

The Himalayan Trust UK Safeguarding Code of Conduct

Introduction

In keeping with its vision and values, The Himalayan Trust UK CIO (“HTUK”) is committed to maintaining the highest degree of ethical conduct amongst all its Trustees as well as volunteers, supporters, NGO partners (“associated personnel”). To help increase understanding, this Code of Conduct details HTUK’s expectations in key areas.

Scope and purpose

This Code of Conduct applies to all Trustees as well as associated personnel. Codes of Conduct are also in place for HTUK’s partner NGOs who have their own responsibility for adherence to local laws and best practices, and all Trustees and volunteers and supporters are required to familiarise and abide by these when in the field.

The purpose of this Code of Conduct is to set out the conduct expected whilst undertaking activities for or on behalf of HTUK. The Code is applicable at all times. Breaches of the Code of Conduct are serious matters and will be escalated to the Chair and the Trustee responsible for Governance matters.

Whilst recognising that local laws and cultures differ considerably from one country to another, HTUK is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international and UN standards. Trustees and associated personnel are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

Mission and values

The HTUK mission remains consistent with the values espoused and established by Sir Edmund Hillary, namely to:

- Focus on basic infrastructure – education, health and environment
- Do only that which is requested by the mountain people of Nepal
- Involve the mountain people themselves in the work under the principle of self-help
- Minimise all unnecessary cost and to facilitate direct transfer of fund
- Look for long term sustainability and independence for the mountain people

Code of Conduct Standards

As a Trustee or an associated person, I will:

Uphold the integrity and reputation of HTUK by ensuring that my professional and personal conduct is consistent with HTUK’s values and standards

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of HTUK I will be observant of all local laws and be sensitive to local customs

- I will seek to ensure that my conduct does not bring HTUK into disrepute and does not impact on or undermine my ability to undertake the role I am undertaking.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances.

Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange money, employment, goods or services for sex, including sexual favours
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult

Seek to ensure the safety, health and welfare of all HTUK Trustees and associated personnel. I will adhere to all legal and organisational health and safety requirements in force at my location of work

- I will comply with any local security guidelines and be pro-active in informing the Chair and the Trustee responsible for Governance of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

Be responsible for the use of information, assets and resources to which I have access by reason of my role with HTUK

- I will ensure that I use any HTUK assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use HTUK IT equipment (if relevant), software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use any HTUK IT equipment, if issued to me, to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

As a Trustee of HTUK I shall perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of HTUK and note that I shall declare any such interest at each meeting of the Board of Trustees
- I will not be involved in awarding benefits, or contracts for goods or services to any person with whom I have a financial, personal, family (or close intimate relationship) interest
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my role within HTUK

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

Complaints and reports

HTUK Trustees and associated personnel are obligated to bring to the attention of the Chair and/or the Trustee responsible for Governance any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. .

In accepting my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code

Name:

Signature:

Date: