

# Fundación ReachingU Code of Conduct

## Introduction

In keeping with its vision and values, Fundación ReachingU is committed to maintaining the highest degree of ethical conduct among all its employees, board members, volunteers and independent contractors (collectively, “Covered Persons”). To help increase understanding, this Code of Conduct details Fundación ReachingU’s expectations of Covered Persons in key areas.

## Scope and purpose

This Code of Conduct applies to all Covered Persons. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary and other remedial actions, including dismissal.

The purpose of this Code of Conduct is to set out the conduct expected of Covered Persons.

While recognizing that local laws and cultures differ considerably from one country to another, Fundación ReachingU is an International Non-Governmental Organization, and therefore the Code of Conduct is developed from international and UN standards. Covered Persons are expected to uphold local law as applicable, except where the Code of Conduct is more stringent, in which case the Code applies.

## Mission and values

We implement and articulate effective, replicable and scalable solutions that target the most important education challenges in Uruguay.

At Fundación ReachingU we believe that providing a comprehensive quality education to the most vulnerable children and teens in Uruguay contributes to their well-being and that of the entire community.

## Code of Conduct Standards

Every Covered Person must:

**Uphold the integrity and reputation of Fundación ReachingU by ensuring that such Covered Person's professional and personal conduct is consistent with Fundación ReachingU's values and standards**

- Treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of **Fundación ReachingU**, observe all local laws and be sensitive to local customs
- Seek to ensure that such Covered Person's conduct does not bring **Fundación ReachingU** into disrepute and does not impact on or undermine such Covered Person's ability to undertake such Covered Person's role within **Fundación ReachingU**
- Will not work under the influence of alcohol or use, or be in possession of, illegal substances on **Fundación ReachingU** premises or accommodations.

**Not engage in abusive or exploitative conduct**

- Will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defense
- Will not exchange money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior. This includes any exchange of assistance that is due to beneficiaries of assistance
- Will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- Will not engage in any commercially exploitative activities with children or vulnerable adults including child labor or trafficking
- Will not physically assault a child or vulnerable adult
- Will not emotionally or psychologically abuse a child or vulnerable adult

**Ensure the safety, health and welfare of all Fundación ReachingU staff members and associated personnel (volunteers, partners, suppliers and independent contractors)**

- Will adhere to all legal and organizational health and safety requirements in force at my location of work
- Will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- Will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of such Covered Person and others, including partner organizations and communities with whom we work

**Be responsible for the use of information, assets and resources to which I have access by reason of my employment with Fundación ReachingU**

- Will ensure that such Covered Person uses **Fundación ReachingU** assets and resources entrusted to such Covered Person in a responsible manner and will account for all money and property

- Will not use **Fundación ReachingU** IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offense. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- Will not use **Fundación ReachingU** IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

#### Perform duties and conduct private life in a manner that avoids conflicts of interest

- Will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of **Fundación ReachingU**
- Will not be involved in awarding benefits, contracts for goods or services, employment or promotion within **Fundación ReachingU**, to any person with whom such Covered Person has a financial, personal, family (or close intimate relationship) interests
- Will seek permission before agreeing to being nominated as a prospective candidates or another official role for any political party
- Will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to such Covered Person as a result of employment with **Fundación ReachingU**

#### Uphold confidentiality

- 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

Covered Persons are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. **Fundación ReachingU** Covered Person reporting concerns are protected by the organization's Whistleblower Policy.

Covered Persons who have a complaint or concern relating to a potential or actual breach of the Code should report it immediately to a supervisor or manager, or to the administrator of the Whistleblower Policy. A copy of the Whistleblower Policy, including the procedure for reporting a complaint or concern, is available on **Fundación ReachingU**'s website: [www.reachingu.org/whistleblower](http://www.reachingu.org/whistleblower).