



Code of Conduct

1. Organisational background

- 1.1. SEED Madagascar works on the ground to design, plan, implement, monitor and evaluate development and conservation research programmes alongside communities in the south east of Madagascar. The acronym SEED (sustainable environment, education and development) reflects the organisation's holistic approach to projects; all of which are built around the most pressing and directly expressed needs of disadvantaged communities and endangered habitats. Cross departmental collaboration between SEED's five programmes – Community Health, WASH, Rural Livelihoods, Conservation and Schools – maximises progress towards SEED's central mission of working together to build community and environmental resilience in southeast Madagascar.
- 1.2. Collaboration and skill sharing between international and national staff provides programmes with the vital expertise and regional knowledge necessary to achieve conservation and development goals while building professional and organisational capacity amongst staff members and partners, optimising the sustainability of interventions.

2. Introduction

- 2.1. The aim of this Code of Conduct is to provide clear guidance on the standards of behaviour all staff, volunteers, Trustees and other representatives of SEED Madagascar are required to abide by. It acts as a bridge between SEED's aspirations and the operational realities it faces on a day to day basis.
- 2.2. SEED Madagascar has a strong set of core values that both direct and underpin all of our work:

GROUNDING: We listen to, and are led by, the communities with who we work

PASSIONATE: We are devoted to our work - what we do and how we do it

RESPECTFUL: We respect the views, knowledge and culture of those we work with, refraining from imposing our ideas and seeking equal relationships

COLLABORATIVE: We work with others who share our values and bring new skills and knowledge in order to increase our impact and learning

RESPONSIVE: We respond in a dynamic and holistic way to complex and changing needs

COMMITTED: We work at the pace of individuals and communities in long term engagement to achieve sustainable impacts

HONEST: We are courageous when assessing our work, seeking to learn and contribute to local and international best practice

INDEPENDENT: We maintain autonomy to act in accordance with our mission and values



2.3. These core values are reflected in SEED's Policies:

- SEED's Safeguarding children and young adults Policy
- SEED's Safeguarding at risk adults Policy
- SEED's Harassment & Bullying Policy
- SEED's Grievance & Complaints Policy
- SEED's Whistleblowing Policy
- SEED's Anti - Bribery & Corruption Policy
- SEED's procedures, handbooks and manuals, Internal Rules and all statements of intent including gender, diversity and value for money.

3. Scope

- 3.1. This Code of Conduct is approved and endorsed by the Board of Trustees and covers all staff, volunteers, Trustees and other representatives of SEED Madagascar. It applies during any time when people are working for SEED, or times when they can be seen to be representing SEED. Outside of working hours, if people's behaviour has a detrimental effect on SEED's reputation through non-compliance with this Code of Conduct, including their use of social media, this may also be taken into account when considering the person's ability to work with SEED.
- 3.2. It is essential that all are aware of this Code, SEED's policies, supporting procedures and any responsibilities it places on them.
- 3.3. The Trustees have overall responsibility for ensuring this code of conduct is in place with the Managing Director, Director of Programmes and Operations and managers being accountable for implementing the policies and procedures and making sure that staff and volunteers are familiar with the content.
- 3.4. Failure of an employee to comply to this code and, by extension, with any article within the Internal Rules, their job description, contract or within any SEED Madagascar Policy or procedure will incur disciplinary measures.

4. Access to policies

SEED's Policies can be found:

In the UK: in the policies and procedures folder on the google drive.

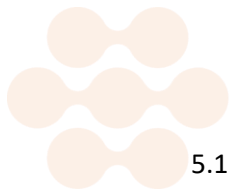
In Madagascar: on the google drive under Policies and Procedures, on staff notice boards and in the International and National team Handbooks.

5. Roles and responsibilities

It is the responsibility of everyone to be mindful of and manage behaviour to fit with the values and principles of SEED.

5.1. Living our values

- 5.1.1. SEED's working environments are diverse, inclusive and respectful, recognising the many strengths and talents diverse colleagues bring to the workplace.



5.1.2. SEED's organisational culture is reflected by its passionate and committed staff who work honestly, treating people with dignity, fairness and respect.

5.1.3. SEED respects both the law and the traditions within the countries it works in, actively promoting an understanding of the different cultures and practices across both its national and international staff. All employees agree to work with cultural sensitivity and respect for others according to the philosophy and procedures of SEED in order to safeguard the voices and concerns of the people and communities we serve.

5.2. Working with our values

5.2.1. SEED staff should do their utmost to accomplish their work to the best of their ability whilst respecting the philosophy of SEED Madagascar.

5.2.2. All staff agree to respect the regulations and/or the laws in force in Madagascar and the UK. All staff agree that they will also respect all instructions that they receive from their supervisors or act responsibly to protect SEED if those instructions are unlawful or unethical.

5.2.3. All staff reflect SEED's central commitment to building capacity through partnerships and embrace the different approaches that will enable this, as well as our commitment to learning and research dissemination both in Madagascar and internationally.

5.2.4. Aiming to achieve a true collaborative environment, SEED staff foster mutually respectful partnerships with individuals, communities, partner organisations, local government and international staff, continually listening to their feedback and concerns.

5.2.5. It is essential that all staff ensure that projects are developed in-country according to local need and through mutually respectful partnership in order to effect community-identified change at the regional and national levels.

5.2.6. All Trustees, staff, volunteers and others representing SEED will always be courageous, fair and honest when assessing their work. In their work they share SEED's passion, drive and integrity for sustainable development and conservation within Madagascar and thus will not engage in or support criminal, illegal, exploitative or abusive activities.

5.3. Protect our values, resources and assets

5.3.1. All staff should uphold SEED's professional reputation at all times by developing and maintaining fair and sustainable relationships, whilst balancing this with retaining independence and remaining impartial to the changing political landscape at national and local level. SEED will always act in line with its mission and not be pushed by any other agenda.

5.3.2. Staff will work responsibly and honestly to protect, manage and utilise SEED's financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at SEED's disposal for the benefit of beneficiaries. SEED values its staff and will do its utmost to develop their skills and protect and support them to the best of their ability.

5.4. Report accordingly and know your responsibilities

5.4.1. SEED is committed to being open, honest and accountable and thus encourages open communication throughout the organisation.

5.4.2. SEED believes that a thorough and transparent framework for reporting and managing concerns is fundamental to operating ethically and ensuring that those that work for



SEED, or who come into contact with its representatives, feel able to address concerns. SEED's Whistleblowing Policy and related procedures exist to ensure a confidential channel is in place in which these concerns can be raised.

5.4.3. All Trustees, staff, volunteers and others representing SEED need to be clear on the terms of their roles and competent and confident in their responsibilities. They have a responsibility to report any concerns that they have to their line manager, while the Trustees, Managing Director and Director of Programmes and Operations hold responsibility to report concerns to the Charity Commission, local courts and the British Embassy as appropriate.

6. Version Control

Version	Changes made	Date	Author of activity
1.0	Initial draft	November 2019	Lisa Bass
1.0	Trustees sign off	March 2020	Cody Moolman
2.0	Edit and insertion of new organisational values	June, 2023	Lisa Bass