

Restless Development

Global Code of Conduct

December 2018

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Restless Development Code of Conduct

Restless Development is the agency that works with young people so that they can lead in solving the challenges we face in our world. This Code of Conduct provides guidance for all staff and volunteers on the standards we expect them to uphold.

As a values led Agency, how we work is almost as important as what we do. Conducting ourselves in the right way will increase our impact and reach. Restless Development is a values led organization, and we recruit and work with people who are passionate about doing the right thing. This Code of Conduct is intended to provide more details for Restless Development staff and volunteers to help them understand how to apply our values in practice. It provides guidance to explain how to apply our values in the workplace.

Our Code is not meant to provide specific guidance on every situation and tell us what we should do. Instead, it is principle-based guidance that helps us think about different scenarios and how we should approach these. We expect staff to apply the principles behind our values in making decisions about how best to act

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Code of Conduct

All Staff Member and Volunteers;

1. Must be accessible, professional, punctual and reliable to all during working hours.
2. Shall be neat and presentable at all times.
3. Will uphold the reputation and integrity of Restless Development at all times.
4. Will act and make decisions without prejudice or discrimination.
5. Will work hard and exercise good judgement.
6. Will use our values to create a high performing, safe and enjoyable workplace for all.
7. Treat others and all those working with Restless Development with respect, and as we would like to be treated ourselves.

All Staff and Volunteers agree to:

1. Adhere to the relevant management cycles, financial deadlines and other reporting mechanisms at all times. .
2. Apply for all types of leave through the relevant mechanism to their manager for consideration at least 5 working days before they wish to commence leave.
3. Keep their manager informed regarding any unscheduled absence or about any other unforeseen circumstances.
4. Keep accurate accounts of all Restless Development monies entrusted to them, and submit accounts, together with receipts, to the financial controller on a regular basis.
5. Follow the vehicle policy and safe practices when using Restless Development vehicles.
6. Identify and pay for any personal calls made from Restless Development telephones and cell phones.
7. Maintain confidentiality at all times.
8. Fulfil all their contractual obligations.
9. Endeavour to contribute to the overall environmental goals as outlined in the Global Strategy document.

All staff are required to sign up to the Code of Conduct upon appointment and annually thereafter. When the Code of Conduct is not upheld, disciplinary action will be taken per the disciplinary process.

Speaking up/whistleblowing

When we see behaviour that we suspect might be unethical or illegal, we have a duty to speak up. It may be appropriate just to highlight the behaviour with the person involved, or speak to your line manager about it. Not speaking up when we should could damage us as an Agency. Restless Development has an email address for reporting concerns: confidential@restlessdevelopment.org.

I agree to abide by the Code, practice our Values always and do my best to serve Young People with the rest of the Agency. I understand that failure to do so may lead to a disciplinary review by Restless Development per the Disciplinary Procedures.

Name	
Date	
Signature	

Definition of Inappropriate Behaviour

Note these lists are a guide and not exhaustive. This should be made clear to all staff.

2. Being professional

We want to show that young people can be trusted to show leadership and help resolve the world's problems. Being professional, dedicated and committed strengthens your personal brand and ours as an Agency. Being professional means showing awareness and respect for who you are working or engaging with and treating them with the level of respect you would want to be shown to you. This includes being prepared for meetings, dressing appropriately for work, using care and consideration in communicating with others, acting with integrity, and adhering to policies and procedures that protect the Agency.

Misconduct in this area may include:

2.1 Lateness for Duty / Work

An employee is late for duty / work if they are not at their place of work at the time stipulated, including after a break.

2.2 Clock Watching

It is misconduct for an employee to abandon work before time, unless they have obtained permission from their immediate supervisor, including before a break.

2.3 Absence from Specific Place of Duty

An employee is absent from their specific place of duty if they leave without permission or reasonable excuse when they should be present at their place of duty.

2.4 Absent Without Leave

An employee is Absent Without Leave if they take time off without permission from their performance manager.

2.5 Negligence

An employee is negligent if they do not take reasonable care in the performance of their job to avoid acts or omissions which they can reasonably foresee would be likely to cause loss or danger or injury.

2.6 Sleeping on Duty: Habitual Dozing on Duty

An employee has a duty to be awake throughout the period of their duty and therefore neglects that duty if they fall asleep or habitually dozes on duty.

2.7 Inappropriate Appearance and Dress

Inappropriate Appearance includes persistent personal uncleanliness. Inappropriate dress is any clothing of a revealing or inappropriate nature, or with offensive connotations which may cause offence.

2.8 Drunk on Duty

An employee is drunk on duty if it is clear or obvious from the smell of their breath and lack of physical coordination or behaviour that they are under the influence of intoxicating drink or drugs rendering them incapable of performing their duties.

2.9 Drinking on Duty

An employee is drinking on duty if while on duty they are drinking any intoxicating drink. This excludes courtesy drinks whilst on employer premises.

3. Dealing with Inappropriate Behaviour

Sometimes staff or others may act or behave inappropriately. Part of being a leader is to recognise and address such behaviour. You have the responsibility to use our values in determining appropriate action to take. If you see something inappropriate, keep your own safety in mind, but it matters that we confront staying silent is not in line with our values.

Misconduct in this area may include:

3.1 Refusing to Work/Perform a Contractual Duty

It is misconduct for an employee to refuse to work/perform any of those duties which they are contracted to perform which is part of or incidental to the job they are employed to do.

3.2 Insubordination

An employee is insubordinate if by word or conduct they openly defy the authority of anyone.

3.3 Disobedience of Orders

An employee disobeys an order if they demonstrate clear intention that they will not carry out the order or they do not carry out the order. The order may be in the form of safety rules, organisation's regulations, standing orders, circulars or instructions whether written or oral if brought to the notice of the employee by a person in authority and that must be obeyed unless they are unlawful.

3.4 Discreditable Conduct

It is discreditable conduct for an employee to be rude and un-obliging towards members towards anyone in line with their representation of the agency.

3.5 Inappropriate Sexual Relations

A sexual relationship refers to both relationships involving penetrative sex and relationships involving non-penetrative sex. Inappropriate Sexual Relationships are sexual relationships between Restless Development staff and either minors, vulnerable adults or Restless Development volunteers. Other sexual relationships will be considered inappropriate if they bring the name of the agency into disrepute or tarnish the culture of Restless Development.

3.6 Horseplay

An employee commits misconduct if they appear to be partaking in rough noisy behavior whilst on duty.

3.7 Use of Abusive or Insulting Language

An employee uses threatening, abusive or insulting language if their use of language terms which ridicules or shows contempt for another. The use of threatening, abusive or insulting language or behaviour with intent to provoke a breach of the peace is misconduct.

3.8 Malingering

An employee is lingering if they obtain leave by any false pretence or endeavors to obtain a medical certificate by false pretences in order to obtain such leave.

3.9 Damaging Property

An employee damages property if without necessity or justification they willfully cause damage to any property, or do not care whether any such property would be damaged or destroyed.

4. Demonstrate integrity

We never engage in bribery or corrupt practices and do not support those who do. We demonstrate integrity in our dealings with all donors, partners, young people, suppliers and each other. We disclose and address and actual or perceived conflicts of interest.

Misconduct in this area may include:

4.1 Misuse of Organisational Property

It is misconduct to use the Agency's property for unauthorised purposes or to remove from the premises to use for private purposes without authorisation.

4.2 Illegal Trading on Work Premises

An employee commits an offence by selling or canvassing on the Agency's premises.

4.3 Withholding Information

An employee withholds information if deliberately and without justification they do not give information within their knowledge that they are required to give in connection with the business of the employer or their employment.

4.4 Falsification of Qualifications Certificates

An employee is guilty of an offence if they falsify qualifying certificates.

4.5 Aiding Misconduct

An employee is guilty of misconduct if they enable, assist, encourage or permit any person to commit any misconduct in this Code or refuse to give any information within their knowledge concerning the misconduct or deliberately conceal information..

5. Diversity

We value diversity and it gives us strength. We believe that we benefit from diverse cultures and perspectives, and that diversity will make the Agency more effective in meeting the needs of all our stakeholders. We seek to recruit, retain and develop staff from all sectors of the community and will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

Misconduct in this area may include:

5.1 Inciting Disaffection

An employee incites disaffection if by any conduct they urge or instigate hatred or ill-feeling or discontent among other employees against or towards the employer or other person.

5.2 Disrespectful Conduct

An employee is disrespectful if by words or conduct they degrade any person.

5.3 Sexual Harassment

This is unwanted conduct of a sexual nature or other conduct based on sex affecting the dignity of people at work. This includes:

- Unwelcome physical,
- Verbal or nonverbal conduct;
- Conduct of sexual nature and sex-based conduct i.e. conduct that denigrates or ridicules or intimidates or is physically abusive of an employee because of their identifying sex, such as derogatory abuse and insults which are gender-related and offensive comments.

6. Confidentiality/disclosure

It's important to protect personal and other sensitive information appropriately and treat data with due care and respect, both inside and outside the office. However, in some circumstances it may be appropriate to disclose information, for example if required for legal or other ethical reasons. If in doubt, consult with colleagues.

Misconduct in this area may include:

6.1 Loss of Property

An employee carelessly loses property if any property belonging to the employer which is entrusted into their care or custody and is lost through their negligence.

6.2 Breach of Confidence

It is a breach of confidence for an employee to make disclosure on confidential matters or to unauthorised persons.

7. Safe and healthy working environment

We take steps to ensure we work in a safe and healthy environment, and take personal responsibility to achieve this. Take responsibility for considering your own safety and the safety and wellbeing of those you are working with. Resolve or escalate issues to do with the working environment you are in. Sometimes we work in challenging contexts or in communities which lack resources, however we should do what we can to protect the safety of ourselves and those we work with.

Misconduct in this area may be:

7.1 Disobeying Safety, Health Rules and Regulations

It is misconduct for an employee to disobey or disregard safety rules and health regulations at work.

7.2 Failure to Wear Protective Clothing or Equipment

An employee commits an act of misconduct if they do not wear protective clothing or equipment when it is provided.

7.3 Smoking in Prohibited Places

An employee commits an offence by intentionally smoking in prohibited places on employer's property.

7.4 Tampering with Safety Equipment

An employee commits an offence if they meddle with, handles improperly or makes unauthorised changes or alterations to safety equipment.

8. Developing yourself and others

Restless Development has a Values and behaviours [framework](#) which can help guide individuals in terms of how specific aspects of our values should be applied to their level of seniority. All staff must use this framework in setting objectives for their role and their performance. We ask for and give feedback. We care about personal development.

Misconduct in this area may include:

8.1 Incompetence

An employee is incompetent if because of lack of skill or capability they consistently turn out unsatisfactory work. This is dealt with via our Performance Improvement Process.

8.2 Doing Private Business or Work during Working Hours

An employee is bound to devote their time to the work they are employed to do during working hours. It is therefore misconduct if they devote that time to do their own private business or work whether or not it is for gain, including reading of any newspaper, magazine, book or any other literature not related to official duty.

8.3 Habitual Tardiness

An employee commits misconduct if by purposely slow acting they can endanger other workers or property at the workplace.

8.4 Concealing One's Defective Work

An employee commits an act of misconduct if they covers up or conceals work not properly done and not up to standard.

8.5 Neglect of Duty

An employee neglects their duty if they do not perform their job at all, or half perform it, or abandon it, or do not care whether their job is done or not and/or engages themselves in other unauthorised activities during working time.

8.6 Negligence

An employee is negligent if they do not take reasonable care in the performance of their job to avoid acts or omissions which they can reasonably foresee would be likely to cause loss or danger or injury.

8.7 Reluctance

An employee shows reluctance or they dislike or avoid work.

8.8 Deliberately Working Slowly

An employee is deliberately working slowly if, without reasonable explanation, they deliberately reduce their normal speed of working below that of an average employee doing the same work and in the same manner so that they thereby reduce their output, or take a longer period than normal to complete their work.

9. Following our Policies and procedures

Part of being professional is complying with the policies and procedures designed to protect our Agency. You have a personal responsibility to understand and apply these procedures, and should flag to your manager if you do not understand these or believe that they could be improved. If you are new, or stepping up into a new role, ask for an induction on the areas you need. Take responsibility for identifying your own learning needs. We expect staff at all level to act as leaders and manage risks appropriate to their role.

Misconduct in this area may include:

9.1 Improperly Calling a Meeting

It is a misconduct to call a meeting during working hours without following agreed procedures.

9.2 Carrying Unauthorised Passengers

It is misconduct to carry non-employees or unauthorised passengers in an employer's vehicle or pirating (use of employer's vehicle as a taxi by carrying unauthorised passengers for reward whether in cash or in kind).

9.3 Conflict of Interest

An employee has a conflict of interest if they are engaged in any activity outside their employment which prejudices the business of the employer or if such activity is inconsistent or incompatible with the proper performance of their work. Any conflict of interest must be declared and it is the employee's responsibility to ensure this is done as quickly as possible.

9.4 Driving Without a Licence or Authority

An employee drives without a licence or authority if without being the holder of a valid driving licence they drive on any road, including the employer's premises, any motor vehicle belonging to the employer, or other person, and does so in the course of their employment.

9.5 Breaching of the Agency's Security Regulations

It is a breach of the Agency's Security Regulations when permitting unauthorised and unlawful entry of any person(s) or article(s) onto the agency's premises, and failure to observe security regulations.

9.6 Possession of Dangerous Weapons

An employee is guilty of an offence if found in the possession of dangerous weapons such as firearms on duty unless with special permission from the authorities.

9.7 Taking Drugs on Duty

An employee takes drugs on duty if while on duty they take any form of drug prohibited by law which has the effect of inducing drowsiness, sleep or senselessness or otherwise impairs their normal faculties.

9.8 Possession of Drugs

An employee is said to be in possession of drugs if while at the workplace they have in their possession or control any drug that is prohibited by law.

9.9 Failure to Follow the Agency's Safeguarding Policy & Procedures

It is misconduct for any employee (or other) of the agency to not follow the guidelines, processes and procedures stated in the Agency's Safeguarding policy whether deliberate or negligent and without sound reason.

10. Values in communications

Our brand is who we are, it's what others see- it influences the impression we make on the world. It's what invites new people to volunteer with us, donate money, or even apply for a job with us. We must all be good communicators at Restless Development. The nature of our work depends on it - sharing information in the clearest way, inspiring people to take action and influencing those with power. That's why it's so crucial that we are all on the same page, understand our values, and care about the things that make our agency unique.

Misconduct in this area may include:

10.1 Malicious Conduct

It is malicious conduct for an employee to make or publish any statement orally or in writing, whether signed or unsigned, which they are unable to verify by proof or evidence and is calculated to bring the employer or other people into hatred, dishonour, disgrace or to give the impression that some wrongful conduct or breach of law has been committed.

10.2 Conduct to the Prejudice of the Agency

It is misconduct for an employee to conduct themselves in such a manner as may be generally prejudicial to the Agency, its property, undertaking, activities, labour relations and public image without lawful excuse or reasonable cause.

10.3 Engaging in Money Lending on the Agency's Premises at Usurious Charges and Gambling

It is misconduct for an employee to engage in money lending at usurious rates and gambling on the Employer's premises

11. Unlawful and Offensive Behaviour

We have a zero tolerance of Unlawful or Offensive behavior towards our staff, volunteers, partners or communities we work in.

Misconduct in this area may include:

11.1 Making Threats

An employee makes threats if intending to cause fear and alarm by an act or omission and whether by words or conduct leads another to apprehend fear to their person, family or property whether immediately or in the future.

11.2 Intimidation

An employee intimidates another if by threats they prevent or obstruct a colleague from performing their duty or use unlawful norms to compel another to act or to refrain from acting against their will.

11.3 Assault

This is where an employee by acts, gestures or words causes another reasonable fear of the infliction of physical violence to their person or actually unlawfully strikes, touches or in some other manner directly or indirectly applies force to their person.

11.4 Fighting

This is an exchange of physical violence between two or more employees (or other) usually following a challenge by one to the other. If an injury is inflicted the matter should be reported to the police.

11.5 Falsifying and Altering Records

An employee falsifies and alters a record if they make any record or document which intentionally makes false statements.

11.6 Attempting to Commit Any Offence

An employee attempts to commit an offence, if for any reason they do not succeed in committing the offence in question but have carried out an act or acts which are evident of their intent and directed towards putting that intention into effect.

11.7 Fraud

It is fraud to unlawfully make, with intention to defraud, a misrepresentation whether written, oral or by conduct which causes actual prejudice or which is potentially prejudicial to another.

11.8 Stealing/Theft

An employee commits the offence and crime of theft if they dishonestly or unlawfully take or appropriates property belonging to the employer or another employee (or other) from the agency's premises; this also includes conducting business with the intention to deprive the owner permanently of that property.

11.9 Embezzlement

An employee embezzles the agency's property if they convert to their own use property which has been received by them on behalf of the employer.

11.10 Forgery and 'Uttering'

It is forgery and uttering to falsify any signature document or written information and to communicate the same to another with the intent of causing actual prejudice or which is potentially prejudicial to the employer.

11.11 Sabotage

It amounts to sabotage if an employee deliberately inflicts harm or damage to any machinery, materials or other goods equipment with the intention of disrupting production or spoiling products or causing loss to the employer.

11.12 Corruption

It amounts to corruption for an employee unlawfully and intentionally to agree to take any bribe or any other consideration in return for doing or refraining from doing anything for anyone in relation to her/his duties.

11.13 Extortion

It amounts to extortion for an employee to demand money, a favour, property, services or any other advantage for the purpose of intentionally and unlawfully subjecting pressure to a member of the public dealing with the agency whether by threat or not performing their contractual duty to such a person or by abuse of their discretion or otherwise

11.14 Criminal Conviction

An employee is guilty of misconduct if they are convicted of any criminal case and sentenced to imprisonment with or without the option of a fine or non-payment of any fine.

1 Action Code

The following are **guidelines** only. Due process is applied in every situation. Each case should be judged on its own merits. The determination in each case is made fairly and impartially. No dismissals are made without approval from a Director.

Key	VW	Verbal Warning	WW	Written Warning	FWW	Final Written Warning	D	Dismissal		
Prohibited Behaviours							Breach			
							1 st	2 nd	3 rd	4 th
2. Being Professional										
Lateness for work (habitual) without permission or reasonable excuse/ clock watching							VW	WW	FWW	D
Absent without leave or specific place of duty								WW	FWW	D
Negligence							WW	FWW	D	
Sleeping on Duty							FWW	D		
Drunk on Duty or Drinking on Duty							FWW	D		
Dressing inappropriately or in a manner deemed offensive							VW	WW	FWW	D
3. Dealing with Inappropriate Behaviour										
Malingering							FWW	D		
Use of abusive or insulting language							WW	FWW	D	
Misuse, damage or abuse of employer's property							FWW	D		
Disobedience of orders							FWW	D		
Insubordination							FW	D		
Inappropriate sexual relations							D			
Discreditable or Disrespectful Conduct							VW	WW	FWW	D
Refusing to work/Perform a contractual duty							VW	WW	FWW	D
Indulging in unruly behaviour (horseplay)							VW	WW	FWW	D
4. Demonstrate Integrity										
Illegal Trading on Work Premises							VW	WW	FWW	D
Withholding information or illegal trading on work premises							WW	FWW	D	
Aiding misconduct							VW	FWW	D	
5. Diversity										
Expressing or showing hatred, ridicule or contempt for any person or group							WW	FWW	D	
Inciting Disaffection							VW	WW	FWW	D
Sexual Harassment							FWW	D		
6. Confidentiality and Disclosure										
Loss of Property							VW	WW	FWW	D
Breach of Confidence							VW	WW	FWW	D
7. Safe & Healthy Working Environment										
Disobeying health and safety rules and regulations							WW	FWW	D	
Failure to wear protective clothing							WW	FWW	D	
Smoking in Prohibited Areas							WW	FWW	D	
Tampering with Safety Equipment							WW	FWW	D	
8. Developing Yourself & Others										
Doing private business or work during working hours not related to official duty							VW	WW	D	
Deliberately working slowly and Reluctance							WW	FWW	D	

Concealing Defective Work	VW	WW	FWW	D
Incompetence	VW	WW	FWW	D
Following our Policies & Procedures				
Carrying unauthorised passengers the Agency's vehicle	FWW	D		
Conflict of interest or malicious conduct	FWW	D		
Neglect of Duty	VW	WW	FWW	D
Improperly Calling a Meeting	VW	WW	FWW	D
Driving without a licence or authority	FWW	D		
Breach of the Agency's security regulations	FWW	D		
Forgery and Uttering	VW	WW	FWW	D
Possession of weapons or drugs and taking illegal drugs on duty	D			
Failure to follow the Agency's Safeguarding policies and procedures	FWW	D		
9.Values in Communications				
Falsifying or Altering qualifications and records	D			
Aiding misconduct	FWW	D		
Conduct to the prejudice of the Agency	FWW	D		
10.Unlawful & Offensive Behaviour				
Making Threats	VW	WW	FWW	D
Fraud / Theft / Embezzlement or Forgery	D			
Fighting / Assault and Intimidation	FWW	D		
Attempted Theft / Fraud	FWW	D		
Sabotage / Corruption / Extortion	D			
Criminal conviction	D			
Attempting to Commit any Offence	VW	WW	FWW	D

This schedule is not exhaustive and serves as a guideline of offences and the penalties that may be imposed.