

SAFEGUARDING AT SEARRP

CODE OF CONDUCT

This document was created on 25.02.2020 and contains:

Document History	Language	Version #	Updated on
Code of Conduct	ENG	v02.1	25.11.2019

We regularly update our safeguarding framework, policies and guidelines. Please enquire for the latest versions of all documents.

If you would like to discuss any aspect of our safeguarding framework please contact SEARRP's Safeguarding Officer – Katie King: katie@searrp.org

South East Asia Rainforest Research Partnership
S10-S12, 1st Floor, Block B, The Peak Vista
Lorong Puncak 1, Tanung Lipat
88400 Kota Kinabalu
Sabah, MALAYSIA

CODE OF CONDUCT¹

COMMITMENT TO SAFEGUARDING

SEARRP is committed to creating and maintaining a safeguarded environment for the people and partners who work with us, including any children or vulnerable adults with whom we may engage. We actively promote a safe, caring, tolerant and rewarding environment for all of our staff and scientists, students, interns and volunteers - including those of partner organisations who work and visit with our programme.

The *Code of Conduct* forms an essential component of our safeguarding framework, which includes a *Sexual Harassment Policy*, *Whistle-blower Policy*², *Cultural Guidance* for visiting scientists and students and *Complaints and Investigations Procedures*. These policies and procedures are intended to ensure that everyone is treated professionally and respectfully, in line with our duty-of-care to protect the safety and welfare of our staff and the people with whom we engage.

SCOPE

This Code of Conduct applies to all SEARRP employees irrespective of employment status (i.e. includes full-time, part-time and daily-paid) [hereafter “**employees**”] and all “scientists, students, non-SEARRP research assistants, interns, volunteers, consultants and representatives, including Trustees and members of boards (in the UK and Malaysia) and advisors” engaged with SEARRP [hereafter “**associates**”].

1. PROFESSIONAL AND ETHICAL CONDUCT

- 1.1 SEARRP requires its employees and associates to observe high standards of professional and ethical conduct in carrying out their duties and responsibilities.
- 1.2 This means ensuring:
 - a. **QUALITY.** Delivering results of high quality with promptness, diligence and in a professional manner and at a level of proficiency to be expected of an employee or associate of SEARRP. This includes engaging in collaborative processes and responding constructively to challenging circumstances.
 - b. **HEALTH AND SAFETY.** Providing a safe and healthy work environment across the programme, including taking a proactive approach to preventing accidents and injury to health, and to protect the health and welfare of all employees, associates and people with whom we engage.
 - c. **ZERO-TOLERANCE TO SEXUAL HARASSMENT, DISCRIMINATION AND ABUSE.** Everyone is to be treated with respect and dignity, and no person shall be subject to any discrimination or harm in any aspect of their employment and interaction with SEARRP. This includes monitoring compliance to SEARRP’s *Sexual Harassment Policy*.

¹ This document is available in English and Bahasa Malaysia versions. For the avoidance of doubt, the English version shall prevail.

² In development

- d. **INTEGRITY AND COMMUNITY.** Behaving honestly, fairly and transparently, treating others in a professional and respectful manner, and working collaboratively to create and maintain a caring, tolerant and rewarding environment for all of the people who work and visit with our programme.
- e. **COMPLIANCE WITH THE LAW.** This refers to all applicable laws, regulations and guidelines of the jurisdiction in which SEARRP is operating. When differences or inconsistencies arise across standards, employees and associates are expected to comply with the highest standard that is the most consistent with SEARRP's commitment to safeguarding.

- 1.3 SEARRP is an equal opportunities employer and recruits and manages its employees on the basis of merit regardless of race, gender, sexual orientation, special needs or otherwise.
- 1.4 SEARRP encourages any employee who feels that they have been unfairly treated and/or subjected to misconduct to raise their concerns or make a report using SEARRP's complaints procedures.

2. MINOR AND MAJOR MISCONDUCT

- 2.1. Upon due investigation, any employee or associate found in violation of this Code of Conduct shall be subject to disciplinary actions outlined herein.
- 2.2. The following is a non-exhaustive list outlining examples of misconduct [this section is available upon request].

3. DISCIPLINARY ACTIONS

- 3.1. SEARRP shall take disciplinary action against any employee or associate who is, upon investigation, found to have committed misconduct or is in violation of this Code of Conduct or any of SEARRP's policies and guidelines, including and up to termination of their employment or, in the case of associates, engagement with SEARRP.
- 3.2. In cases involving associates or any other parties external to SEARRP, the SEARRP Director and Safeguarding Officer may, at their discretion, determine to engage with the respective institutional authority of the external party/ies.
- 3.3. SEARRP retains the right to seek legal recourse against any employee or associate found in violation of this Code of Conduct or any of SEARRP's policies and guidelines and shall not hesitate to refer such cases to the relevant authorities for action through legal, disciplinary or other appropriate measures.