



JESUIT WORLDWIDE LEARNING

HIGHER EDUCATION AT THE MARGINS

Our Code of Conduct

Staff within Jesuit Worldwide Learning will uphold the highest standards of efficiency, competence, integrity and transparency. Due to the nature of work, it is imperative that all staff working for, or persons assisting or co-ordinating with Jesuit Worldwide Learning behave with ethical prudence and integrity at all times. Any behaviour inappropriate to the objectives of our work and any breaches of the below conditions in the opinion of Jesuit Worldwide Learning, at any time can lead to immediate termination of contract or other disciplinary action. The term 'staff' for the purposes of this Code of Conduct, applies to all those associated with Jesuit Worldwide Learning, including employees, interns, volunteers, independent contractors, consultants, freelancers, third party vendors and any religious or lay assigned to work and/or volunteer in our organisation.

Definition of JWL staff

JWL staff refers to and is defined as, but not limited to, employees (full & part-time), temporary staff including students and volunteers (non-paid), tutors and teachers (either paid or non-paid), all third-party contractors and freelancers, independent contractors (includes Subject Matter Experts), which are either contracted by JWL or another organization that is contracted or has an agreement with JWL.

Professional Behaviour

I commit myself to:

- Undertake my duties diligently and in keeping with the organization's values and mission.
- Uphold and promote the highest standards of ethical and professional conduct in carrying out my assigned duties in the workplace and in my life outside the official work environment.
- Display at all times equal respect for all persons regardless of their race, gender, religion, colour, national or ethnic origin, language, sexual orientation, age, socio-economic status, political conviction, or any other distinguishing features.
- Help create and maintain a work environment characterised by mutual respect, integrity, dignity and which prevents exploitation, abuse and non-discrimination.
- Maintain the highest degree of confidentiality in professional matters.
- Facilitate open and honest communication within the organisation.
- Help create a healthy and positive working environment that allows and encourages all team members to work harmoniously even through challenging and stressful times.
- Respect all local laws in the country where I am staffed and honour my legal obligations.
- Ensure that my conduct neither reflects negatively on Jesuit Worldwide Learning nor impacts or undermines my or others' ability to undertake the role for which I am contracted.
- Be accountable for the property and funds of Jesuit Worldwide Learning entrusted to me and to those whom I supervise. I understand that, if I am proven to have been involved in theft or fraud or if I have mishandled assets, funds or records, I will be liable to pay compensatory damages and will be subject to dismissal.

- Behave in a way that does not endanger my security, safety, health and welfare of JWL students and staff.
- Use my best endeavours to protect the natural environment and work in a sustainable way.
- Never possessing or being under the influence of illegal substances while on duty or representing the organisation. The same prohibition applies for being under the influence of alcohol in the workplace or while representing the organisation.
- Receive clear instructions and approval before taking part in any communications or media task associated with my work.
- Avoid any public statement which may unnecessarily reflect poorly on the name and reputation of the organisation.
- Report behaviours of staff when I have reasonable suspicion of breaches of the Code of Conduct.

Safeguarding

I will:

1. Treat all children and adults at risk equally, observing their personal dignity regardless of their age, sex, language, tribe, religion, disability, property, opinion or other status.
2. Immediately report concerns or allegations of any abuse in accordance with our Safeguarding policy.
3. Apply the following self-assessment questions regarding my professional boundaries:
 - Am I dealing in a different manner with a particular child than with others under the same circumstances?
 - Is my dress/availability/language different from normal with a particular child or adult at risk?
 - Would I do or say this to a child if a colleague were present?
 - Would I condone my conduct if I observed it in another adult?
 - Is there anything in the way I behave that is likely to impact negatively on a particular child or children, or harm them or place them at risk of harm?

I will never:

- Put a child or an adult at risk of harm through inaction (including failure to report a concern).
- Condone or participate in any child related activity which is illegal, exploitative, unsafe or abusive; this includes behaviour by other children.
- Use computers, mobile phones, video and digital images to exploit or harass children or to access child pornography through any medium.
- Use language or behaviour towards children or adults at risk that is harassing, abusive, sexually provocative or that is intended to shame, humiliate or emotionally abuse or place a child at risk of abuse.
- Hit or otherwise physically assault a child or adult at risk irrespective of cultural norms, including as discipline.
- Abuse my position to withhold professional assistance or give preferential treatment, gifts or payment of any kind to a child, or another person in relation to a child or an adult at risk, in order to solicit any form of advantage or sexual favour from a child.
- Seek to make contact or spend time with any child with whom I come into contact as part of my work except as part of the designated activities set out in my role.
- Do things of a personal nature for a child or adult at risk with whom I come into contact as part of my work that the child or adult at risk can do for themselves (e.g. toileting, bathing, dressing).
- Visit a child or an adult at risk's home alone during a field visit; invite unaccompanied children or adults at risk into my accommodation when on a field visit; spend excessive time alone with children or adults at risk away from others during a field visit; share a bedroom with or sleep close to an unsupervised child/children or adults at risk during a field visit.

- Have sexual intercourse or participate in any form of sexual activity, including paying for sex, with any person under 18 years old or under the local age of sexual consent (where higher) or adults at risk. This applies to all staff regardless of the age of consent in Ireland or the age of consent in the country being visited or for any social, cultural or religious reasons.
- Seduce nor be seduced into any form/act of sexual activity with children or adults at risk.

Bullying, Intimidation or Harassment

Staff should be free from any activity or behaviour in the workplace that adversely affects their dignity. Staff should have the freedom to conduct their work without having to suffer bullying, intimidation or harassment, including sexual harassment. Staff should be aware that bullying, intimidation or harassment, including sexual harassment, affects the dignity of people at work, undermines them as human beings and is unacceptable.

Bullying, intimidation and harassment, including sexual harassment, constitute misconduct and can be grounds for disciplinary action. Any confirmed case of exploitation and abuse, whether of a sexual or non-sexual nature, is grounds for immediate dismissal.

I will never:

- Shout or swear at colleagues, both publicly and in private
- Insult a colleague's appearance
- Spread malicious rumours, which have no basis in fact
- Harass verbally or in writing through jokes, offensive language or gossip
- Freeze out, isolate, ignore or exclude
- threat or act of violence, physical or verbal, either within or outside the workplace environment
- bring weapons to the workplace or carry them while conducting work or representing Jesuit Worldwide Learning which is grounds for dismissal, unless approval is clearly stated in one's job description (e.g., guards)
- Physically contact a beneficiary or colleague ranging in an unwanted way ranging from unwanted touching to serious assault
- Stare, leer, or make aggressive gestures etc
- Persistently and negatively attack a person on their personal or professional performance without good reason or legitimate authority
- Refuse a colleague's annual leave in an unreasonable and unfounded manner
- Abuse a position of power by unnecessarily undermining a colleague's work and/or placing unreasonable demands on a particular individual
- Unreasonable or inappropriate monitoring of a colleague's performance
- Persistently setting objectives with unreasonable or impossible deadlines or unachievable tasks
- Over-monitoring a colleague with malicious intent
- Exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of assistance that is due to beneficiaries; This also includes engaging with commercial sex workers.
- Use Jesuit Worldwide Learning communication and/or IT equipment or premises (e.g., phones, computers, tablets, e-mail, etc.) to transmit harassing, abusive, sexually explicit, racially or ethically offensive, or defamatory material
- Sexually harass a colleague or beneficiary. This includes, but is not limited to:
 - Verbal:
 - requests or demands for sexual favours
 - suggestive remarks
 - degrading abuse or insults
 - jokes or tricks of a sexual nature

Physical:

- gesturing of a sexual nature
- unnecessary touching
- indecent exposure
- actual assault

Visual:

- displaying pornographic material at the workplace

Sexual harassment should not be confused with simple friendly behaviour or with more intimate exchanges, if these are mutually desired and accepted. The difference between friendly behaviour and sexual harassment is that sexual harassment is neither solicited nor accepted by the recipient; it is unwelcome and/or imposed.

Conflict of Interest

Furthermore, I agree to:

- Avoid activities outside the formal work setting (e.g., additional time-consuming employment or volunteer work) that would create a conflict of interest with my duties and responsibilities or detract in any way from my work assignments.
- Not create business relationships between Jesuit Worldwide Learning and members of my own extended family or friends or any private businesses in which I have a financial interest that may lead to a conflict of interest. If I become aware of a potential conflict of interest, I must immediately discuss this matter with my line manager.
- Neither offer nor accept from beneficiaries, partners or contractors any favours, bribes or other forms of personal enrichment under any circumstances. Small tokens of appreciation may be offered or received, but I must inform my line manager of any such gifts.
- Disclose any potential conflict of interests prior to my appointment with Jesuit Worldwide Learning or if a potential conflict arises during my service, I will share it immediately with my line manager for discussion.

I have carefully read this Code of Conduct and have had time to become familiar with the relevant documents. I hereby agree to abide by its requirements and commit to upholding the standards in this Code of Conduct.

I realize that any breach of the Code of Conduct can and may result in the termination of my contract and/or terms agreement.

Name: _____

Signature: _____

Date: _____