



community albums

building better communities through music and media

Code of Conduct

Community Albums: Community Albums' has a vision - a world where each person's voice and creativity heals, unites, empowers, inspires, influences and creates positive change. To achieve this vision, Community Albums works to see communities all over the world using music and media to share opinions, collaborate, and explore their creative potential. We aim to build better communities through music and media.

We will not be able to achieve our vision without the support of trustees, staff and volunteers and their personal commitment to our standards of behaviour and attitude as set out in this Code of Conduct.

When working for Community Albums, you are representing the organisation and your behaviour influences the way the organisation is perceived. Your statements, actions and behaviour can be interpreted as an expression of Community Album's point of view. If you do not observe the Code of Conduct, you may bring yourself, your colleagues, our mission and Community Albums into disrepute.

Community Albums representatives must therefore always act with the highest moral and ethical standards while demonstrating honesty, respect, integrity and good judgement that have beneficiary and organisational best interests at heart.

Whilst recognising that local laws and cultures differ considerably from one country to another, Community Albums is an international charity and this Code of Conduct has been developed to meet international best practice.

This Code of Conduct therefore applies to all Community Albums representatives, as listed below, regardless of their worldwide location:

- Board members (trustees)
- Staff
- Volunteers
- Consultants and contractors
- Individuals or organisations under short- or long-term contractual obligations with us

If you have any questions, or there is any doubt as to whether you can comply, please contact:

Rob May, Co-Director at rob@communityalbums.com or Simon Hill, Co-Director, at Simon@communityalbums.com.

Alongside signing commitment to this code, reference checks will be taken by Community Albums as per our safeguarding policy.

The Code

1. Respect 'The Code'

All representatives must abide by the policies and procedures and Code of Conduct of Community Albums, acting in accordance with professional standards. It is mandatory not voluntary.

2. Respect our core values

- **We value individuals:** We believe that everyone has a voice that should be heard. We are committed to the development and empowerment of individuals, knowing the power they hold to transform the communities around them. Treat others with dignity and as you would as you would want to be treated yourself.
- **We value relationship:** We believe that no one can change the world on their own. Put simply, someone has to speak, someone has to listen and both have to act. We are committed to working in partnership with others, always.
- **We value God:** At our centre are Christians who believe that God is the heartbeat of the charity and that His DN runs through everything we do. We are committed to working together with people and organisations of all religious faiths and none.
- **We value hope:** It is in our positive nature that we know something different and better is possible, even in situations that seem overwhelming or impossible. We are committed to life-changing work that is forward-looking.
- **We value excellence:** Our staff are respected and experienced music and media producers who work at the cutting edge of the commercial sector, and development practitioners with a track record in facilitating community change. We are committed to designing bespoke projects and programmes for our partners, ensuring high quality delivery.
- **We value change:** We work to see creativity lead to change in the lives of individuals and communities – however big or small that change might be. We are committed to inspiring and influencing positive change, led by people whose unheard voices matter as much as those who have already spoken.

3. Operate with professionalism

- All staff and volunteers are expected to work towards a high standard of service within their own expertise.
- As per our Data Protection policy, maintain the confidentiality of beneficiaries, partner organisations and supporters that are part of our work
- Never promote a party-political message or proselytise for religious aims whilst representing Community Albums. In the messaging produced within projects and for fundraising or external communications, never discriminate and avoid creating divisive tensions through our messaging.
- Be responsible for, and act to protect, the environment around you

4. Operate with integrity and act responsibly

- Always act responsibly with the use of information, equipment, money and resources that is provided for you by Community Albums.
- Always respect the local cultural, norms and values of the community that you are working in and the partner organisation that you are working with. Seek advice if you feel that this might contradict the sentiment of this Code.

As per the Community Albums Finance Policy

- Always take accurate records of financial transactions, and appropriate evidence of them, for any money that you are responsible for.
- Never engage in corrupt practices, such as giving and receiving bribes, or engaging in fraudulent activity – including the promise of future funds or project work or services.
- Do not accept or give gifts that are anything more than a simple, symbolic gesture ensuring that a return of favour is not expected through funds awarded or service provision.
- All procurement decisions must be fair, transparent and impartial.

As per the Community Albums Data Protection Policy and Communication Policy:

- All organisational information in regards to personal information should be kept in confidence
- Never share photographs of beneficiaries on social media without their clear consent. Share all photographs taken whilst representing Community Albums with us.

As per our Conflict of Interest, and Equality and Diversity Policies:

- Declare any conflicts of interest including any relationships that might impact the work of Community Albums or compromise our 'Equal Opportunities' policy. This could include any commercial, contractual or regulatory gain, gaining an advantage for yourself or someone close to you, anything that is unethical and illegal and including any prospective nominations for public office.
- Never discriminate against other staff, volunteers, partners or beneficiaries based on age, disability, gender reassignment, marriage/civil partnership, pregnancy or maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex or sexual orientation.
- Uphold our principles of equality and diversity at all times

As per our Safeguarding Policy and Safety and Security Policy:

- Inform Community Albums of any criminal or professional convictions or charges you have had prior to your voluntary service with them, or if you face any during your time with us.
- Never create an intimidating work environment. Abuse of power or exploitation of those that you perceive to be more vulnerable than you is not acceptable in any circumstances
- Ensure that relationships and behaviour are not exploitative, abusive or corrupt in any way. Never engage in any form of sexual relationship with someone under 18 years old or who is a beneficiary (directly or indirectly) of our work. Never exchange money, offers of employment, employment, goods or services (including and especially medical goods and services) for sex, escorting or sexual favours with anyone.
- Be socially responsible. If you become aware of legally unsafe or unfair workplace conditions, find cases of corporal punishment, abuse, modern-day slavery or forced labour, please report it to your project manager.
- Contribute to preventing all forms of criminal or unethical activities.
- Respect the rights of all people, without discrimination, and the health and safety of others
- Never harass or bully others
- Never do anything that puts you or others in harm's way
- Comply with Safety and Security guidelines at all times whilst on international deployment

Community Albums will act with immediate effect should they become aware of any breach of this Code of Conduct. Once reported to the Board of Trustees, it will be investigated. Necessary and appropriate action will then be taken that could include termination of contract with us (voluntary or paid) and reporting to the relevant authorities.

Ensure that you have familiarised yourself with the policies mentioned in this document.

Community Albums representatives also have a duty to report suspected breaches to their line manager within the organisation, and this can be done in confidence as set out in the volunteer complaints policy and whistle-blowing policy.

By signing this Code, you state that you are committed to the standards and values it embodies, as well as the responsibility to be aware and alert, and to signal and report possible conflicting behaviour to the line-management or colleague employee. Furthermore, the undersigned ethically commits to any policy paper related to the operations of Community Albums.

I certify that I have read and understood Community Album's Code of Conduct and will abide by it.

Name and Role:

Signature:

Date:

For staff – Line Manager Name and Role:

Signature:

Date:

Agreed by trustees: 19th January 2023

A handwritten signature in black ink that reads "David Mann". The signature is written in a cursive, flowing style.

David Mann
Chair