



CPA Code of Conduct

Policy and Staff Form

Scope

This Code of Conduct applies to all CPA staff, and includes interns, volunteers, secondees, consultants or experts working for or on behalf of the CPA Secretariat.

The aims and values of the CPA require all those who work for the Association to observe the highest standards of professional ethics.

Application

The Code of Conduct is intended to provide guidance on how to exercise good judgement in ethical matters. No staff member shall at any time engage in any activity which would in any way put the Association into disrepute. It is expected that staff shall at all times conduct themselves in a manner befitting a staff member of the Association.

Violations of this Code are subject to disciplinary measures, in line with the CPA policies and procedures, which may include dismissal. The Association's disciplinary procedure are in accordance with the ACAS Code of Practice as amended from time to time. Staff members are responsible for ensuring that they have read and understood the Code of Conduct. All staff have a duty to report any breach of this Code to the appropriate personnel. All reports of and concern raised to management will be properly considered and treated as confidential.

As part of the CPA's commitment to maintaining a work environment free of harassment, abuse, exploitation and bullying, staff will be provided with all necessary and appropriate training on the prevention of exploitation and abuse, whether sexual or non-sexual in nature, and the provision of remedial measures when evidence of such misconduct is established.

Rules and Conduct

All employees must:

- Behave honestly and with integrity – conduct all duties free from any taint of dishonest or corruption including not engaging in any act of favouritism, nepotism or bribery.
- Act at all times in accordance with the CPA Values, which are to '*promote democracy, good governance and human rights throughout the Commonwealth, and champion respect, equality, diversity, accountability, transparency and best practice*'.
- Respect the sensitivities of people's customs, habit and religious beliefs and avoid any behaviour not appropriate in a particular cultural context.
- Act with care and diligence.

- Treat everyone with respect and courtesy, and without discrimination based on nationality, race, gender, gender identity, religious beliefs, class, age, disability, sexual orientation or political opinions.
- Refrain from acts of harassment, including sexual or gender harassment, abuse or exploitation as well as physical or verbal abuse.
- Comply with all applicable UK laws.
- Comply with any lawful and reasonable direction given by appropriate CPA Secretariat staff or the CPA Executive Committee (as a body) who has authority to give the direction.
- Maintain appropriate confidentiality when required.
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with CPA employment.
- Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment.
- Not make improper use of inside information, or the employee's duties, status, power or authority, in order to gain, or seen to gain, a benefit or advantage for the employee or for any other person.
- At all times behave in a way that upholds the good reputation of the CPA, whether in the UK or on duty overseas.

Associated Policies and Documents

In order to support staff and provide clear guidance when raising a concern, or to report any potential breaches of the Code, the CPA Secretariat has produced a range of policies and documents as follows:

- [Safeguarding Policy](#)
- [Respect and Safeguarding Statement](#)
- [Anti-Harassment Policy](#)
- [Procedure for Dealing with Harassment and Bullying](#)
- [Whistleblowing Policy](#)

In addition, staff can access the CPA's Employee Assistance Programme (EAP) which provides 24-hour, 365-day service to all staff, for counselling, support and advice.

Further Information

All enquiries about the Code of Conduct and its interpretation, including reports and allegation of breaches of the Code, should be directed to:

Your line Manager *or*
 the Head of Human Resources *or*
 the CPA Secretary-General

Code of conduct for CPA Secretariat

I confirm that I have read and understood the CPA Code of Conduct which automatically forms part of my Contract of Employment and Conditions of Service:

Signature:

Date:

Name of Staff Member:

(Signed form to be returned to the Head of Human Resources)

-ENDS-