

Staff and Volunteer Conduct and Relations Policy

About us

The Adsum Foundation was established in 2008 to support communities in the developing world, with our sole focus within Madagascar. We deliver projects in the areas of education, WASH, sustainable livelihoods, and health.

Purpose of our Staff and Volunteer Conduct and Relations Policy

This policy statement applies to anyone working on behalf of the Adsum Foundation, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. The organisation aims to prevent behaviour which may be harmful to the organisation, its employees, volunteers, supporters, donors, and/or beneficiaries.

Code of Conduct

The organisation expects all employees and volunteers to:

- promote and maintain high standards of personal conduct to sustain the good reputation of the Adsum Foundation and its services.
- Ensure that you are aware of and comply with the charity's policies.
- Undertake any necessary training for your role.
- Listen to and respect other staff, volunteers, beneficiaries, and other stakeholders, treating everyone fairly and without prejudice or discrimination.
- Conduct working relationships in a professional, friendly, and respectful manner.
- Award contracts by fair and open competition against other tenders.
- Perform duties to the highest possible standards, with honesty, integrity, and impartiality, and be accountable for their own actions.
- Have a duty of trust to the Adsum Foundation as their employer, to the local community, partner organisations, donors, and service users.
- Have a collective responsibility to communicate to the appropriate manager any concerns about the quality of service provided.
- Not develop inappropriate relationships such as contact with children or vulnerable people that is not a part of the work of the organisation, or agreed with the trustees.
- Not use information gained in the course of their employment for personal gain or pass it on to others who might use it in such a way.
- Not divulge personal information regarding a member of the team without prior approval, except where that disclosure is required or sanctioned by law.

This is the Staff and Volunteer Conduct and Relations Policy of the Adsum Foundation. It will be reviewed and updated, if required, at a minimum every three years; the next review is due June 2026.

A handwritten signature in black ink, appearing to read "Gavin Kneeger".

Signed:

Position: Director

Emma Johnston

Signed:

Position: Grants & Partnerships Manager