

Version 0.1	Policy	Date: January 2011	Owner: Chief Executive Officer
Title:	Code of Conduct		
Area	HR		
Statements	Our code of conduct is binding on all staff. If you break the code and the standard it promotes and requires, Save the Children may take disciplinary action (including, potentially, dismissing you). In some cases the matter may be so serious that it will lead to criminal prosecution or Save the Children may choose (and in some cases be obliged) to report you to any relevant professional or legal organisations or authorities		
Exceptions (if any)	None		
Definitions (if required)			
Related Policies/SOPs	<ul style="list-style-type: none"> • Human Resources Disciplinary Policy • Global Child Safeguarding • Human Resources Whistleblowing Policy 		
Country Office			
Procedures	<ol style="list-style-type: none"> 1. The Country Director has the responsibility for all employees to sign Appendix 1, as their confirmation on reading, understanding and agreeing to adhere to all aspects of the policy. 2. The Country Director is also responsible for ensuring that seminars, training courses and discussions are in place to help bring the code to life taking into account the specific country context. The Country Director is expected to role model high standards of behaviour and for creating and maintaining a professional working environment. 3. Within Save the Children we are keen to give immediate support and guidance when there are doubts about the application of the guidelines. Management have a special responsibility to follow up problems and complaints in a sensitive manner and where necessary clarify the situation and suggest appropriate solutions. 4. All employees are obliged to sign the personal Declaration and adhere to all aspect of the policy. 		
Additional Guidance			
Accountability	Country Director		
Regional Office			
Procedures	Procedures as for Country Office, adjusted as necessary and using common sense to apply to Regional Offices, for example substitute “Regional Office” for “Country Office”, “Regional Director” for “Country Director” etc.		

Additional Guidance	
Accountability	Regional Director
Central	
Procedures	Procedures as for Country Office, adjusted as necessary and using common sense to apply to Regional Offices, for example substitute “centre” for “Country Office”, “International Programme Director” for “Country Director” etc.
Additional Guidance	
Accountability	International Programme Director