

Code of Conduct



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Purpose, Scope and Application

Bookshop Crawl UK CIC is committed to upholding the highest moral and ethical standards and ensuring quality, sustainable work.

This Code of Conduct is for Bookshop Crawl UK CIC staff and associates - including partner staff, consultants, volunteers, interns, freelancers, suppliers and anyone else associated with Bookshop Crawl UK CIC. Its purpose is to set out the expected standards of behaviour of all staff and associates. In making this clear, it also aims to reduce the likelihood of misplaced or malicious allegations. While relevant international human rights and safeguarding standards, as well as local laws must be respected at all times, where this Code is stronger than those provisions, this code shall be followed.

The Code applies at all times, both inside and outside of work. Any breaches of this Code are grounds for disciplinary action. This includes suspension of staff or termination of their individual employment contracts, and/or suspension or termination of contracts for services, or partnership agreements, including without payment.

This Code of Conduct complements Bookshop Crawl UK CIC's Safeguarding Policy.

This Code of Conduct should be reviewed by managers for relevance once every 2-3 years or sooner if required.

A signed Code of Conduct will remain in place until termination of contract or agreement unless the Code of Conduct is updated.

The Code of Conduct

Culture and values

As an employee of Bookshop Crawl UK CIC I agree to:

- Support and embody the vision and mission of Bookshop Crawl UK CIC in every aspect of my work.
- Apply this Code of Conduct 24 hours a day, seven days a week, whether I am inside or outside of work, and whether I am within operational areas or not, as I am a representative of Bookshop Crawl UK CIC at all times and in all places. My behaviour must not at any point bring the organisation into disrepute, create a conflict of interest or compromise the organisation and its aims.
- Carry out my duties to the best of my ability with honesty, integrity, a sense of responsibility and respect for the systems, policies and procedures that are in place at Bookshop Crawl UK CIC.
- Treat everyone fairly with respect, defend human dignity, and contribute to a workplace culture of equal respect and mutual accountability that does not tolerate or stay silent in the face of abuse of power.
- Bring to the attention of managers/designated safeguarding leads (or other appropriate staff member or CIC director if not comfortable with them) any incident of abuse or concern which breaches this Code of Conduct that has been either witnessed by me, that I suspect, or that has been experienced by me, using the designated reporting channels.

Behaviour expectations

As an employee of Bookshop Crawl UK CIC:

- I will not sexually exploit, abuse or harass any staff member, project participant or community member associated with the project, including children.
- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief around a child's age is not a defence.
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance that is due to beneficiaries of assistance.
- I will not have any type of sexual or otherwise intimate relationship with project participants, recognising the inequality in the relationship.
- I will not engage in any criminal or commercial exploitation, including using child labour even at home, or using supply chains that traffic women, children or other vulnerable adults.
- I will not bully, harass or discriminate against anyone on the basis of their personal characteristics and identity, including but not limited to their ethnicity or race, religion,

disability, age, civil or other status (e.g. refugee, single parent and so forth), gender identity, sexual orientation or others.

- I will not work under the influence of illegal substances, nor have illegal substances within my possession or on my person while working at Bookshop Crawl UK CIC events.
- I will not use the IT equipment/mobile phones and other property to cyber bully anyone, to obtain and/or share data without express permissions from the person the data is referring to, or to view sexually explicit and/or inappropriate material. This includes any inappropriate images including children (pornography).
- I will not physically assault a child or vulnerable adult.
- I will not emotionally or psychologically abuse a child or vulnerable adult.
- I will not accept significant gifts or bribes from interested stakeholders who may be seeking to influence the project/work.
- When recommending someone for a role, I will always disclose if they are related to me or a family member. I will disclose any conflicts of interest.
- 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

- If I have a complaint or concern relating to breach of the Code, I understand that I should report it immediately to Rebekah or Rhys Hughes. If I do not feel comfortable reporting to this person (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) , I understand that I may report to any other appropriate staff member.
- I understand that if I receive a reports or have concerns , I am obliged to refer immediately as per the Bookshop Crawl UK CIC Complaints Policy.

I agree to abide by the above Code of Conduct and acknowledge that any breach of it may result in termination of my/my organisation's contract.

Name/Signature: _____ **Date:** _____

Note: Human Resources/Procurement: keep a signed copy of this with any employment or service contracts.