

## **Staff Code of Conduct for Encompass Trust:**

### 1. Commitment to Mission and Principles:

- Staff members shall be dedicated to the mission and principles of Encompass Trust.

### 2. Non-violence:

- Staff members must be committed to non-violent forms of conflict resolution and are not permitted to participate in an organisation/entity, or publicly support, endorse, or promote organisations /entities that use violence.

### 2. Professionalism:

- Staff members will conduct themselves with the utmost professionalism at all times, maintaining a high standard of integrity, honesty, and accountability in their work.

### 3. Respect and Inclusion:

- Staff members shall treat colleagues, partners, and community members with dignity, irrespective of their background, beliefs, or identity. We have a zero tolerance policy towards harassment, bullying, abuse, discrimination, exploitation or violence.

### 4. Conflict Sensitivity:

- Staff members should be sensitive to local contexts and conflicts, taking care not to exacerbate tensions and always striving to contribute positively to the peacebuilding efforts.

### 5. Teamwork and Collaboration:

- Staff members are expected to work collaboratively with colleagues, partners, and stakeholders, sharing knowledge and expertise for the greater good.

### 6. Acting Ethically:

- Staff members should act ethically at all times. We have a zero tolerance policy towards fraud, bribery and corruption (including money laundering and funding violence).

### 6. Conflict of Interest:

- Staff members shall avoid situations where personal interests conflict with the interests of the organisation. Any potential conflicts of interest must be disclosed promptly.

#### 7. Responsible Resource Use:

- All resources, whether financial, material, or human, should be used responsibly and efficiently to maximise the impact of the organisation's peacebuilding initiatives.

#### 8. Continuous Learning and Improvement:

- Staff members are encouraged to engage in continuous learning, keeping abreast of developments in peacebuilding, facilitation, conflict resolution, and related fields to enhance their skills and contribute to Encompass Trust's effectiveness.

#### 9. Compliance with Laws and Regulations:

- Staff members must adhere to all applicable laws and regulations in the areas where the organisation operates, ensuring that activities are conducted in accordance with legal standards.

#### 10. Reporting Violations:

- Any staff member who becomes aware of a violation of this code of conduct is obligated to report it promptly to the appropriate supervisor or designated authority within the organisation.

Name:

Signature:

Date: