



gain
Global Alliance for
Improved Nutrition

**CODE OF
CONDUCT**

March 2019

MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear colleague,

GAIN's mission is incredibly important. It is important that the people we seek to serve feel the positive impact of our work and that our organisation is respected in how it achieves this.

It is not just WHAT we do, but HOW we do it.

We all have a duty to work to the highest professional standards, not just sometimes but all of the time. If we all do that, GAIN will succeed as an organisation and we will maximise our impact. If any of us fails to act in that way, we will fail as an organisation.

This Code sets out our expectations of each other and how to promote our values and principles every day.

The Code is for everyone – those who work with us as staff and partners and our Board – in every location. We expect you to follow it and you can expect from us support to do so, through all our systems, policies and practices, through training, and through a place to go if you need help.

If you are not sure how to act, ASK. If you witness behaviour that concerns you, CALL IT.

Thank you for your commitment to GAIN, to those we seek to serve, to each other – and to our principles and values. Keep this Code handy and use it consistently. Its spirit is as important as its letter.

Thank you for upholding this Code.

Yours,
Lawrence



WHAT SHOULD YOU DO?



READ

Understanding this Code is not a discretionary task and ignorance is not an excuse.



TAKE SERIOUSLY

NGOs are held to high standards. These standards are a question of morality and legality.



SIGN

Let us know that you have read and will uphold the Code of Conduct.



ASK

If you have any questions about what to do, ask your manager. If you see behaviour which contravenes this Code, contact report@gainhealth.org



ACT

Make sure you follow the Code in your daily work; and help others to do so, too. Managers have a particular responsibility to support the Code in all they do.



ADVOCATE

This Code is for individual use. But, advocate it wherever you go and whomever you deal with.

OUR MISSION, VALUES AND BEHAVIOURS

OUR MISSION

- Increase consumer demand for nutritious and safe food.
- Improve availability and affordability of nutritious and safe food.
- Make it easier for the ecosystem to scale.

OUR VALUES

- **Teamwork** – we work as a team, as “ONE GAIN”. We support each other. We collaborate. We are considerate, respectful, open and inclusive.
- **Innovation** – we strive to constantly innovate, develop new approaches and bring new creative ideas forward.
- **Passion** – we are committed to making a difference and having an impact to reduce malnutrition worldwide.
- **Excellence** – we aim for excellence and constantly challenge ourselves to deliver the best results.

OUR BEHAVIOURS

- Act in a way that has integrity, is safe, ethical, consistent and lawful.
- Place those we seek to serve at the heart of what you do.
- Safeguard the vulnerable.
- Be transparent in your decisions and communications.
- Protect GAIN’s assets; deliver value for money to funders; have zero tolerance for fraud or corruption.
- Follow (and where possible, improve) GAIN’s policies.
- If local laws set higher standards than this Code, follow them.
- If you are a manager, take extra responsibility to uphold this Code and support your staff to do so.

01 COMMUNITIES

All we do is, ultimately, for the communities we seek to serve. We work hard to involve these communities in designing and delivering our activities; and we hold ourselves accountable for our effectiveness and our impact.

We should work in the interests of others, not for personal gain, and declare any personal conflicts of interest. We respect individual political and religious beliefs, but we exercise restraint in how these are expressed and shared locally; and do not represent our individual views as the voice of GAIN. We ensure that our decisions are based on evidence. We do not exchange “aid” for favours.

We take especial care when we work with children or vulnerable people.

Key behaviours:

- We are innovative
- We aspire to excellence
- We take safeguarding seriously



Our relevant policies:

- Safeguarding policy
- Whistleblowing policy
- Programmatic gender policy
- Research conduct and ethics

02 PEOPLE

Every part of our work involves working with people; communities, funders, partners, colleagues. Wherever we work in the world, we respect others; we celebrate diversity; we make decisions based on merit; we are considerate; we strive to achieve a gender balance. We want everyone who works at GAIN to have the chance to grow and develop; to be confident their views will be heard; and to be safe.

We do not tolerate any form of harassment, bullying or discrimination; sexual harassment or exploitation (including the use of prostitutes); sexual relations with those under the age of 18; taking or possessing illegal drugs; being under the influence of drugs or alcohol at work. We invest in our staff and want them to thrive.

Key behaviours:

- We treat everyone with respect
- We treat everyone equally
- We are considerate
- We take safety seriously



Our relevant policies:

- Whistleblowing policy
- Workplace gender, equality and diversity policy
- Anti-harassment and bullying policy
- Global staff handbook

03 PARTNERS

Collaboration is a key GAIN value. Every part of our work involves working with partners; delivery partners, funders, and other internal teams.

We expect the same standards of conduct from our partners as from our staff. When we contract with a partner we will follow due diligence and will seek to ensure value for money. We seek to build local capacity and we do not assume that we possess all the expertise. We respect the culture, structures and customs of the countries in which we work. If local laws set a higher standard than the terms of this Code, we will follow them.

Key behaviours:

- We collaborate
- We are transparent
- We work as “one GAIN”



Our relevant policies:

- Procurement policy
- Conflict of interest policy
- Transparency policy
- Principles of engagement
- Safeguarding policy
- Whistleblowing policy
- Intellectual property policy

04 REPUTATION

Our reputation, our data, our equipment, all must be cherished.

Our reputation is critical to our ability to achieve our ambitions. We are careful about the source of our funds. We work with diverse organisations that share our ambitions where this does not compromise our integrity. We do not accept individual gifts or hospitality that compromise our independence. We cherish our data and intellectual property. We base our decisions on evidence. When we use social media, we make clear that our views are our own, not GAIN's. We do not reveal confidential or commercial information. We seek permission before taking on any external work. We challenge ourselves to deliver the best results.

Key behaviours:

- We are professional
- We behave with integrity
- We act in the best interest of those we seek to serve



Our relevant policies:

- Data protection policy
- Privacy policy
- Conflict of interest policy

05 RESOURCES

Aligning and managing our resources enables us to deliver programmes that have impact and can work at scale. We assess risks – and opportunities – with care. We do not travel when it is not safe to do so. We design and implement systems and processes that help us minimise our costs and avoid wasting money. We make procurement decisions wisely and we ensure value for money. We do not tolerate fraud, bribery or corruption. We make staff appointments based on fair and open competition and evidence of achievement. We are good stewards of our assets, of all kinds. We hold ourselves accountable to funders for the quality and effectiveness of the projects and programmes they support.

Key behaviours:

- We seek value for money
- We base decisions on evidence
- We protect GAIN's assets including our personal data
- We focus on delivery



Our relevant policies:

- Procurement policy
- Principles of engagement
- Fraud and corruption prevention policy
- Security policy

What to do if you are not sure or have a concern about behaviour you see at GAIN ?

This Code contains links to other GAIN's policies that address specific issues: use those to guide you.

If in doubt, ask yourself:

- Is my action legal?
- Would I be acting with integrity?
- Is it in line with this Code and with GAIN's policies?
- Is it the right thing to do?
- Will it adversely affect GAIN's reputation or our ability to achieve our mission?

If you need help that is not provided in our policies, or are still unsure what to do after asking yourself those questions, seek out your manager or a member of the SMT.

If you are concerned or see behaviour you think breaches this Code, go to report@gainhealth.org.

Your concern will be taken seriously and there won't be repercussions for speaking up.





Breach of the Code of Conduct

In signing this Code of Conduct you agree to uphold it.

GAIN's contract of employment and Global Staff Handbook require staff to follow the various policies that are listed in this Code. Most of those policies set out the consequences of not doing so.

Breach of the Code will be regarded as a disciplinary offence and will be treated accordingly. In extreme cases the consequence will be dismissal.

If a criminal offence is suspected, GAIN will refer the matter to the relevant authorities.

SIGN, COMMIT AND UPHOLD



I have read and will uphold the Code and all of the principles referenced here in place at GAIN.

Name and surname

Signature

Date and place