
Code of Conduct

The Akshaya Patra Foundation UK

For Employees, Staff and Volunteers

The work of The Akshaya Patra Foundation UK (TAPF UK) is based on deeply held values and principles, which have been entrenched by our parent organisation, Akshaya Patra, over two decades of service. It is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff at all times.

Our ability to achieve our aims is linked to our reputation. This reputation relies heavily on everyone who works for us upholding and promoting high standards of conduct in line with our values and principles. If any of us fails to act in a way that is consistent with our values and principles, we fail as an organisation.

We frequently work in situations where we are in positions of power and trust (in relation to children, other organisations and one another). We must not abuse this power and trust. Also, as a child-focused organisation, we have particular obligations and duty to protect children and their rights.

As a member of TAPF UK, you are an 'ambassador' for us and will be seen by us and by others as a representative of the organisation both during and outside working hours. We are all personally and collectively responsible for making sure that our activities are always guided by the Code of Conduct, both within and beyond our work.

If you are a manager, you will have particular responsibilities to set a good example and to create working environments that support staff and volunteers so we can uphold these standards of conduct. This will then help you manage any instances that are out of line with the Code of Conduct.

Our Code of Conduct is binding on all staff. If you break the code and the standard it promotes and requires, we may take disciplinary action (including, potentially, dismissing you).

The Code of Conduct aims to provide clear guidance on what we expect of each other as well as providing examples of conduct that will always be unacceptable. It is the responsibility of us all to think about and manage our behaviour and activities to fit with the values and principles of the Akshaya Patra Foundation and the expectations set out in the Code of Conduct.

I will comply with Fundraising guidelines and Data Protection Law...

I will familiarise myself with the relevant Data Protection law to ensure that all work carried out on behalf of the Akshaya Patra Foundation UK is compliant. Particular focus should be given to the processing, storage and utilisation of personal information relating to our staff, donors or prospective donors.

I will familiarise myself with the fundraising guidelines as set out by the Fundraising Regulator (<https://www.fundraisingregulator.org.uk/code>) and ensure all work carried out is compliant.

As stated in these guidelines, no commission will be paid to any member of staff or volunteer on any fundraising initiatives or activities.

Therefore

- I will understand and work within the legal framework and not put the organisation at risk of violating Data Protection regulations and policies.

I will respect others ...

I will respect the basic rights of all humans - regardless of gender, disability, ethnicity, religion, caste, language, age, HIV status, medical status and other aspects of identity. I will act fairly, honestly and tactfully and treat people with dignity and respect. I will respect the national law and local culture, traditions, customs and practices that are in line with the conventions of the UK's Human Rights Act (1988).

Therefore

- **I will 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.

I will maintain high standards of personal and professional conduct ...

By striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as a representative of the Akshaya Patra Foundation. I will not behave in a way that undermines my ability to do my job or that could bring the Akshaya Patra Foundation into disrepute.

Therefore, I will not

- drink alcohol or use any other substances in a way that affects my ability to do my job or affects the reputation of the organisation
- be in possession of, nor profit from the sale of, illegal goods or substances
- ask for or invite any personal payment, service or favour from others, especially beneficiaries and partners, in return for our help, support, goods or services of any kind
- accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others which have been offered as a result of my employment
- enter into any sort of business relationship on behalf of Akshaya Patra Foundation with family, friends or other personal/professional contacts for the supply of any goods or service to Akshaya Patra Foundation or any employment related matters without authorisation
- behave in a way which creates unnecessary risk to my security or the security of others
- use the organisation's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography.

I will protect Akshaya Patra Foundation's assets and resources ...

by handling our financial and other resources carefully.

Therefore

- **I will** ensure Akshaya Patra Foundation's resources are not misused and protect them from theft, fraud or other damage
- **I will not** release to others any private or confidential information relating to Akshaya Patra Foundation (or for which we are responsible) unless legally required to do so. This includes any information relating to our donors or prospective donors, and shall apply, without expiration, beyond my time of employment with Akshaya Patra.

I will report any incident or concern relating to this Code of Conduct

In order to make this Code of Conduct come alive within The Akshaya Patra Foundation UK we must not only apply it individually but be ready to bring it to the attention of relevant management within TAPF UK or, if necessary, The Akshaya Patra Foundation any potential incident, abuse or concern that we witness or are made aware of.

Therefore

- I will raise through appropriate channels any matter which appears to break the standards contained in the Code of Conduct.

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