



## Global Code of Conduct

### Introduction

Employees, trustees, interns, and volunteers are ambassadors for United Social Ventures, playing an important role in ensuring United Social Ventures is respected and credible. To this end, there are certain standards of practice we expect of all employees, trustees, interns, and volunteers in terms of competence, courtesy and integrity which support our vision, mission, and values.

Failure to comply with this Code of Conduct may result in action decided upon by the United Social Ventures board of trustees.

### Vision, Mission, and Values

Our Vision is: Young People Changing the World

Our Mission is: Empowering Youth-led Change

Our Values are:

- **Youth** - Learning through leading. Today and Tomorrow.
- **Relationships** - Meaningful change requires a relational approach.
- **Social Entrepreneurship** - Placing social impact at the heart of innovations.
- **Global Citizenship** - Duties transcend national boundaries.

### Professionalism

It is expected that United Social Ventures employees, interns, and volunteers will:

- Always act in a way which supports and upholds the reputation of United Social Ventures.
- Demonstrate sensitivity for the customs, practices, culture and personal beliefs of others – for instance, dressing in a culturally appropriate manner.
- Be a role model for ethical conduct, exhibiting professional and personal integrity and honesty at all times, especially when with university students.
- Accept responsibility for their own professional actions and decisions.
- Build working relationships based on confidence, trust and respect.
- Advance and adhere to United Social Ventures's policies and practices that promote equality of opportunity, diversity and inclusion and support human rights and dignity.
- Not encourage, assist or collude with others who may be engaged in unlawful conduct.
- Preserve all confidential, commercially sensitive and/or personal information.
- Report any concerns about safety and security or corruption and unethical behaviour to a line manager or United Social Ventures representative.

### International Travel

All United Social Ventures employees, interns, and volunteers travelling internationally must:

- Make arrangements for any visa they require for travel.
- Have all mandatory vaccinations before entering their destination.
- Carry and consistently take any prescribed medication, such as anti-malarial medication.
- Purchase travel insurance which provides appropriate cover for medical emergencies and provide proof to their student leader.



- Comply with prevailing laws of their host nation.

### **Health and Safety**

United Social Ventures has a duty of care for the safety and well-being of its staff.

Therefore:

- Any information relating to security and safety must be shared with a United Social Ventures representative and other appropriate people.
- Offensive weapons are strictly prohibited.
- Employees, trustees, interns, and volunteers must respect rules that United Social Ventures puts in place for their safety.

### **Conflict of Interest**

In the course of their work it is essential that employees, trustees, interns, and volunteers avoid any suggestion of bias or favouritism in any of their dealings with partners, beneficiaries, service providers, suppliers, or other employees, volunteers and stakeholders. Some potential conflicts (direct or indirect) that can arise are:

- Interests of personal relations immediate and extended relatives, friends and acquaintances
- Private occupations
- Secondary employment or voluntary work
- Appointment to an elected body
- Shareholdings (if this could have an influence on the decision making of a company)
- Relationships with service providers and suppliers, other employees or candidates for employment.

All employees, interns, and volunteers who find themselves in a position of influence over a decision where they happen to have (directly or indirectly) a financial or personal interest, should immediately declare their interest to the appropriate United Social Ventures representative and most probably remove themselves from the decision making process.

### **Personal Relationships**

United Social Ventures personnel have a duty of care to all United Social Ventures student volunteers, therefore personal relationships should only develop between them in exceptional circumstances.

Where a personal relationship exists, has existed or develops between employees, intern, and volunteers – including with United Social Ventures students - where one party has a management or supervisory responsibility over the other, the existence or former existence of the relationship (but not necessarily its nature) should be disclosed to the relevant manager. Managers who have, or have had, a personal relationship with an employee or volunteer should not be involved in any recruitment, selection, performance review, promotion or other processes which could be perceived to give unfair advantage or disadvantage to the other person with who they have or have had such a relationship.

### **Gift Giving**

Any money, gift, discount, or other preferential treatment received by an employee, intern, or volunteer from a person or organization holding or seeking to obtain a contract will be deemed by United Social Ventures to have been received corruptly unless the employee or volunteer proves the contrary.

Likewise, employees, interns, and volunteers must not give gifts valued over £5 (or the local equivalent) to student beneficiaries or representative of partner organisations without first receiving written approval from the United Social Ventures CEO.