



seed **madagascar**

sustainable environment, education & development

## Code of Conduct Policy

### 1. Introduction

- 1.1. SEED Madagascar believes that a Code of Conduct is vital to establish the ethical framework on which policies, procedures and decisions across the organisation are based. The Code of Conduct Policy provides clear guidance on the standards of behaviour that all staff, volunteers, Trustees and other representatives of SEED Madagascar are required to abide by and acts as a bridge between SEED's aspirations and the operational realities it faces on a day-to-day basis.
- 1.2. SEED Madagascar has a strong set of core values that both direct and underpin all of our work:

***Grounded:*** We listen to, and are led by, the communities we work with.

***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 with whom we work, refraining from imposing our ideas and seeking equal relationships.

***Collaborative:*** We work with others who share our values and bring their 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. Scope

- 2.1. 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.



- 2.2. It is essential that all staff, volunteers, trustees and other representatives talk through the Code of Conduct, its supporting procedures and any responsibility it places on them during their orientation. Training on the Code of Conduct should take place every year and this should be recorded in the staff member's training log and agreed and signed as part of their end of probation review.
- 2.3. 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 policies and procedures and making sure that staff and volunteers are familiar with the content.
- 2.4. Failure to comply with this Code of Conduct inside or outside of work and, by extension, with any article within the Internal Rules, job description, contract or any SEED Madagascar policy or procedure will incur disciplinary measures and could result in dismissal.

### 3. Access to policies

- 3.1. SEED's policies can be found:

*In the UK:* In the [Policies and Procedures](#) folder of the google drive.

*In Madagascar:* In the [Policies and Procedures](#) folder of the google drive and in the International and National Staff Handbooks in Madagascar.

- 3.2. SEED's core values are reflected in the following policies:

- [SEED's Equality and Diversity Policy](#).
- [SEED's Safeguarding Children and Young Adults Policy](#).
- [SEED's Safeguarding at-risk Adults Policy](#).
- SEED's Harassment & Bullying Policy.
- [SEED's Grievance & Complaints Procedures](#).
- [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, [EDI](#) and [value for money](#).

### 4. Roles and responsibilities

- 4.1. It is the responsibility of all staff, volunteers, and trustees to be mindful of, and manage behaviour to fit with the values, policies and procedures of SEED.
- 4.2. It is essential that all staff, volunteers, trustees, beneficiaries and donors are aware of this policy, supporting procedures and any duties or responsibilities it places on them.



- 4.3. The trustees have overall responsibility for the Code of Conduct within SEED Madagascar, with the Managing Director and the Director of Programmes and Operations being accountable for the implementing procedures.
- 4.4. Managers have a responsibility to ensure that volunteers and staff are familiar with the content of this policy, to ensure an environment where the values within the Code of Conduct are reflected in all that SEED does.

## 5. Reporting

It is the responsibility of SEED Madagascar staff and volunteers to be alert to any instances where behaviour is contrary to the expectations set out within the Code of Conduct, and report these immediately to their line manager, or in their absence another manager or the Director of Programmes and Operations.

## 6. Key performance indicators and adherence

All staff will be sent the Code of Conduct before commencing work with SEED, will be trained on the Code of Conduct as part of their probation period and the Code of Conduct will be discussed through meetings and workshops throughout the year to make this a lived reality in all of SEED's work.

## 7. Version Control

Version	Changes made	Date	Author of activity
Version 1.0	Draft	November 2019	Lisa Bass
Version 1.0	Trustees Approval	March 2020	Cody Moolman
Version 2.0	2:2 to state when staff are taken through CofC and where recorded	January 2021	Lisa Bass
Version 2.0	Trustees approval	March 2021	Cody Moolman
Version 3.0	Change of core values in line with new strategy; additional of regularity of training; change in document owner	June 2023	Lisa Bass
Version 4	General edit; change of core value order and wording to finalised strategy; Links added for EDI and new gender statement; link into complaints and grievances procedure; review by the HR and REM Com and Agreed by Board of Trustees	February 2025	Lisa Bass

## 8. Document Governance



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Document owner (name)	Title
Jessica Burston	Chair of Trustees
Related procedure document owner (name)	Title
Lisa Bass	Director of Programmes and Operations