



CODE OF CONDUCT

Date of Approval: February 2nd 2023

Version: 2

Review Date: February 2nd 2024

Policy Type: Board Policy

Review History Table

A Liquid Future's Code of Conduct will be reviewed annually. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. A Liquid Future retains records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

Revised on	Version	Date of Approval	Approved by	Content reviewed/ Purpose
28/01/2023	1	14/12/2020	ALF Board	Policy Revised
	2	02/02/2023	ALF Board	Policy Revised

A Liquid Future's Code of Conduct details our understanding of, and approach to, our core accountability commitments and ensures that all A Liquid Future's operations are managed in a transparent and accountable manner adhering to our values, principles and policies. A Liquid Future values our relationships with our key stakeholders, supporters and the people and communities involved in our development and humanitarian work and advocacy.

Principles

The following principles are central to A Liquid Future's approach and guide our international development and humanitarian work, as well as the governance and management of A Liquid Future:

- **Transparency:** operating in an accessible, clear and visible manner and ensuring our activities are subject to confidentiality restrictions, open to examination by our donors, partners and stakeholders.
- **Accountability:** responsibility to our stakeholders for decisions made and how they are implemented, as well as our actions and inactions.
- **Quality and Effectiveness:** The quality and effectiveness of our work is achieved through competent staff and partners, well-designed internal processes and systems, strong contextual analysis and collaboration with others.
- **Safeguarding and Protection:** Within the framework of human rights, providing for the safety and security of communities, partners and staff through analysing and addressing identified protection risks, threats and vulnerabilities.
- **Participation and Empowerment:** Developing and implementing processes that enable primary stakeholders to play an active role in decision-making, design, activities, evaluation and learning that affect them.
- **Being a professional, competent and caring organisation:** Working in a human-centred culture; investing in effective governance and management, human resource planning and staff development and care.
- **Continual learning and improvement:** Ongoing dialogue, monitoring and evaluation which enables learning and adaptation, improving management, practice and results.
- **Responsible stewardship of resources:** Financial and material resources are used and accounted for in ways that are appropriate, accurate and transparent.
- **Adherence to and awareness of policies:** Staff, partners and primary stakeholders are aware of and have access to policies.

- **Responsive to complaints and concerns:** Primary stakeholders can seek and receive responses for grievances and alleged harm and learning is used to improve policy and practice.

Code of Conduct Statement

A Liquid Future is committed to ethical, accountable and transparent practices that build and maintain public trust and confidence.

Working collaboratively is central to A Liquid Future's approach to all our international humanitarian and development work. A Liquid Future works in partnership with other organisations, communities and individuals to achieve sustainable impact and change. Accountability and transparency are key attributes of effective partnerships. Our partnerships are based on long-term engagement, trust and ongoing consultation, shared learning and feedback. We support our partners to obtain skills and capacity and will to deliver on our accountability commitments.

We commit to high standards of transparency and accountability in our reporting and communication with our primary stakeholders.

We are committed to doing no harm in the course of our work, and have a zero tolerance policy for sexual exploitation, abuse and harassment through the scope of our activities. All A Liquid Future staff and volunteers must adhere to the highest standards of professional and ethical conduct at all times. More specifically;

- It is strictly prohibited to have sexual activity with a child (person under the age of 18). A mistaken belief that a child is over 18 is no defence.
- It is strictly prohibited to exchange money, food, employment, goods, assistance or services for sex or sexual favours.
- It is strictly prohibited to have sex with prostitutes.
- It is strictly prohibited to use a child or adult to procure sex for others.

We share information with our community partners, partner organisations, our local government partners and the general public, and we are accountable to our staff, volunteers, supporters, donors, suppliers and host governments. The information we publish and how we respond to requests for information are important aspects of accountability.

We are committed to being fully accountable to project participants, beneficiaries, communities, partners, supporters and donors for the work we undertake and for the resources entrusted to us.

We ensure the full participation of project participants and beneficiaries by being transparent and sharing information, and receiving and responding to their feedback.

Code of Conduct in Practice

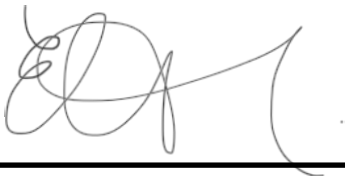
Where a A Liquid Future staff member develops concerns or suspicions regarding Sexual Exploitation, Abuse or Harassment by a fellow worker, he/she must report such concerns via the process in A Liquid Future's Complaints Policy. Where staff feel compelled to report serious concerns outside the organisation, they will be protected as per A Liquid Future's Whistleblowing Policy.

A Liquid Future believes accountability and transparency are fundamental commitments that enable us to:

- Achieve sustainable impact and change;
- Shift the balance of power and influence to ensure people and communities have a real say in the design and management of our programmes.

The primary stakeholders we are accountable to are:

- Our beneficiaries: people and communities who benefit from our development work;
- Our partners;
- Our funders/donors; and
- Our staff and governing body.



Elizabeth Grace Murray
(CEO)



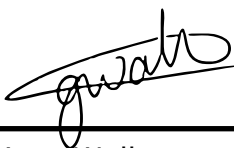
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