



Poverty Reduction Forum Trust Code of Conduct

Introduction

In keeping with its vision and values, the Poverty Reduction Forum Trust is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details the POVERTY REDUCTION FORUM TRUST's (PRFT) expectations of employees in key areas and all its representatives. As a PRFT representative, you are required to abide by the organization's policies and procedures and to ensure your conduct is in keeping with the organization's values and aims. By following this Code of Conduct, it is intended that all PRFT representatives will contribute to strengthening the professionalism and work ethos that we uphold, and have a shared understanding of who we are and how we behave at all times.

The Poverty Reduction Forum Trust is committed to ensuring that no one is discriminated against because of gender, marital or civil partnership status, race, religion or belief, sexual orientation, age, disability pregnancy and maternity, or because they work part-time or on a fixed-term contract.

1.Scope and purpose

This Code of Conduct applies to all contracted staff employed by the Poverty Reduction Forum Trust either as full-time employees, volunteers, partners, contractors or suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of the Poverty Reduction Forum Trust staff/ representative whilst under contract to the organisation, and forms part of all contracts of employment. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst the Poverty Reduction Forum Trust is a local Non-Governmental Organisation, it recognises that local cultures may differ considerably from one place to another, and is therefore guided by this Code of Conduct and standards. The Poverty Reduction Forum Trust staff are expected to uphold local laws wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

DEFINITIONS

Child

A child is defined as anyone under the age of 18 years in line with the Constitution of Zimbabwe, irrespective of local definition.

Adult at Risk

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

2. Mission and values of the Poverty Reduction Forum Trust

Vision

A Zimbabwe free from poverty.

Mission

To inform and influence policy towards poverty reduction and sustainable human development through research, advocacy and public dialogue.

Core Values

PRFT realizes that as a not-for-profit organisation, we rely on our core values to define the way we work and the ethics and principles we want to project. The following form the values that guide the institution:

Dignity: We view the world through the lens of personal dignity and confront poverty as an affront to dignity at personal, family, community and national level.

Teamwork: Providing support to one another, working co-operatively, respecting one another's views and making our work environment fun and enjoyable.

Networking & Partnerships: We recognizes the complex environment that we operate in and the vast number of players in the field and value 'networking' as a technique for learning, sharing and implementing. We seek to foster partnerships between the organisation and the communities we work with, with other related organisations and our supporters. In partnerships there is no dependency, there is interdependency.

Accountability: We are committed to regularly evaluating the impact of its actions. We assume the responsibility of accounting for our actions to our beneficiaries and supporters.

Commitment: Working with urgency and commitment to be successful from an individual and organizational perspective.

These values define the identity of the Poverty Reduction Forum trust and the way we work. They are essential for the strong relationships and partnerships we seek to build. In addition to equipping us to work effectively, we also see them forming part of the foundation of the world without poverty which drives our mission.

3. Code of Conduct Standards

As the Poverty Reduction Forum Trust employee/ Representative I will:

3.1 Uphold the integrity and reputation of the Poverty Reduction Forum Trust by ensuring that my professional and personal conduct is consistent with the Poverty Reduction Forum Trust's values and standards

- I will treat all people fairly with respect and dignity.
- When working or travelling on behalf of the Poverty Reduction Forum Trust locally or internationally, I will be observant of all local laws and be sensitive to local customs.
- I will seek to ensure that my conduct does not bring the Poverty Reduction Forum Trust into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on the Poverty Reduction Forum Trust premises or accommodation.

3.2 Not engage in abusive or exploitative conduct

- I 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.
- I will not exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance.
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.
- I will not physically assault a child or vulnerable adult.
- I will not emotionally or psychologically abuse a child or vulnerable adult.
- I will be accountable for my actions and will not use unequal power relations for my own benefit.

3.3 Ensure the safety, health and welfare of all the Poverty Reduction Forum Trust staff members and associated personnel (volunteers, partners, suppliers and contractors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work.
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.

3.4 Be responsible for the use of information, assets and resources to which I have access by reason of my employment with the Poverty Reduction Forum Trust

- I will ensure that I use the Poverty Reduction Forum Trust assets and resources entrusted to me in a responsible manner and will account for all money and property.

- I will not use the Poverty Reduction Forum Trust 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.
- I will not use the Poverty Reduction Forum Trust 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.

3.5 Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of the Poverty Reduction Forum Trust.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within the Poverty Reduction Forum Trust, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will seek permission before agreeing to being nominated as a prospective candidates or another official role for any political party.
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with the Poverty Reduction Forum Trust.

3.6 Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.

4. Complaints and reports

The Poverty Reduction Forum Trust staff are obligated to 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. The Poverty Reduction Forum Trust staff reporting concerns are protected by the Disclosure of Malpractice in the Workplace policy.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their line manager (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 any other appropriate staff member. For example, this could be a senior manager or a member of the HR Team.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per the Poverty Reduction Forum Trust] Complaints Policy and procedures.

5. Related policies

Safeguarding policy

Anti Fraud and Money Laundering policy

Gender policy

Motor Vehicle policy

HR Manual

In accepting my appointment I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code of Conduct

Name: -----

Signature:-----

Date:-----

6. APPLICATION OF THE CODE OF CONDUCT

The Code of Conduct forms part of the terms and conditions of employment of all PRFT representatives.

1. PRFT Trustees are the owner of the policy and the Executive Director is in charge of its application.
2. All PRFT representatives will be given a copy of this policy and be expected to carefully read and appreciate its requirements by discussing the Code with their line manager or any member of the PRFT where applicable.
3. All PRFT representatives will be expected to confirm their agreement to this Code of Conduct by signing it and keeping a copy. A signed copy will be kept in every representative's file where applicable.
4. Managers also have a responsibility to uphold the standard and set an example.
5. Before any confirmation of any recruitment, managers must ensure that the incumbent has agreed to the code of conduct by way of their signature.
6. Any PRFT representative who has concerns about the behaviour of another representative must raise these through the appropriate manager or can send a direct email to Executive Director at the following email address: judith@prftzim.org
7. Any breaches to the requirements of this code of conduct may result in disciplinary actions which could lead to dismissal, similarly, any PRFT representative may be removed from their role.