

WV Corporate Conduct

Purpose:

To state World Vision's commitment to conduct that is ethical, legal and consistent with the organisation's values and mission, and to outline and give general guidelines to all World Vision International (WVI) personnel for conducting themselves in a manner that upholds and maintains World Vision's Core Values and Mission Statement, as well as the effectiveness and reputation of the organisation. This policy is designed to ensure that employees conduct themselves with dignity and respect towards one another, the children we work with and the community we engage with, to ensure compliance with child protection measures, to ensure full disclosure and to maintain the professional standing of the organization.

Scope:

This policy applies to all WVI personnel, that is, all employees, board or advisory council members, interns and volunteers of World Vision Offices including National Offices, Program Offices, Project Offices, Regional Offices, International Liaison Offices and Partnership Offices.

Policy Statement:

1. World Vision is committed to conduct as an organisation and by its personnel that is ethical, legal and consistent with its values and mission.
2. World Vision opposes and does not act as a willing party to wrongdoing, corruption, bribery or other financial impropriety, or illegal acts in any of its activities.
3. World Vision takes prompt and firm corrective action whenever and wherever wrongdoing of any kind is found among its personnel.
4. World Vision personnel are expected to conduct themselves in a manner that reflects honesty and integrity, and that maintains the effectiveness, values and mission of the organisation.
5. These standards of conduct are maintained despite possible prevailing contrary practices elsewhere.

Clarifying Notes:

The Board passed a resolution on March 27, 2003, authorizing the President to develop policy guidelines and standards consistent with the Partnership Code of Conduct Policy in order to better implement it.

The purpose of this policy is to guide WV personnel in how best to conduct themselves in a manner that positively benefits WVI and respects the needs of others. It is intended to gain understanding as to what is commonly acceptable and appropriate behavior within World Vision corporate culture and not intended to police staff, although it may be the basis for disciplinary action.

Employees in positions of management/leadership are entrusted by the organisation with a greater responsibility regarding authority, visibility and accountability. When applicable, National Directors are to invoke the Child Protection Policy and reporting mechanism and immediately inform and consult with the Human Resources, Legal and the applicable Vice President if a potential breach of this policy has occurred and corrective action is required.

It is of paramount importance that compliance with this policy be monitored to ensure adherence to the various government funding requirements.

Guidelines:

- A. While it is not possible to list all the forms of behavior that are considered acceptable or unacceptable, the following is a partial list of the kinds of behavior or conduct that are expected:
- Treating others with respect, dignity and impartiality
 - Behaving in an honest, trustworthy and ethical manner
 - Maintaining appropriate office etiquette (this includes timeliness and adequate preparation for meetings)
 - Adhering to applicable laws and WVI policies
 - Adhering to safety, security and health rules
 - Wearing appropriate attire that respects local custom and policy
 - Properly managing WVI assets, funds or other property, etc.
- B. Some forms of behavior that are considered unacceptable, such as the partial list indicated below, may result in corrective action, up to and including termination of employment:
- Unlawful or dishonest activities
 - Financial impropriety in any form, including (but not limited to) bribery
 - Sexual or other unlawful harassment.
 - Sexual conduct that is inappropriate or potentially harmful to World Vision's reputation (this includes sexual activity and/or lifestyle ~~which is~~ contrary to the Christian ethos and values of WV and/or harmful to the image of WVI and has a negative impact upon how the organisation is perceived by others, including donors.)
 - Threatening violence or engaging in violent behavior in the workplace.
 - Theft, misappropriation or inappropriate removal or possession of any assets, funds or other property belonging to World Vision, a co-worker, or a vendor.
 - Showing favoritism (for example, showing an improper preference or allowing inappropriate factors to influence decisions regarding dealings with others, including suppliers, vendors, contractors and employees)
 - Hiring relatives, friends, members of one's ethnic group to the exclusion of other qualified persons and/or without following established HR protocol.
 - Falsification of records.
 - Being on ⁽¹⁾**World Vision premises or at a World Vision project or activity** ⁽²⁾under the influence of substances such as alcohol, drugs, etc. such that it impairs one's ability to function, puts the employee or others at risk, and/or has the potential to negatively impact WV as an organisation.

- Use and/or possession of any ⁽³⁾illegal substances.
 - Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
 - Disrespectful conduct.
 - Possession of dangerous or unauthorized materials such as explosives or firearms in the workplace.
 - Excessive absenteeism or any absence without notice.
 - Unauthorized use of telecommunications, including but not limited to telephones, mobile phones, fax machines, internet, video systems, mail system, WVI letterhead stationery or other employer-owned equipment.
- C. The following principles of sexual behavior outline international standards for protection of beneficiaries (adult and children) and are considered an integral part of this policy:
- Sexual exploitation and abuse by any WVI or humanitarian worker of any beneficiaries (adult or child) constitute acts of gross misconduct and are therefore grounds for termination of employment.
 - Sexual activity between any WVI or humanitarian worker and a child (person under the age of 18) is strictly prohibited regardless of the age of majority or age of consent locally. In such case, mistaken belief by any WVI or humanitarian worker regarding the age of a child is not a defense against corrective action or termination of employment.
 - Exchange of money, employment, goods, or services for sex (including sexual favors or other forms of humiliating, degrading, or exploitative behavior) is strictly prohibited and is grounds for termination of employment. This includes exchange of assistance that is already due to beneficiaries.
 - Sexual relationships between any WVI or humanitarian workers and beneficiaries are not acceptable and will not be tolerated since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of WVI's humanitarian aid work.
 - Where a WVI or humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via WVI's established WVI reporting mechanisms.
 - All WVI workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of WVI's Code of Conduct. WVI Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.
- D. World Vision personnel shall be free (and in fact are encouraged) to report evidence of conduct which violates or is inconsistent with the standards described in these guidelines, and all World Vision offices shall adopt and adhere to policies and practices to guide their investigation of reported conduct and any resulting corrective action. Such policies and procedures shall assure that this reporting can be done confidentially and without retaliation to the reporting person. Employees can report code of conduct violations to their manager, P&C/HR Representative, or World

Vision's Integrity & Protection Hotline which is accessible 24 hours a day, is confidential and available in over 100 languages. Phone: +44 20 7939 8708 (calls can be placed collect). E-mail: worldvision@control-risks.com.

- E. These standards of conduct are provided for your information. World Vision (management or board, as appropriate) reserves the right to determine, at its sole discretion, whether an employee, volunteer, intern, or board or advisory council member has engaged in inappropriate conduct or behavior that may warrant corrective and disciplinary action up to, and including termination.

Clarifying Notes

With regards to personal relationships between staff members, in particular between employees who have a direct or indirect business reporting relationship, it is strongly advised that managers take into careful consideration the effects that such involvements could have. WVI generally refrains from any involvement in the private lives of individuals. However, there may be some circumstances in which it becomes necessary for WVI to counsel or caution where there is a conflict of interest or a negative impact on job performance. Furthermore, personal relationships of an intimate nature in the workplace can be potentially disruptive to job performance, may negatively impact others, may damage business relationships, and may have an adverse affect on careers and WVI's reputation as a harmonious workplace. Some behavior could be construed as harassment and thereby subject to the General or Sexual Harassment policy. Therefore, it is important that employees exercise discretion and good conscience at all times when it comes to behavior and actions.

When working along side other NGOs (eg: Distribution Centers, etc), it would be to World Vision's interest to influence local management to adopt WVI's principles as specified in this Code in order to reduce WVI's risk.