashion and through the correct process flow.
- 3.4. Avoid any situation which may be interpreted as an abuse of position: for example, accepting gifts which are offered in order to influence; offer support in return for any services or monetary gain.
- 3.5. Abide by UK and overseas health and safety, travel and risk policies internally and those set out by law.
- 3.6. Promote Village Water's values and ensure that my professional and personal conduct will not conflict with these values, or risk damaging Village Water's reputation.
- 3.7. Follow the Village Water Safeguarding procedures and report any concerns to the appropriate person/body, regarding harassment, bullying, discrimination, abuse or neglect, whether in the UK, overseas or wherever witnessed.
- 3.8. At all times work in the best interest of Village Water, its staff, Trustees and end beneficiaries.

## Equity, Diversity and Inclusion

### **Our core EDI Mission:**

As a team and as individuals, we are committed to fostering an inclusive environment that holds space for everyone's contributions and recognises the individual value we each bring to Village Water. By embracing our differences and celebrating our successes, we become stronger together. We are dedicated to ensuring that everyone has the opportunity to contribute fully, knowing that the team is the driving force of our organisation.

### Our EDI Mantra:

- Have we celebrated our successes?
- Have we given each other the time and space required to succeed?
- Have I been clear in my communication?
- Have I given space for a response?
- Have I given context to the bigger picture?

### Our commitment to change:

We are committed to carrying out proactive change through actions and not just words, and bringing our partners along on this journey. In order to do this, we will

continue to critically look at our actions and outputs, knowing that there is always room for improvement, whilst never losing sight of the end goal.

## Village Water will:

1. Provide the Board with timely and relevant information in order to allow the Board to govern well.
2. Work in partnership with the Board to ensure that it fulfils all its statutory and legal responsibilities.
3. Invest time, money and other resources in order to help support and further develop good governance.
4. Provide the Board with the necessary administration and other support required for them to govern well.
5. Reimburse Trustees' "out-of-pocket" expenses incurred in the course of their duties as Trustees.

## Village Water trustees

Charity Trustees are ultimately responsible for the charity. As Charity Trustees/Village Water Board members, collectively and individually, we will work to meet these expectations:

1. I will be an active Trustee, using my best endeavours to prepare fully and attend all Board meetings. I will make my skills, experience and knowledge available and provide apologies if I am unable to attend.
2. I will act in accordance with the principles set out in the current edition of The Essential Trustee to ensure that Village Water is well run in every respect. I will act legally and properly, by acting with integrity, honesty, within the law and our governing document, and in Village Water's best interests at all times.
3. I will act within the governing documents, policies and procedures of Village Water, taking an active part in their review and development and respecting and abiding by the collective decisions of the Board, its rules and policies.
4. I will develop and maintain a sound and up-to-date knowledge of Village Water and its working environments, including an understanding of how it operates and the nature and extent of its work. In this way, I will be able to contribute actively to its strategic development, ensuring that the views of partners, beneficiaries and other stakeholders are taken into account.
5. I will identify and participate in Trustee development and training opportunities.
6. I will serve as an ambassador for the charity, promoting the agreed vision and values.
7. I will assist, as required, in the development of the Board including recruitment, induction and subsequent appraisal of Trustees.
8. I will respect the confidentiality of the organisation, the Board and individuals and will sign the Village Water Data Protection Statement.
9. I will seek to support all those I come into contact with at Village Water. In

particular, I will support the Chair and senior staff, recognising and respecting that operational delivery is the remit of the CEO and staff of Village Water.

10. I will welcome differing viewpoints and opinions and recognise the value of all contributions in the decision-making process. I will ensure that everyone associated with Village Water is treated fairly, with respect and kept safe from harm.

## Breach of Policy

A breach of this Code of Conduct will lead to instigation of the disciplinary procedures detailed in the Disciplinary Procedure Policy, or for trustees, sanctions agreed by the Board up to and including dismissal.

## And that's it... for now

We understand that things change, so we'll continue to review the effectiveness of this policy and make sure it's achieving its objectives.