

CODE OF ETHICS

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1. Introduction

AmplifyChange's vision is the full attainment of Sexual and Reproductive Health and Rights (SRHR) for all, including women and girls, young people, and the vulnerable and marginalised. Our mission is to be the global leader in supporting grassroots organisations and building stronger, more inclusive movements for SRHR, especially in challenging contexts.

AmplifyChange is committed to ensuring the highest standards of conduct in our operations and maintaining compliance with all applicable policies, laws, rules and regulations. This is reinforced by our code of ethics, which outlines our commitment to upholding ethical values and practices. We seek to create an environment where our employees can feel respected and valued, and in turn can treat our grantees, partners, clients and communities with the same ethical standards.

We are all responsible for upholding our standards of conduct and ethics, making decisions with integrity, doing the right thing, and reporting potential issues. The key to maintaining a healthy work environment is for everyone, individually, to take action to ensure we are adhering to our values.

2. Our Values

Our Strategy 2020-2025 sets out the values, culture and practices that we aim to demonstrate:

- Accessible and responsive to applicants and grantees.
- Supportive and flexible in engaging with applicants and grantees.
- Open and transparent, committed to making information widely available.
- Demand-led, using grantee feedback and lessons to adapt ways of working.
- Results focused, with performance metrics jointly developed with grantees.

- Sound management and stewardship of financial resources.
- Independent from external policy pressures and guided by our Members.

3. Code of Ethics

In our operations, AmplifyChange, our staff, grantees, partners, suppliers and consultants pledge the following:

Commitment to high standards of ethical conduct and practice

- Ensure consistent understanding of ethics at all levels,
- Continually enhance knowledge of all relevant laws and regulations, either directly or indirectly,
- Commit to eradicating unethical practices including bribery, fraud, corruption and human rights abuses, such as modern slavery and child labour,
- Conduct all relationships with respect, honesty and integrity, and avoid causing harm to others as a result of decisions,
- Treat all stakeholders fairly and impartially, without discrimination or favour,
- Accept our fundamental duty of care for those who directly or indirectly engage in activities with us, especially children, young, and vulnerable adults,
- Promote gender equity and inclusive workplaces where persons with disabilities and other disadvantaged or vulnerable groups are reasonably accommodated,
- Uphold the dignity and respect of all people, take preventative steps to ensure a safe environment and respond quickly and appropriately to all safeguarding concerns including sexual exploitation and abuse,
- Actively support and promote corporate social responsibility, and
- Avoid any practices, which might bring our core values into disrepute.

Professionalism through the supply chain

- Use procurement strategies to drive out unethical practices,
- Ensure procurement decisions minimise any negative impact on human rights and the environment whilst endeavouring to maximise value and service levels,



AmplifyChange Code of Ethics

- Put ethical policies and procedures in place, that are regularly monitored and updated, and ensure compliance,
 - Do not accept or offer courtesies of any value, if they could be perceived as affecting our objectivity or influencing decisions,
 - Adhere to the gift and hospitality guidelines in our anti-corruption, fraud and bribery policy in situations involving courtesies to or from non-government employees, such as current or potential suppliers or subcontractors,
 - Maintain and review 'whistle-blowing' procedures for the reporting of observed acts of corruption/bribery/fraud/extortion, and communicate these procedures to all staff, independent consultants, grantees and contractors' staff.
- Do not use proprietary information belonging to AmplifyChange, its grantees or partners to influence personal decisions or the decisions of others, and
 - Participate in social causes or in civic, political, or religious activities unrelated to the work of AmplifyChange only on our own time and at our own expense.

Acceptance of accountability

- Accept accountability and take ownership of our ethics,
- Foster a culture of leadership by example,
- Take steps to prevent, report and remedy unethical practices,
- Provide a safe environment for the reporting of unethical practices,
- Follow guidance in our finance and accounting policy, generally accepted accounting principles and comply with financial accounting standards, and
- Record transactions, time, and work performed completely and accurately.

Promotion of fair and healthy competition

- Maintain a level playing field in relation to grant applications,
- Foster fair play and promote healthy competition to keep our challenge fund principles dynamic and robust, and
- Never enter into agreements or understandings with organisations concerning collusive and in-transparent practices.

Objectivity in decision-making

- Honour responsibilities to AmplifyChange and our grantees and donors by avoiding actions, relationships, or situations that might conflict or create the appearance of a conflict,
- Disclose all potential conflicts of interest, and seek advice to resolve them,

Integrity of recruitment and relations with donors

- Recruit and hire individuals in a responsible manner, seeking to eliminate discrimination or bias,
- Refrain from bidding for any grant and/or performing any service unless judged competent to do so,
- Neither wilfully attempt, nor otherwise sanction attempts to influence the decision of any potential donor through deliberate misrepresentation of ability, or other acts of corruption,
- Neither carelessly nor intentionally, do anything to injure the reputation of a third-party, nor attempt to prejudice the selection of organisations through negative campaigning,
- Engender a sense of trust and respect with all organisations associated with AmplifyChange, and
- Always refuse proprietary or source selection information that improperly comes into our possession, and immediately report the incident to a supervisor.

Protection of assets, information, privacy and confidentiality

- Use assets as AmplifyChange or clients authorised them to be used,
- Use information provided through our systems for AmplifyChange purposes only,
- Protect proprietary information that gives, or may give AmplifyChange a competitive advantage,
- Follow laws governing the use of intellectual property, including software licenses, patents, copyrights, and trademarks,
- Adhere to the standards set out in the data security policy, the information security and privacy policy,
- Protect sensitive and personally identifiable information from unauthorised exposure and reduce the volume and types of personally identifiable information to what is necessary, and



- Report any actual or suspected loss of information or attacks against our systems.

Adherence to UK law and international governance

- Prevent, detect and report fraud, waste, abuse, or any other prohibited acts or suspected violations to a supervisor or via the whistleblowing mechanism,
- Cooperate fully with any investigations of reported fraud, waste, abuse, or any other prohibited acts,
- Immediately report to the relevant authority any known act of human rights abuse, including modern slavery, or human trafficking committed by staff, consultants, partners, suppliers or any third party,
- Do not tolerate or condone the engagement, directly or indirectly, in terrorism or in the financing of or support to terrorists,
- Use best efforts to ensure that payments provided to or by AmplifyChange do not provide direct or indirect support or resources to entities and individuals involved in terrorism,
- Do not tolerate or condone the transportation, sale or otherwise trafficking of human beings for profit or otherwise, and
- Abide by the sanctions put in place by the international community, including but not limited to the United Kingdom Foreign and Commonwealth Office, the European Union, United Nations, and the United States Office of Foreign Assets Control.

Before visiting a grantee project

- I will be proactive in researching the country I am going to and understand the local laws, customs and traditions
- I will work with the grantee or partner to plan my visit and work
- If possible, I will ask grantees for their safeguarding policy to understand their code of conduct and know the named safeguarding focal point, should anything arise during the visit
- I will prepare myself by storing all the key contacts for emergency services, safeguarding and security issues before I go on a visit

- I will comply with any local security guidelines and be proactive in informing management of any necessary changes to such guidelines
- I will try to be reflective on power differences, this could be power differences and hierarchies between adult and child, international vs local, female vs male, heterosexual vs other sexual identities, donor and grantee, as well as a hierarchy within roles manager/volunteer. Where possible I will try to use my power to empower others by allowing them to lead and listening to what they have to say

Conduct when meeting or working with Grantee Beneficiaries

- I will treat all grantee and grantee beneficiaries equally without discrimination on the basis of age, gender, disability, faith, sexuality, race
- I will try to avoid placing myself in a compromising or vulnerable position; this often means avoid being alone with grantee beneficiaries
 - Try to be accompanied by a second adult whenever possible
 - If someone wants to talk to you alone, ensure you inform someone and you speak somewhere confidential but visible to staff/people
 - If in a precarious situation, inform your line manager or grantee staff and ask for guidance
- I will attempt to be conscious of circumstances/situations which may be subject to misinterpretation by a third party and inform my manager (i.e. receiving a small gift or giving gifts).
- I will communicate effectively with grantee and grantee beneficiaries to explain clearly what I intend to do at the start of any visit or activity
- I will ensure that grantees and grantee beneficiaries are aware of their right not to participate or to withdraw from the activity at any time including pictures being taken of them

General Conduct

- I will treat all people fairly with respect and dignity
- I will be polite, considerate and provide an example of good conduct.
- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so
- I will seek to ensure that my conduct does not bring AmplifyChange into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner or grantee organisations and communities with whom we work
- I undertake to maintain absolute confidentiality with regards to any sensitive information I encounter during the course of my work

Illegal, abusive or exploitative conduct

- I will not work under the influence of alcohol or use or be in possession of, illegal substances on AmplifyChange premises or accommodation
- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance that is due to grantee or grantee beneficiaries
- I will not engage in sexual relationships with grantee beneficiaries, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult

- I will not emotionally or psychologically abuse a child or vulnerable adult
- I will not use AmplifyChange IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence.
 - This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism
 - Or view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Communications and social media

- I will follow media and communication principles set out in the safeguarding policy and communication guidelines
- I will follow and promote the informed consent process at AmplifyChange
- I will not post images or stories about grantee beneficiaries via personal social media accounts. Consent is given to AmplifyChange as an organisation and not to any individual for personal use.

4. Getting Assistance and Raising Concerns

AmplifyChange provides the guidelines in this document to address situations that you are most likely to encounter. We recognise that staff, consultants, subcontractors, suppliers, donors, grantees, and third parties may face complex issues that have no apparent precedent, or for which there is no easy answer. We promote a consultative culture and are committed to working together to find solutions in these circumstances.

In addition to established procedures and policies, we have created a support network that is available for consultation and advice, to help each of us live up to our commitments under the Code of Ethics. Advice and guidance are always available through your line manager, management team or HR team.

You can also submit concerns and reports through our [whistleblowing hotline](#). This is an anonymous, free-to-call and confidential service (in and out of the UK). The UK Public Interest Disclosure Act 1998 and the Enterprise and Regulatory Reform Act 2013 protect staff, consultants, subcontractors, suppliers, clients, and third parties who report concerns involving fraud, waste, abuse, or other violations of laws or regulations that they reasonably believe have occurred.

AmplifyChange conducts inquiries into or investigations of all reports. We make every effort to maintain confidentiality or anonymity to the extent possible under the law; however, disclosure may be necessary in some cases to conduct an investigation effectively. If substantiated, violations are resolved through appropriate corrective action or discipline, including termination of employment or contract. Violations may also result in civil or criminal penalties.

By signing AmplifyChange's Code of Ethics I agree to adhere to the points raised above in the code of ethics.

Name:

Role/Post:

Signature:

Country of Post:

Date: