

RE:SILIENT Code of Conduct

Introduction

RE:SILIENT is a subsidiary of RE:ACT Disaster Response, a humanitarian charity whose work is based on deeply held values and principles. It is essential that our commitment to those values is supported and demonstrated by all those who work for us in either a temporary or permanent capacity.

In order to meet our objectives we must ensure that we do not threaten RE:ACT's reputation as an organisation of integrity and respect. The code of conduct outlined below is designed for your guidance and protection to help you understand what RE:SILIENT considers to be acceptable professional and ethical behaviour. In accepting a contract for work with RE:SILIENT, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code which is based on UK, European and International Legal standards.

Scope of the Code

- This Code of Conduct forms part of your contract of employment with RE:SILIENT and failure to adhere to it could result in disciplinary action being taken. Any disciplinary action will be taken in accordance with the RE:SILIENT Discipline Policy.
- The Code of Conduct covers all full-time staff, part-time staff and interns, collectively known hereafter as employees.
- All locations where RE:SILIENT works are covered by the Code.
- Where this Code relates to existing RE:SILIENT policy documents these connections will be noted. You are encouraged to also familiarise yourself with these policies.

General Conduct

- Employees should represent themselves and RE:SILIENT with the highest standard of professional conduct; never violating the principles of their training or profession.
- Any pre-existing conditions, either mental or physical, must be raised with the relevant manager prior to an operation or activity if they have the capacity to impact on an individual's ability to discharge their duties.
- Members should be on time for required activity and listen to all safety or operational briefings given.
- Where RE:SILIENT is required to provide appropriate training and Personal Protective Equipment (PPE), it must be completed / used as directed.
- Members must not take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others inside or outside RE:SILIENT. Members must adhere to the RE:SILIENT Equality and Diversity Policy.

- Members must adhere to all legal and organisational health and safety requirements in force at the location of work, including any security guidelines. Members must adhere to the RE:SILIENT Health, Safety and Environment Policy.

Abuse of Power

- Members are not to use the power of their position for their own benefit or for the benefit of family members or friends.
- Kickbacks, bribes or other forms of personal enrichment are not permitted in any circumstances. Members must adhere at all times to the RE:SILIENT Anti Bribery Policy.
- Employees are not permitted to receive personal gifts of money, materials, or services from beneficiaries or sub-contractors.
- In situations where contracts to provide services for RE:SILIENT are being facilitated by members, all such contracts are to be fair, equitable, written and signed by all parties.

Conflicts of Interest

Occasionally situations arise where a conflict of interest occurs between RE:SILIENT activities and personal activities. This can particularly occur in the areas of service provision and business contracts.

- Members are not permitted to form business relationships between members of their own extended family and RE:SILIENT.
- Members who also manage private businesses or have a financial interest in businesses are not permitted to sign contracts between RE:SILIENT and those businesses.
- Where members continue to permit a conflict to remain, disciplinary processes may be invoked in accordance with the RE:SILIENT Discipline Policy.

Use of RE:SILIENT assets and institutional knowledge

- RE:SILIENT has established a significant database of expertise and knowledge relating to our work. This knowledge remains the property of RE:SILIENT and must be protected.
- Members are not permitted to use institutional knowledge for personal advancement.
- Expenditure of RE:SILIENT funds must be reasonable in order to maximise the amount of profit that is released back to RE:ACT for charitable purposes.

Media Relations

RE:SILIENT regards media coverage of our activities as being positive and pivotal to the success of our programmes and the ability to win new business.

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 Approved by: Bethan Canterbury
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 Date of next Policy Review: July 2021

- All media contact must be directed through the HQ RE:SILIENT team who will liaise with the RE:ACT Comms Team where appropriate to ensure there is no conflict or risk to reputation .
- Any requests for personal interviews or comments must be referred to the RE:SILIENT HQ Team in the first instance.
- Do not post anything related to RE:SILIENT on social media without clearance, to avoid reputational or personal damage or breaching the privacy and security of a customer. **Photography/Videography**
- Photography/videography during working hours should only be undertaken by a photographer/videographer designated by the Team or HQ RE:SILIENT.
- Photographing government installations can be a security risk and may be illegal, be aware of local legislation regarding taking of photos/videos and ensure you comply at all times.
- RE:SILIENT reserves the right to take photographs of training, operations and other activities which will feature staff, interns and employees and to copyright, use and publish the same in print and/or electronically. If you do not wish your photograph taken/used please ensure you inform Team Leader/Course Instructor/ HQ Team as soon as possible.
- Photographs may be used by RE:SILIENT with or without a member's name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

Alcohol and Drugs

- Members are never permitted to work whilst under the influence of any drug related substance, legal or illegal, that affects the ability to perform their duties.
- No such substances are permitted on RE:SILIENT property, offices, or places of work.
- Working under the influence of alcohol is considered gross misconduct and members affected by alcohol during work periods will be dealt with in accordance with the RE:SILIENT Discipline Policy.
- At all times members must comply with local laws and provisions, and with UK law.
- Behaviour that is illegal, or brings RE:SILIENT into disrepute, will be dealt with as appropriate in accordance with the RE:SILIENT Discipline Policy.

Criminal Records

- You may be asked to undertake a Disclosure and Barring Service (DBS) check depending on the role, in accordance with the RE:SILIENT DBS Policy.
- Any matters revealed on a DBS certificate will be discussed with the individual in a respectful and fair manner, and will not automatically prevent anyone from participating in RE:SILIENT activities.

- Members must notify RE:SILIENT of any criminal charges that arise during their period of employment.

Enforcement of the Code of Conduct

RE:SILIENT Directors, Managers or Team Leaders when on operational duty, are responsible for administering the provision of the Code and acting to resolve issues under the Code. RE:SILIENT Directors, Managers, Team Leaders and the individual have the right to escalate any issue to RE:SILIENT MD or CEO RE:ACT Group for resolution.

Employees Declaration

By becoming an employee of RE:SILIENT I agree to and intend to comply with the Code. I acknowledge that failure to comply with the Code may result in disciplinary action being taken against me.

Policy Review

This policy will be reviewed annually, or sooner if there has been a breach. The review will ensure the policy remains up-to-date in line with UK legislation and best practice, as well as assessing the effectiveness of how the policy is working in practice and taking action to address any identified issues.