

## **The Research & Evaluation Centre Employee Code of Conduct Policy**

The Research & Evaluation Centre  
email: [info@therec.co.uk](mailto:info@therec.co.uk), website: [www.therec.co.uk](http://www.therec.co.uk)  
Company Limited by Shares Incorporated in England and Wales

## 1. Introduction

The REC is committed to conducting its operations with the highest ethical standards. This Code of Conduct outlines the expected behaviour of all REC staff, volunteers, board members, trustees, consultants, and partners working both domestically and internationally.

We share a common vision and commitment to operate in accordance with The REC's mission and values. This Code of Conduct provides guidance to help you navigate ethical dilemmas and ensure that your actions align with our goals and the values we represent. It also seeks to prevent any abuse of power and protect the integrity of The REC.

The guidelines in this Code, along with applicable policies and procedures, provide a framework within which all individuals associated with The REC are expected to operate. Any breach of this Code may result in disciplinary action, including termination of employment or contractual relationships, and could lead to legal prosecution.

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As a REC Employee, I will:

## 2. Standards and Values

- Uphold the integrity and reputation of The REC by ensuring my professional and personal conduct reflects The REC's mission, values, and standards.
- Treat all individuals with respect and dignity, and actively challenge any form of harassment, discrimination, exploitation, or abuse.
- Respect local laws and cultural practices, while ensuring that my behaviour does not contravene The REC's values.
- Perform my duties in a way that avoids conflicts of interest with the work of The REC.
- Ensure my conduct aligns with the standards outlined in this Code and does not bring The REC into disrepute.

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## 3. Integrity and Corruption

I will

- Maintain high standards of financial accountability and protect The REC's assets, both tangible and intangible (such as vehicles, equipment, and intellectual property).
- Refrain from using my position within The REC for personal gain, and avoid accepting bribes, gifts, or favours that could influence my work.
- Declare any personal, familial, or financial interests that could impact my role within The REC, ensuring transparency in all matters.
- Not use my position to exert undue influence over others for personal or financial enrichment.

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## 4. Safeguarding and Personal Conduct

I will:

- Never engage in any form of exploitation or abuse, including sexual relations with beneficiaries, regardless of local customs or laws.
- Not exchange money, goods, services, or employment for sexual favours, and will challenge any behaviour that is humiliating, degrading, or exploitative.
- Refrain from entering into relationships with persons under the age of 18 and protect children, young people, and vulnerable adults from harm.
- Ensure that my contact with children and vulnerable adults is always supervised or in sight of other adults, unless impractical or impossible. In such cases, I will inform my line manager immediately.
- Act in accordance with The REC's safeguarding policies, ensuring the safety and welfare of all individuals involved in our activities.

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## 5. Use of Resources and Information

I will:

- Be responsible for the proper use of The REC's resources, including financial assets, equipment, and intellectual property.
- Handle sensitive and confidential information with discretion and ensure it is only shared with authorised individuals.
- Obtain proper authorisation before making external communications in the name of The REC.
- Avoid any misuse of digital platforms (such as email, internet, or social media) in a manner that could harm the reputation or operations of The REC.

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## 6. Health, Safety, and Security

I will:

- Adhere to The REC's health, safety, and security guidelines, taking proactive steps to minimise risks to myself and others.
- Conduct risk assessments where necessary and report any concerns about safety or security to management promptly.
- Avoid behaviour that could endanger the health, safety, or security of others, including working under the influence of alcohol or drugs.

## **7. Promoting Human Rights, Protecting the Environment and Promoting Ethical Conduct**

I will:

- Ensure my actions support the human rights framework to which The REC subscribes.
  - Use my best efforts to protect the environment and promote sustainable practices in all activities related to The REC.
  - Take steps to prevent and report any form of unethical or criminal activity, whether by myself or others.
  - Inform The REC of any relevant criminal convictions or charges prior to or during my association with the organisation that could impact my role.
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## **8. Reporting and Accountability**

I will:

- Use internal reporting mechanisms to report any misconduct, malpractice, or breaches of this Code, ensuring that any concerns raised are in good faith.
- Understand that those who raise concerns will be protected from victimisation or detrimental treatment, provided the concerns are genuine and raised in good faith.
- Be accountable for my actions and decisions, contributing to The REC's mission and maintaining public confidence in the organisation.
- Adhere to following policies and procedures that supports the above standards:
  - Safeguarding Children & Vulnerable Adults Policy
  - Prevention of Sexual Exploitation and Abuse Policy (PSEAH)
  - Anti-Fraud & Anti-Corruption Policies
  - Conflict of Interest Policy
  - Whistleblowing Policy
  - Modern Day Slavery & Trafficking Policy

## **9. Acknowledgement**

By signing this document and accepting the appointment, I confirm that I have read and understood The REC's Code of Conduct. I commit to upholding the standards and values it contains and to conduct myself in a manner that reflects the integrity and reputation of The REC

Name:

Signed in acceptance:

Date: