

# Common Goal Staff Code of Conduct

Version 1.0

Date of Issue: November 2024

Next Review: November 2026

Contact: [safeguarding@common-goal.org](mailto:safeguarding@common-goal.org)

# COMMON GOAL

This Code of Conduct provides a guide for all Common Goal staff (including volunteers, consultants, service providers, or similar) to contribute to, promote, and adhere to an organisational environment that guarantees the safety, well-being and fair treatment of all staff, project participants (especially children), and other stakeholders affiliated with Common Goal services.

As an employee of Common Goal, I commit to upholding the following principles in all my interactions and activities while working at Common Goal:

## Safeguarding Children and Vulnerable Adults

- I will prioritise the safety, well-being, and dignity of children and vulnerable adults at all times.
- I will exercise due diligence and care to protect children and vulnerable adults from harm, which includes following established safeguarding protocols and immediately reporting any concerns.
- I will participate in safeguarding training and stay informed about best practices to effectively fulfil my responsibilities.

## Addressing Sexual Harassment and Abuse

- I will actively contribute to an environment free from sexual harassment and abuse.
- I will treat all individuals with respect and dignity, regardless of their role or status.
- This includes not making inappropriate sexual jokes, respecting boundaries and refraining from unwanted physical or non-physical advances.

## Promoting Diversity, Equity, and Inclusion

- I will foster an inclusive environment where all individuals (staff, project participants, other stakeholders) feel valued and respected.
- I will not tolerate any form of discrimination, bias, or exclusion based on race, gender, age, disability, religion, sexual orientation, or any other characteristic.
- This includes avoiding inappropriate jokes, reducing people to a trait, stereotyping, making comments on appearances, using racial slurs or hate speech, bullying or insults.

## Ethical Conduct and Integrity

- I will act with honesty, integrity, and transparency in all my dealings.



## COMMON GOAL

- I will adhere to the highest standards of ethical conduct, avoid conflicts of interest, and refrain from misusing my power or position.
- I will not make threats or engage in coercive behaviour.

## Environmental Responsibility

- I will consider the environmental impact of my behaviour and support the efforts of Common Goal to reduce the environmental footprint of the organisation.
- I will promote environmentally sustainable practices internally and with our external partners.

## Collaboration and Mutual Respect

- I will collaborate effectively with all stakeholders to achieve Common Goal's mission.
- I will communicate openly and respectfully, valuing different perspectives and constructive feedback.
- This includes not raising my voice or yelling, respecting communicated boundaries, and refraining from intimidation and humiliation.

## Digital Conduct

- I will maintain professionalism and respect in all digital communications related to my work, including emails, social media, and virtual meetings.
- I will ensure online interactions remain safe and inclusive.

## Leadership and Responsibility

- As a leader, I commit to modeling these behaviors and ensuring that all team members feel empowered and supported in adhering to this Code of Conduct.
- I will actively promote and enforce these principles to maintain a safe, respectful, and inclusive environment for staff, project participants, and stakeholders.

## Reporting and Accountability

- I understand that failure to adhere to these principles may result in disciplinary action, including potential dismissal from Common Goal.



- I will stay up to date with the Safeguarding policies and procedures and know where I can report allegations and concerns, if necessary.
- I am aware that those who report concerns in good faith are protected from retaliation and will receive support.

Designated contacts include the Senior Safeguarding Manager and the People & Culture Lead, who can be reached confidentially via: [safeguarding@common-goal.org](mailto:safeguarding@common-goal.org)

An external third-party reporting is available via: <https://ihr-hinweis.de/reporting-form/>

By committing to this Code of Conduct, I acknowledge my responsibility to uphold these principles and contribute to a safe environment at Common Goal.

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_