



PII CODE OF CONDUCT

PURPOSE

PII's¹ Code of Conduct aims to ensure that our Staff² and Associates³ treat each other and the children, young people and communities that we work with, with dignity and respect. PII's Code of Conduct is designed to provide clear guidance to our Staff and Associates for conducting themselves in a manner which is consistent with their role and commitment to our values, and to provide examples of conduct that will always be unacceptable. Our Code of Conduct is designed to ensure compliance with related Policies, full disclosure of suspected or alleged breaches of the expected standards of conduct, and to maintain the professional standing of the organisation so that we can achieve our mission of a just world that advances children's rights and equality for girls.

APPLICATION AND SCOPE

1. This Code of Conduct is binding on all Plan International, Inc. Staff and Associates. PII Staff and Associates will be required to sign an acknowledgement to show that they have read and understood the Code of Conduct.⁴
2. PII Staff and Associates are individually and collectively responsible for complying with this Code of Conduct:
 - a. As a PII member of Staff or Associate you are an ambassador of the organisation and your actions and behaviour both during and outside of working hours (whether inside or outside of the office environment) can enhance or hinder our reputation. As such, PII Staff and Associates are responsible for managing their behaviour both within and beyond our work in accordance with this Code of Conduct and associated Policies and procedures.
 - b. If you are in a position of management or leadership within PII you are entrusted by PII with greater responsibilities regarding transparency and accountability, and to create working environments that support our Staff and Associates so that we can uphold these standards of conduct.
 - c. If you work or travel internationally for us your conduct will also be more visible and subject to scrutiny, as will be that of your accompanying household members.
3. This Code should be read in conjunction with local legislation (where possible), however should the Code of Conduct demand a higher standard than the local laws then this Code will prevail.
4. This Code should also be read and understood in conjunction with the following associated Policies, as may be amended from time to time:
 - Global Policy on Safeguarding Children and Young People
 - Harassment, Bullying and Discrimination Policy
 - Anti-Fraud, Anti-Bribery and Corruption Policy
 - Grievance Policy
 - Disciplinary Policy
 - Whistleblowing Policy

¹ When used in this document, "PII" refers to Plan International, Inc., Plan Limited and all subsidiaries (including International Headquarters, Liaison and Regional Offices, and Country Offices), also referred to in this document as "we" or "us".

² "PII Staff" refers to employees of PII.

³ "PII Associates" refers to contractors and consultants engaged by PII, volunteers (including Community Volunteers, board and assembly members where relevant), and interns who work with PII, dependents accompanying international staff when on business, and any other individuals acting as a PII representative.

⁴ This Code supersedes all prior PII Codes of Conduct.

ROLES AND RESPONSIBILITIES

PII's work is based on deeply held values that are embedded in our culture and are the guiding principles behind all our decision-making.⁵ We frequently work in complex and insecure environments, and in situations where we are in positions of power and trust (in relation to the children, young people and beneficiary communities we work with, with other organisations and one another). We must under no circumstances abuse this power and trust.

1. I will respect others:

I will:

- a. Respect the rights of all people without discrimination.
- b. Always act fairly and honestly and will treat people with dignity and respect.
- c. Maintain PII's professional reputation, upholding and complying with PII and Global policies and standards.

I will not:

- d. 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.

2. I will work actively to safeguard the rights of children and young people:

I will:

- a. Adhere to the Global Policy on Safeguarding Children and Young People and be open and honest in my dealings with children and young people, their families, and communities participating in programmes, projects, processes, events and activities.

I will not:

- b. Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18 regardless of the age of consent locally. Mistaken belief in the age of a child is not a defence/excuse based on the unintended harm.⁶
- c. Engage in sexual relationships with Plan International beneficiaries, regardless of the age of majority or age of consent locally, as these undermine the credibility and integrity of Plan International's work and are based on inherently unequal power dynamics.
- d. Withhold information about any criminal convictions, charges or civil proceedings relating to child abuse, either prior to or during the course of my employment with PII.

3. I will maintain high standards of personal and professional conduct while working for Plan International:

I will:

- a. Ensure that my behaviour does not jeopardise PII political and religious neutrality.
- b. Be open and honest in dealings with PII.
- c. Declare any criminal convictions or any criminal charges against me.

⁵ Our Values and Behaviours are set out at Annex 1

⁶ ST/SGB/2003/13: UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse, 2003 (endorsed by Plan International).

- d. Adhere to any professional code of conduct applicable to my role and profession.
- e. Ensure the proper use of PII's resources and prevent them from theft, fraud or other damage.
- f. Seek to ensure that my conduct does not bring Plan International into disrepute.

I will not:

- g. Pursue personal or family gain or advantage in my dealings with or on behalf of PII.
- h. Accept bribes, significant gifts,⁷ favours of financial value or other services offered as a result of my employment with PII or in respect of our help, goods, or services of any kind.
- i. Enter into any business relationship on behalf of PII without authorization from my line manager.
- j. Behave in a way which creates unnecessary risk to my security or the security of others.
- k. Drink alcohol or use any substances in a way that adversely affects your ability to do your job or affects PII's reputation.
- l. Possess or profit from the sale of illegal goods or substances.
- m. Use PII's computer equipment, mobile phones, video and digital cameras or other equipment to view, download, create or distribute inappropriate material, including but not limited to material which is pornographic, defamatory, abusive, sexist, racist or otherwise exploitative.
- n. Exchange money, employment, goods or services for sex, including sexual favours or any other forms of humiliating, degrading, or exploitative behaviour.
- o. Release any private or confidential information relating to PII or its Staff, Associates or beneficiaries to others unless it is a requirement of my job or I am legally required to do so.

4. I will report any concern or incident relating to this Code of Conduct where I develop concerns or suspicions regarding breaches of this Code.

I will:

- a. Report any matter which appears to break the standards contained in the Code of Conduct or associated Policies that I witness or I am made aware of to the appropriate management, using the relevant and/or country specific procedures.
- b. Support any investigation into suspected, alleged or known breaches of this Code or Plan International's associated Policies, including as a witness.

I will not:

- c. Withhold any relevant information.
- d. Undertake any action on my own that is not in line with local policies and procedures and/or, without guidance from relevant focal points and managers.

⁷ Significant gifts do not include small tokens of appreciation. You should notify your line manager if you are offered or receive gifts of any kind.

IMPLEMENTATION AND MONITORING OF THE CODE

The Chief Executive Officer is responsible for ensuring the implementation and monitoring of the Code of Conduct. Failure to adhere to PII's Code of Conduct and the standards of behaviour it promotes and requires could result in disciplinary action (including, potentially, your dismissal or termination of all relations with PII including contractual and partnership agreements). In some cases the matter may be so serious that it will lead to criminal prosecution or we may choose (and in some cases be obliged) to report to any relevant professional or government authorities.

PII will:

- Take all concerns and reports seriously at all levels.
- Investigate and act on reports immediately.
- Take appropriate legal or other action against anyone making a false and/or malicious accusation.

ANNEX 1

VALUES	<u>We strive for lasting impact</u>	<u>We are open and accountable</u>	<u>We work well together</u>	<u>We are inclusive and empowering</u>
DEFINITIONS	We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.	We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.	We succeed by working effectively with others, inside and outside the organization, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.	We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.
LEADERSHIP BEHAVIOURS	<ul style="list-style-type: none"> ▪ I articulate a clear purpose for staff and set high expectations for our work and its impact ▪ I create a climate of continuous improvement, open to challenge and new ideas ▪ I focus resources to drive change in practice and policy at local, national and global levels, to maximise our long-term impact, responding quickly to changing needs, new priorities or crises ▪ I use evidence from inside and outside the organisation to understand the root causes of issues, inform decisions and evaluate effectiveness 	<ul style="list-style-type: none"> ▪ I practice and promote a culture of openness and transparency within my team and beyond, including with our sponsors and donors ▪ I hold myself and others accountable to achieve the highest standards of integrity, especially in our use of resources ▪ I am accountable for ensuring we are a safe organisation for all children, girls and young people ▪ I am consistent and fair in the way I treat other people. ▪ I expect myself and others to be open about mistakes and to learn from them 	<ul style="list-style-type: none"> ▪ I seek constructive outcomes in discussions. I challenge assumptions but listen to others and I am willing to compromise when it is beneficial to progress ▪ I build constructive relationships across Plan International to support our shared goals, even if this requires me to adjust my own team's priorities ▪ I develop trusting and 'win-win' relationships with funders, partners and communities, creating solutions together to meet our goals and to support others in achieving theirs ▪ I engage and work with others outside the organisation to build a better world for girls and all children 	<ul style="list-style-type: none"> ▪ I actively promote diversity, gender equality and inclusion, inside and outside of Plan International. ▪ I listen with humility to others and support those I work with to participate in decisions, to take more responsibility and to develop their potential ▪ I encourage a climate that empowers children and young people as agents of change in their own lives ▪ I will not tolerate any form of bullying, harassment or discrimination in the workplace
STAFF BEHAVIOURS	<ul style="list-style-type: none"> ▪ I have the courage to challenge the way we and others work, to make sure we all achieve the best results 	<ul style="list-style-type: none"> ▪ I hold myself and others (inside and outside the organisation) to account for what we have agreed to do and the 	<ul style="list-style-type: none"> ▪ I offer information, experience and support to colleagues across Plan International and others to help us meet our shared goals 	<ul style="list-style-type: none"> ▪ I help to create an environment where children, young people, communities, partners and colleagues are

	<ul style="list-style-type: none"> ▪ I take the initiative to find new and better ways of doing my work ▪ I focus my effort where it will make the best contribution to Plan International's purpose and strategic goals ▪ I am flexible and change my ways of working when needed ▪ I seek and use information on the efficiency and effectiveness of my work to improve my contribution ▪ I persevere and encourage others to maintain a positive outlook in the face of setbacks and adversity 	<p>impact of our actions on others</p> <ul style="list-style-type: none"> ▪ I am open, honest and transparent about my work ▪ I am not afraid to admit mistakes; I try to put them right and do better next time ▪ I willingly share information to support effective decision making in my team and beyond ▪ I stand up and challenge others when I see wrong doing ▪ I am honest in how I use resources and do not waste them 	<ul style="list-style-type: none"> ▪ I abide by agreed codes of conduct in my work with my team and others ▪ I develop improvements and solutions by working collaboratively with colleagues and others ▪ I help colleagues in my team and others to tackle challenges and celebrate successes ▪ I ask for help when I need it, seeking and listening to feedback from others in order to learn and improve ▪ I value contributions from colleagues across Plan International 	<p>supported and feel safe</p> <ul style="list-style-type: none"> ▪ I respect and pay attention to each person's rights and needs ▪ I listen to others with humility and value their opinions, beliefs and perspectives, challenging my own point of view ▪ I confront and challenge both direct and indirect forms of discrimination, gender inequality, bullying and harassment ▪ I encourage those I work with to influence decisions and develop themselves ▪ Where appropriate I involve children and young people in the decisions that affect them
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CODE OF CONDUCT-ACKNOWLEDGEMENT FORM

I can confirm I have received a copy of the Plan International Code of Conduct which I have read and understood. Failure to adhere to the guidelines set in it, will result in disciplinary action being taken against me.

NAME:

SIGNED:

DEPARTMENT:

DATE:

WITNESS NAME

WITNESS SIGNATURE.....

Please return this form for record keeping.