

## CODE of ETHICS

The Vision of the Primate's World Relief and Development Fund is  
..a truly just, peaceful and healthy world

As a Christian organisation we strive to live out our values as written in Holy Scriptures: "He has told you, O mortal, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?" (Micah 6:8).

Therefore we will work in the most ethical, transparent, and respectful way with our partners and one another.

PWRDF has in place policies which ensure that the work carried out and the manner in which it is conducted is ethical for all involved and within the law.

PWRDF will regularly educate directors, members, employees and agents on its policies to ensure that all work is conducted within the ethical standard expected by the organisation. All directors, members, employees, and agents of PWRDF are expected to abide by this Code of Ethics

In matters Financial, PWRDF will:

- foster a culture of accountability, honesty, and transparency and prevent fraud and corruption within PWRDF and third-parties relating to PWRDF. (Anti-Fraud and Corruption Policy)
- provide donors and staff with clear, transparent, and accountable guidelines for the acceptance of gift in a way that is consistent with PWRDF vision, mission, and values. (Fundraising and Gift Acceptance Policy)
- manage PWRDF funds in accordance with the objects of the corporation. (Investment Policy)
- guarantee protection against reprisal to any director, member, employee, or agent of PWRDF who in good faith and based on reasonable cause, discloses information relating to illegal activity or financial management. (Whistleblower Policy)
- ensure that personal information collected by PWRDF is used and protected in an appropriate manner. (Privacy Policy)

In matters Developmental PWRDF will:

- not discriminate nor tolerate discrimination. on any of the listed grounds and will take affirmative action to guard against discrimination. (Anti-Discrimination Policy)
- avoid conflict of interest situations as far as is reasonably possible. (Conflict of Interest Policy)
- strive to safeguard the integrity of God's creation, and respect, sustain, and renew the life of the Earth. (Environment Policy)
- provide a framework and guidelines for its directors, members, employees and agents when undertaking advocacy activities that seek to effect policy change, educate its constituency and display solidarity with partners. ( Advocacy Policy)
- promote, emphasise and support partnership as both the work and the way of working for PWRDF. (Partnership Policy)
- ensure that personal information collected by PWRDF is used and protected in an appropriate manner. (Privacy Policy)

In matters Personnel PWRDF will:

- provide services in a manner which is accessible to persons of all abilities. (Accessible Customer Service Policy)
- avoid conflict of interest situations as far as is reasonably possible. (Conflict of Interest Policy)
- ensure that directors are provided with the knowledge to make informed decisions on behalf of PWRDF and provide them with the tools necessary to contribute fully at all board meetings. (Director Education Policy)
- ensure that directors have the necessary skills and experience to fulfil their responsibilities. (Director Selection Policy)
- ensure that personal information collected by PWRDF is used and protected in an appropriate manner. (Privacy Policy)
- define the application and use of social media for communication purposes within PWRDF and its associated entities. (Social Media Policy)
- seek gender equality and strive for gender justice in all that it does. (Gender Policy)
- provide a workplace safe from any form of sexual misconduct including sexual harassment, sexual exploitation and sexual assault. (Sexual Misconduct Policy)
- recruit, screen, protect, train, encourage respect and thank volunteers (Volunteer Policy)
- guarantee protection against reprisal to any director, member, employee, or agent of PWRDF who in good faith and based on reasonable cause, discloses information relating to illegal activity or financial management. (Whistleblower Policy)
- ensure that complaints will be received and dealt within an expeditious manner that upholds PWRDF accountability. (Complaints Policy)

In matters Governance PWRDF will:

- ensure that directors are provided with the knowledge to make informed decisions on behalf of PWRDF and provide them with the tools necessary to contribute fully at all board meetings. (Director Education Policy)
- ensure that directors have the necessary skills and experience to fulfil their responsibilities. (Director Selection Policy)  
avoid conflict of interest situations as far as is reasonably possible. (Conflict of Interest Policy)
- routinely conduct evaluations on the effectiveness of orientation sessions, committee meetings, board meetings, By-law No. 1, and the Statement of Roles and Responsibilities. (Evaluation Policy)
- annually review the Statement of Roles and Responsibilities of the Board to ensure that it addresses the overall governance of the organisation. (Statement of Roles and Responsibilities of the Board)

### **Amendment**

This Code may be amended by the PWRDF board.

**Approval Date: May 2013**

**Review Date: May 2017**

**Revision Date: November 2017**