

## **FRIENDS OF KIPKELION**

### **CODE OF ETHICS**

#### **Ethics**

We always conduct our operations honestly and honourably, and expect our partners and supporters to do the same. Our activities take proper account of ethical considerations, and of the protection and enhancement of the moral position of our beneficiaries and partners. We maintain policies on Bribery and Corruption, Equality and Diversity, and these are reviewed regularly.

#### **Duty of care**

Our actions will always conform to relevant law in England, Kenya and any other relevant jurisdiction, and we believe that all organizations, including this charity, should avoid having any adverse effect on the human rights of people in the organizations we deal with, the local and wider environments, and the well-being of society at large. .

#### **Projects**

Our actions will always be determined by what is in the best interests of the people of Kipkelion. The quality of our projects and the benefits generated for the community in Kipkelion are the only true measures of our success. We always try to meet our donors' requirements, and particularly in situations where an external funding provider requires detailed evaluation reports.

#### **Donors**

We aim to provide maximum value in respect of all donations received. Our aim is to ensure that our donors' money is spent most effectively in helping the people of Kipkelion. In the event of a conflict between the donors' wishes and the interests of the people of Kipkelion, the interests of the people of Kipkelion must prevail; however, we shall do our utmost to ensure that any such conflicts are resolved to the satisfaction of all parties.

#### **Intellectual property and moral rights**

We retain the moral rights in, and ownership of, all intellectual property that we create in the course of our work unless agreed otherwise in advance with any other party. In return we respect the moral and intellectual copyright vested in our partners' intellectual property. We obtain consent from all relevant subjects in respect of any photograph or video image which is to be used widely, and ensure that any such images respect the dignity of the subject, in accordance with best fundraising practice.

#### **Privacy and Confidentiality**

We respect the right of our beneficiaries to a private life, and do not disclose any details of their individual personal circumstances without their permission. Equally, we respect the privacy of our donors and their right to confidentiality. We ensure that any personal data which we hold in respect of beneficiaries or donors is handled in accordance with applicable data protection laws.

#### **Quality assurance**

We maintain the quality of what we do through constant ongoing review with our partners and beneficiaries of all aims, activities, outcomes and the cost-effectiveness of every project. We encourage regular review meetings and provide regular progress reports.

#### **Professional conduct**

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgement and any decisions we take, so that issues are never influenced by anything other than the best and proper interests of the people of Kipkelion. Any trustee or volunteer who becomes aware

of a conflict of interest arising in the course of their activities is required to declare it immediately. We maintain a register of actual and potential conflicts of interest.

### **Whistleblowing**

We encourage open communication among trustees, volunteers and our partners. Any person who has concerns about the propriety of any action or activity undertaken by Friends of Kipkelion is encouraged to make their concerns known immediately to the Chairman, to another Trustee or to the Charity Commission for England and Wales, whichever is considered most appropriate in the circumstances.

**Originated June 2015**

**Reviewed December 2016**