



THE CAMBODIAN CHILDREN'S CHARITY

CODE OF CONDUCT

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Policy Statement

This Code of Conduct sets out standards and requirements to which **The Cambodian Children's Charity** (the "Charity") is bound and against which compliance should be assessed.

PREAMBLE

This Code of Conduct (the "Code") defines standards of governance, management, financial control and reporting with which the Charity should comply. It identifies mechanisms to ensure accountability in the use of donated monies. The Code aims to maintain and enhance standards operating within the Charity, ensuring public confidence in the integrity of the Trustees, employees and volunteers of the and quality and effectiveness of the Charity's programs.

The aim of this policy is to ensure that the Charity develops trusting relationships with people of developing countries and to meet program standards which:

- give priority to the needs and interests of the people they serve;
- encourage self help and self-reliance among beneficiaries and thus avoid creating dependency;
- involve beneficiary groups to the maximum extent possible in the design, implementation and evaluation of projects and programs;
- respect and foster internationally recognised human rights, both socio-economic and civil-political;
- seek to enhance gender equity; and
- are based on an understanding of the history and culture of the people served.

In addition to its obligations under this Code, the Charity is required to meet a range of legal obligations, which are presumed in this Code. These obligations may include charitable institutions legislation, privacy legislation, equal employment opportunity principles, occupational health and safety standards, anti discrimination legislation, intellectual property and copyright legislation and other codes of ethics.

ORGANISATIONAL INTEGRITY

In all of its activities and particularly its communications to the public, the Charity will accord due respect to the dignity, values, history, religion, and culture of the people with whom it works consistent with principles of basic human rights.

- The Charity will be formed voluntarily and be not-for-profit
- The Charity will oppose and not be a willing party to wrongdoing, corruption, bribery, or other financial impropriety in any of its activities. It shall take prompt and firm corrective action whenever and wherever wrongdoing is found among its Trustees, paid staff, contractors, volunteers and partner organisations

The Charity will have a policy to enable staff, members and volunteers confidentially to bring to the attention of the Trustees evidence of misconduct on the part of anyone associated with the Charity. All reports must be channelled through the Chairman unless it is an issue concerning the Chairman which should be taken directly to another Trustee.

The Charity will conduct itself in ways that do not denigrate other agencies, or make misleading or false public statements regarding other agencies.

The Charity will have policies and procedures to promote the safety and well being of all children accessing their services and programs, particularly to minimise the risk of abuse of children.

Funds and other resources designated for the purposes of aid and development will be used only for those purposes and will not be used to promote a particular religious adherence or to support a political party, or to promote a candidate or organisation affiliated to a political party.

GOVERNANCE

The Charity's Trust Deed will be consistent with legislative requirements and set forth the Charity's basic goals and purposes, define membership, governance structure of the Charity including the frequency of meetings (at least two a year) and the size of a quorum.

The Trustees will approve the annual budget and may delegate authority to staff or others but must accept ultimate responsibility for governance over all aspects of the Charity.

There will be written policies covering appointment, termination and, where applicable, remuneration of the Trustees.

Individual Trustees, staff, and volunteers will make known to the Trustees any conflict of interest or any affiliation they might have with an actual or potential supplier of goods and services, recipient of grant funds or Charity with competing or conflicting objectives. Trustees will absent themselves from discussion and abstain from voting or otherwise participating in the decision on any issue in which there is a conflict of interest. Large or otherwise inappropriate gifts to members Trustees or staff for personal use shall be forbidden.

The Trustees will commit the Charity to open and accurate disclosure of information concerning its goals, programs, finances and governance. Due regard will be given to the human rights and personal safety of staff, partners and aid recipients, legal requirements regarding privacy and confidentiality, proprietary information and personnel matters.

The Charity will hold an annual general meeting, as defined in its Trust Deed and which meets the requirements of the legislation under which the Charity is registered. The AGM will receive the annual financial reports and appoint an Independent Examiner for the subsequent year(s).

COMMUNICATION WITH THE PUBLIC

Fundraising solicitations will be truthful, will accurately describe the Charity's identity, purpose, programs, and needs and will only make claims which the Charity can fulfil. There will be no material omissions or exaggerations of fact, no use of misleading photographs, nor any other communication which would tend to create a false impression or misunderstanding.

In all fundraising activities initiated or authorised by it, the Charity will have policies set up to protect donors' rights to:

- have their names deleted from mailing lists;
- have their names deleted from mailing lists the Charity may intend to share;
- be informed whether those seeking donations are volunteers, paid staff or agents of the Charity;
- be informed about the causes for which funds are being raised;
- get information on the application of their donation; and
- be able to identify collectors and have documentation confirming the bona fides of the Charity.

The Charity will be responsible for all fundraising activities outsourced to a third party and will put all such contracts and agreements in writing.

FINANCES

The Charity will have internal control procedures which minimise the risk of misuse of funds. Reporting mechanisms which facilitate accountability to members, donors and the general public will be used. The Charity will have adequate procedures for the review and monitoring of income and expenditure.

The Charity must file the required statutory financial reports with the Charity Commission and any other bodies which may require them, within the required deadline for submission. The Charity may decide to produce abbreviated or summary financial reports, for donors or other members of the public.

The statutory financial reports, together with any abbreviated or summary financial reports must be reviewed by an Independent Examiner. The Independent Examiner's statement must accompany any financial reports provided to the public.

Donations shall be used as promised or implied in fundraising appeals or as requested by the donor. When funding is invited from the general public for a specific purpose, the Charity shall have a plan for handling any excess and shall make this known as part of the appeal. The Charity shall substantiate, upon request, that their application of funds is in accordance with donor intent or request.

The use of ratios in publications shall at all times be accompanied by a note explaining how these have been determined.

PERSONNEL AND MANAGEMENT PRACTICE

The Charity will seek to achieve best practice in its personnel policies in response to initiatives in the aid sector and to changes in working and legal environments. The Charity will have well defined policies and procedures relating to paid staff and volunteers, including expatriate and local staff employed overseas and volunteers working in the UK or overseas. These policies and procedures will clearly define and protect the rights and safety of personnel assuring fair treatment in all matters.

The Charity's expectations of its employees' and volunteers' professional conduct shall be clearly communicated and consistent with the requirements of this Code.

The Charity will be committed to continuous improvement in its management practice including the provision of regular opportunity to employees and volunteers for training and professional development.

The Charity will have policies and strategies to promote gender equity especially in senior positions in the management and governance of the Charity.

AMENDING THE CODE OF CONDUCT

The Code may only be amended by unanimous decision of the Trustees.

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