

CODE OF CONDUCT POLICY 2026

In alignment with its vision and values, the Future Solutions Foundation Limited is dedicated to upholding the highest ethical standards among its staff and affiliated personnel. This Code of Conduct outlines the Future Solutions Foundation Limited's expectations of employees in crucial areas to ensure a clear understanding of their responsibilities.

Scope and Objective

This Code of Conduct applies to all personnel employed by the Future Solutions Foundation Limited. Its objective is to delineate the expected behaviour of staff members during their contractual engagement with the organisation, forming an integral component of all employment agreements. The Code is universally enforceable, and violations may result in disciplinary measures, including termination.

Staff members must adhere to local laws in their operational areas unless the Future Solutions Foundation Limited's Code of Conduct imposes more rigorous standards, in which case the Code takes precedence.

Standards of Conduct

As employees, volunteers, or members of the Future Solutions Foundation Limited, our team commits to preserving the integrity and standing of the Future Solutions Foundation Limited by ensuring their professional and personal behaviour aligns with the Future Solutions Foundation Limited's values and standards.

Our staff, employees, volunteers, and members agree to:

- Treat all individuals fairly, with respect, and dignity.
- Adhere to all local laws and demonstrate sensitivity to local customs when operating internationally or traveling abroad on behalf of the Future Solutions Foundation Limited.
- Strive to prevent any actions that may tarnish the Future Solutions Foundation Limited's reputation or compromise their ability to fulfil their designated role.
- Refrain from working under the influence of alcohol or possessing illegal substances on the Future Solutions Foundation Limited's premises or in accommodation.

- Avoid engaging in abusive or exploitative practices.
- Not partake in sexual activities with children (individuals under the age of 18), with no exceptions for mistaken beliefs about their age.
- Not exchange money, employment, goods, or services for sex, including sexual favours or any form of humiliating, degrading, or exploitative behaviour. This prohibition extends to any exchange of assistance owed to beneficiaries of aid.
- Not enter sexual relationships with beneficiaries of assistance due to the inherent imbalance in power dynamics.
- Abstain from participating in commercially exploitative activities involving children or vulnerable adults, such as child labour or trafficking.
- Not physically assault a child or vulnerable adult.
- Not subject a child or vulnerable adult to emotional or psychological abuse.

Safety, Health, and Welfare

- Adhere to all legal and organisational health and safety requirements in force at their location of work, including working from home.
- Comply with local security guidelines and proactively inform management of any necessary changes to such guidelines.
- Behave in a manner that avoids any unnecessary risk to the safety, health, and welfare of themselves and others, including partner organisations and communities with whom we work.

Use of Information, Assets, and Resources

- Ensure that the Future Solutions Foundation Limited's assets and resources are used responsibly and are accounted for.
- Not use IT equipment, software, email, or social media platforms to engage in activity that is illegal under local or international law or that encourages conduct constituting a criminal offense. This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism.
- Not use IT equipment to view, download, create, distribute, or save inappropriate or abusive material, including but not limited to pornography or depictions of child abuse.

Confidentiality

- Exercise due care in all matters of official business and not divulge any confidential information relating to colleagues, work-related matters, or any sensitive information unless legally required to do so.

Complaints and Reports

Staff are obligated to bring to the attention of the relevant manager any potential incident, abuse, or concern that they witness, are made aware of, or suspect breaches the Standards contained in this Code. Staff reporting concerns are protected by our Whistleblowing and Complaints Policies.

Staff members who have a complaint or concern relating to a breach of the Code should report it immediately to their manager. If the staff member does not feel comfortable reporting to their manager (for example, if they feel that the report will not be taken seriously, or if that person is implicated in the concern), they may report to any other appropriate staff member, such as a senior manager or HR.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per the Complaints Policy and procedures.

Our team undertakes to discharge their duties and regulate their conduct in accordance with the requirements of this Code.

Commitment to the Code

Our team undertakes to discharge their duties and regulate their conduct in accordance with the requirements of this Code. By adhering to this Code of Conduct, we collectively ensure a respectful, safe, and productive work environment that aligns with the Future Solutions Foundation Limited's vision and values.