

Moving Mountains Code of Conduct Policy

1. Purpose

This Code of Conduct outlines the ethical standards, core values, and behavioural expectations for Moving Mountains Trust. It is designed to protect vulnerable beneficiaries, maintain public trust, and ensure the safety of personnel during overseas deployments.

This policy applies globally to all trustees, staff, and volunteers travelling to Kenya and Nepal, as well as remote representatives. It forms a binding part of our agreements with our direct-implementation partner NGOs.

2. Core Values and Principles

All representatives must uphold the highest standards of integrity and professionalism by adhering to these core principles:

- **Respect:** Treat all individuals with dignity, local cultural awareness, and fairness.
- **Integrity:** Act honestly, transparently, and accountably in all official duties.
- **Safeguarding:** Actively prevent the abuse, exploitation, or neglect of any child or vulnerable adult.
- **Neutrality:** Ensure aid is delivered solely based on need, without discrimination regarding race, religion, gender, or political affiliation.

3. International Travel and Deployment Protocols

3.1 Pre-Departure and Health Compliance

- Travelling personnel must complete a pre-departure risk briefing covering local security, health risks, and emergency contact protocols.
- Staff and volunteers must independently arrange necessary vaccinations, anti-malarial medication (particularly for parts of Kenya), and comprehensive international travel insurance that includes emergency medical evacuation.

3.2 Security, Curfews, and Ground Transport

- Personnel must adhere to all local safety directives, travel advisories, and curfew restrictions set by the Board or the hosting NGO partners.
- All ground transportation in Kenya and Nepal must be arranged through vetted, trusted drivers recommended by the direct-implementation partner. Under no circumstances should personnel use unvetted public minibuses (e.g., Matatus in Kenya) or hitchhike.

3.3 Accommodation and Visiting Rules

- Travelling staff and volunteers must stay in secure, pre-approved guest houses or hotels.
- Hosting local beneficiaries, community members, or partner NGO staff in private hotel rooms or personal living spaces is strictly prohibited to maintain professional boundaries and safety.

4. Safeguarding and Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH)

4.1 Protection of Beneficiaries

The charity maintains a strict zero-tolerance policy toward any form of abuse or exploitation.

- **Prohibited Abuse:** Physical, emotional, psychological, or sexual abuse of any person is strictly forbidden.
- **Power Imbalances:** Representatives must never exchange money, employment, goods, or services for sexual favours or emotional compliance.
- **Child Protection:** When interacting with children under the age of 18 in the UK, Kenya, or Nepal, staff must never be left alone with a child, must avoid inappropriate physical contact, and must never take unapproved photographs.

4.2 Workplace Conduct

- Sexual harassment, bullying, verbal intimidation, or victimization of colleagues or partner staff will not be tolerated.
- All professional interactions must remain respectful, collaborative, and free from discrimination.

5. Cultural Context and Local Compliance (Kenya & Nepal)

5.1 Cultural Sensitivity

Staff and volunteers travelling to Kenya or Nepal must respect local customs, traditions, dress codes, and religious sensitivities.

- Personnel must dress modestly when visiting rural project sites or religious venues (e.g., temples in Nepal or community spaces in Kenya).
- Representatives must take time to understand regional nuances to ensure the charity's presence does not cause offense or community friction.

5.2 Political Non-Interference

- The charity and its representatives must remain strictly neutral regarding local and national politics in Kenya and Nepal.
- Representatives must not participate in political rallies, make public political statements, or use charity resources to support political parties or candidates.

6. Professional Integrity and Conflicts of Interest

6.1 Personal and Professional Boundaries

- Representatives must maintain clear professional boundaries with beneficiaries, local communities, and supplier staff.
- Developing romantic or sexual relationships with beneficiaries is strictly prohibited, as it compromises the integrity of aid delivery.

6.2 Conflicts of Interest

- Trustees, staff, and volunteers must declare any personal, family, or financial connections to vendors, local authorities, or personnel within the partner NGOs in Kenya or Nepal.
- No individual may use their position within the charity for personal financial gain or to advance private business interests.

7. Use of Technology and Media

7.1 Communications and Social Media

- Representatives must not post defamatory, politically sensitive, or inappropriate content online that links back to the charity.
- Media posts concerning project work must focus on the resilience of the local communities rather than presenting them as passive victims.

7.2 Data Protection and Dignity in Photography

- Consent must always be obtained in writing or via recorded verbal agreement before taking photographs or filming beneficiaries in Kenya and Nepal.
- Photographs of children must always protect their dignity and privacy. Names and specific locations must be changed or omitted in public marketing materials if they pose a safety risk.

8. Reporting and Breach of Conduct

8.1 Reporting Mechanisms

Any individual who witnesses or suspects a breach of this Code of Conduct has a duty to report it immediately.

- Reports should be made directly to the **Designated Safeguarding Lead (DSL)** or the **Chair of Trustees**.
- External or partner staff can report grievances through the established confidential email address: [Insert Secure Grievance Email].

8.2 Disciplinary Actions

Breaches of this Code of Conduct will be investigated thoroughly and fairly by the Board of Trustees.

- **For Staff/Volunteers:** Proven breaches will result in disciplinary action, up to and including immediate termination of employment or volunteer status, and being sent home from deployment at their own expense.
- **For Partners:** Breaches by partner NGO staff in Kenya or Nepal may result in the immediate suspension of funding and termination of the partnership agreement.
- **Legal Infractions:** Any suspected criminal acts, including child abuse or financial corruption, will be reported to the Police Service of Northern Ireland (PSNI) and local law enforcement in Kenya or Nepal.

9. Monitoring and Review

The Board of Trustees will review this policy every two years, or earlier if legislation, CCNI guidance or the charity's activities change.