



# Knowledge for Change

Registered Charity in England and Wales (No. 1146911)  
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## **Appendix 1 Code of Conduct for Staff and Volunteers**

**July 2023**

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*Any reference to K4C Faculty includes all staff, volunteers, and students.*

## Introduction

Knowledge for Change promotes a culture of equity, respect, and professionalism, and expects all those representing K4C to uphold these values in their conduct both inside and outside the workplace, and fulfil their duty of care towards colleagues, patients, and elective students.

This document applies to all K4C Faculty participating in either short or long stay placement programmes.

K4C Faculty are reminded that whilst they are in Uganda or Tanzania, they are representing Knowledge for Change. K4C Faculty are required to behave in a manner that reflects the professional standing of Knowledge for Change and their professional organisation if applicable e.g. GMC/NMC.

It is acknowledged that most K4C Faculty will behave appropriately during their time. However, when problems occasionally arise, it is important to have a clear disciplinary procedure in place which outlines the rights and obligations of K4C Faculty. This will ensure that fairness and equity are applied in all circumstances.

This Code sets out the standards and expectations of employees and volunteers in relation to:

- Professional Ethics and Integrity
- Acting as a representative of K4C
- Safeguarding
- Conflict of Interests

Failure to comply with the Code of Conduct, K4C policies, employment or placement terms and conditions may result in action under K4C's Disciplinary Policy.

## The Co-presence Principle - Human Resource Management Principles

K4C is committed to service enhancement through systems strengthening and capacity-building. K4C interventions are designed to develop a 'Community of Learning' with all individuals working together in partnership. Effective **transfer of knowledge** lies at the heart of this. This requires partnership and co-working.

To promote mutual learning, mitigate risk and comply with the principles of sustainability, the Professional Volunteers will be required to volunteer **alongside** professional Ugandan or Tanzanian peers. **At no point should they be put in a situation where they are working in isolation/providing services on their own (i.e. without a local health-worker present).**

In practice, this means that a UK clinician/professional will only engage in clinical / professional practice if a local counterpart is able to work with them (i.e. **physically on site**).

Where the principle of co-presence is not recognized/adhered to this must be reported to the K4C team. If the situation persists and solutions are not found, the arrangements may be suspended by either party. This would require the member of staff/volunteer to **withdraw from clinical / professional practice**.

K4C Faculty are not permitted to engage professionally and work clinically in these situations.

## Professional ethics and integrity

It is expected that K4C employees and volunteers will:

- Establish, maintain, and develop relationships based on trust and respect.
- Exhibit and always defend professional and personal integrity and honesty.
- Demonstrate sensitivity for the customs, practices, language differences, culture and personal beliefs of others.
- Promote and adhere to K4C policies and practices that promote equality of opportunity, diversity and social inclusion and support human rights and dignity.
- Comply with K4C's data protection and confidentiality requirements. Any breach is considered a disciplinary offence and appropriate action will be taken.
- Support and challenge others if they suspect unlawful or unethical conduct or behaviour.
- Promptly report any concerns about bribery or corruption.
- Promptly report security or safety concerns.
- Dress appropriately at all times both within the workplace and when representing the organization.

It is expected that K4C employees and volunteers will not:

- Misuse drugs, e.g. through misappropriation of drugs or being under the influence of illicit drugs.
- Render himself/herself unfit, through the use of alcohol or illicit drugs, for duties which he/she is, or will be required to perform, or which he/she may reasonably foresee having to perform. E.g. unfit for a duty period due to use of drink/drugs on the previous day/night.

- Commit sexual offences or sexual misconduct while participating in a global health programme, including breaches of the Knowledge for Change safeguarding policy and use of sex workers. **See Safeguarding Policy.**
- Exhibit conduct likely to offend decency (employees need to be aware and observe cultural differences).
- Commit violence or other exceptionally offensive behaviour.
- Discriminate against any member of staff or public on the grounds of sex, race, colour, nationality, marital status, sexual orientation, religion, disability or social background.
- Breach of safety regulations endangering oneself or other people including deliberate damage to, neglect of, or misappropriation of safety equipment.
- Undertake reckless behaviour which constitutes a danger to health or safety of any person, including use of a Knowledge for Change vehicle while above the legal limit of alcohol for driving.
- Breach confidentiality relating to patients, staff or other persons.
- Smoke within the workplace or in public areas while in the company of community officials (this can cause offence in Africa).
- Use photo, audio or video recording devices without the consent of those being recorded.
- Use social media inappropriately e.g. use of photos of colleagues and patients without consent, breaches of patient confidentiality, or material that could bring K4C into disrepute. ***See Knowledge for Change Social Media Policy.***
- Fail to adhere to the risk assessment guidelines without good reason.

## Acting as a representative of K4C

It is expected that K4C employees and volunteers will:

- Always act in a way which supports and upholds the reputation of K4C and behaves as a role model to others.
- Be mindful of their responsibilities as professional people towards the wider community.
- Comply with prevailing laws and not encourage, assist or collude with others who may be engaged in unlawful conduct.
- Display a neutral, non-partisan attitude and approach towards political matters during their work for K4C (i.e. don't challenge local/student held beliefs and attitudes)

## Safeguarding

It is expected that K4C employees and volunteers will abide by K4C's Safeguarding & Child Protection Policy. Failure to do so will result in disciplinary action. ***See Safeguarding Policy.***

## Conflict of interest

In the course of their work, it is essential that employees and volunteers avoid any suggestion of bias or favouritism in any of their dealings with partners, primary actors, service providers, suppliers, or other employees, volunteers, and stakeholders. Conflicts could include, but not limited to:

- Interests of immediate relatives and extended relatives, friends, and acquaintances.
- Any work, paid or unpaid, outside K4C.

- Being a member of an elected body.
- Relationships with service providers and suppliers, other employees, or candidates for employment with K4C.

### **Offers of Gifts, inducements and hospitality**

Any money, gift or favour received by an employee or volunteer from a person or organisation holding or seeking to obtain a contract from K4C will be deemed by K4C to have been received corruptly unless the employee or volunteer proves the contrary.

### **Relationship conflicts**

Where a personal relationship exists, has existed, or develops between **employees, volunteers or Ugandan colleagues**, where one party has a management or supervisory responsibility over the other, the existence or former existence of the relationship should be disclosed to a member of the Board of Trustees.

K4C Faculty who have, or have had, a personal relationship with another member of staff, volunteer or Ugandan colleague should not be involved in any recruitment, selection, performance review, promotion or other processes which could be perceived to give unfair advantage or disadvantage to the other person with whom they have or have had such a relationship. It is the responsibility of employees and volunteers to declare any such conflict of interest to a member of the Board of Trustees.

The conduct of K4C Faculty in relation to **UK elective students and Ugandan/Tanzanian students** should be based on the following principles: -

- Staff should recognise a professional and ethical responsibility to protect the interests of students and respect the trust involved in the staff/student relationship. They must accept the constraints and obligations inherent in that responsibility.
- Romantic/sexual relationships with a student are strongly discouraged. This can create serious difficulties rooted in unequal power, and hence choice, of the parties concerned. They can also impact on the maintenance of professional and personal boundaries. Such relationships can also disrupt the teaching and learning environment for other students and for colleagues. If such a relationship is embarked on, it must be formally declared to a member of the Board of Trustees or the Safeguarding Lead (currently **Claire Horder**).
- The development of relationships with students who are under 18 years of age or with people who are termed 'vulnerable adults' has very serious implications and the Knowledge for Change Safeguarding Policy should be referred to. Any breach of this will result in disciplinary action.
- Students who are, or who have been, involved in a romantic/sexual relationship with a member of staff and who do not consider their involvement to be truly consensual should report this immediately.

## Duty to report

K4C staff and volunteers have a duty to:

- Report immediately any breaches of this Code to a line manager, either through the established reporting mechanisms or, if not appropriate, to another senior member of staff.
- All suspected breaches of the Code will be investigated in line with the appropriate policy.
- Where it is found that there has been a breach of the Code of Conduct there will be a disciplinary process.

## Social Media Policy

All K4C Faculty should adhere to the Social Media Policy.

Date of last review: July 2023

Date of next review: July 2024