

Renewable World Global Code of Conduct

Version 1.0 of the policy was approved by the Renewable World Board (the Board) on 22nd May 2018.

Renewable World is a registered charity which tackles poverty using renewable energy. We support the provision of affordable renewable energy services to improve incomes, health and education in the developing world.

Our Vision: A world where renewable energy is readily accessible to all, through which the organization aims to reduce extreme poverty and mitigate against climate change.

Our Mission: We will lead in developing and deploying effective ways of bringing renewable energy at scale to poor communities, empowering them to achieve sustainable and resilient livelihoods.

Our Purpose: Empowering energy-poor communities to develop sustainable livelihoods through the provision of renewable energy systems.

Our Values: Sustainable; Passionate; Enterprising; Delivery; Team; Ethics- see appendix 1 for their application

Introduction

The work of Renewable World (henceforth known as 'RW') relies on the ability, integrity and conduct of our employees, our volunteers and our consultants (collectively referred to in this document as *our Personnel*). Acting professionally and with the highest standards of conduct towards our beneficiaries, partners, contractors, and our own colleagues is essential to maintaining and enhancing Renewable World's reputation and for the continuing success of our work.

This document sets out the global Code of Conduct which must be followed by all our Personnel in their work for RW, and in other areas where their conduct could impact on RW's activities and reputation.

This document sets out the minimum standards of conduct that are expected of our Personnel and which our Personnel can expect from their colleagues. This Code of Conduct applies regardless of location. Where codes of conduct set by national laws are more rigorous, then they will apply in addition to this Code of Conduct. Failure to comply with this Code of Conduct or with any applicable law will be a disciplinary matter and under some circumstances may lead to dismissal.

Further supporting information and details of related procedures are provided in RW HR Policies.

Code of Conduct

The Code of Conduct is presented under the headings used in the Ten Principles of the UN Global Compact: Human Rights; Labour; Environment; Anti-corruption.

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Renewable World's employees, volunteers and consultants will:

Human Rights

Accountability and personal conduct

Be accountable for and take responsibility for their actions. Act fairly and honestly, treat others with respect and courtesy and not use offensive language either verbally or in written communications. Have awareness and sensitivity to different cultures, traditions and beliefs through all forms of communications and when present at our regional offices, partner offices and project communities.

Discrimination, equality, diversity

Not favour or discriminate against a person based on their gender, ethnicity, nationality, religion, sexual orientation or disability including when making decisions in respect of employment, promotion or discipline, in the selection of contractors, consultants and suppliers and in the treatment of beneficiaries.

Bullying and harassment

Refrain from offensive, intimidating, malicious or insulting behaviour, abuse or misuse of power as a means to undermine, humiliate, denigrate or injure the recipient.

Sexual harassment

Refrain from unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated. Not use a position of authority or influence to coerce a person in to an intimate or sexual relationship or to require a person to engage in sexual activity as a condition of that person's employment or other benefit. A single incident may be sufficient to constitute harassment. This can include physical, verbal or non-verbal acts (including the display or circulation of explicit or suggestive material).

Safeguarding children and vulnerable adults

Have an awareness of the wellbeing of children and vulnerable adults in the work place and in the communities in which we are working. Be responsible for bringing to the attention of RW management cases of physical, sexual and emotional abuse, and of physical neglect or risk to the safety of children and vulnerable adults.

Forced labour, child labour and human trafficking

Not allow the use of forced labour or child labour on any project undertaken by RW or employ contractors or suppliers who are known to use forced labour or child labour on other projects or in other markets. Be responsible for bringing to the attention of RW management any instances of forced labour, child labour or the illegal movement of people (within national or across national borders) in the work place and in the communities in which we are working. Note, we encourage children's participation in the projects for learning purposes, but they are not to engage in any physical labour towards the delivery of the project.

Labour and the work environment

Health, safety and security

Comply with the RW Health and Safety Policy Statement, Occupational Health and Safety Policy and follow all procedures and safe working practices in force at the work site or office. Behave in such a way as to avoid any unnecessary risks to the health and welfare of themselves and other people

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including contractors, partners, community groups, beneficiaries and others. Immediately bring unsafe situations to the attention of the supervisor of the work and ensure that all health, safety and welfare concerns are properly reported. Comply with all security guidelines and arrangements and inform RW management of any changes or improvements required.

Alcohol and drugs

Not take alcohol or drugs on to a construction site or operational project. Not drink alcohol or use drugs whilst on a construction site or operational project. Not work under the undue influence of alcohol or drugs nor supply alcohol or drugs to others who are working. Not use or be in possession of illegal substances (i.e. those banned by national law) on RW premises, project sites or when representing RW in a professional or personal capacity.

Criminal activity

Report any illegal activity to the appropriate authorities at the earliest opportunity. Refrain from carrying a weapon whilst on RW premises, project sites or when representing RW in a professional or personal capacity. Personnel should self-report to RW management if found guilty of a criminal offence whilst a current employee, volunteer or consultant.

Resources, equipment and financial assets

Use organisational resources, equipment and money in a responsible, and cost-effective manner and only, and exclusively, for the purposes for which it has been provided. Account for all money and property fully and accurately and in accordance with RW procedures. Use RW's IT and communications equipment appropriately and not view, download, create or distribute inappropriate or offensive materials including, but not limited to, pornography.

Whistleblowing

Our Personnel have the obligation to bring to the attention of RW management breaches of this Code of Conduct and any other RW policies, and the right to do so without detriment to their own wellbeing or future career. All RW managers in receipt of such information shall record and investigate the issues raised and shall assume that the person bringing the complaint is acting in good faith unless and until a full investigation proves otherwise. The existence and details of such a claim, including the identity of the complainant, shall be treated in confidence unless otherwise agreed to by the complainant. All Personnel shall be entitled to take a complaint to a member of the RW management team, at any level of seniority, whom they judge is best placed to deal with the matter. All RW managers in receipt of such a complaint must inform a more senior member of the management team and report on the results, if any, of the investigation. Please refer to RW's Whistleblowing Policy.

Environment

Sustainability, pollution and waste

Look for opportunities to improve the sustainability of RW's work and the projects that it implements both in terms of the use of resources for the planning and construction of the project and in the use and conservation of resources in the operation of the project. Take action to minimise waste and ensure that any waste generated is re-cycled or disposed of safely and in compliance with legal requirements. Take measures to prevent pollution during the construction and operation of projects and ensure that any pollution incidents are immediately cleaned-up, the cause of the pollution is identified and remedied and that the incident is reported to RW management and in accordance with any legal requirements.

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Sustainable travel

Travel with consideration to our environmental impact, where possible and practical reducing the number of trips, and using the lowest carbon emitting transport. Minimise domestic flights in favour of reasonable safe public transport where possible.

Anti-corruption and business practices

Bribery

Not accept any gift, gratuity or incentive that is (or could appear to be) payment for giving favour or advantage and shall immediately report any such offers or attempts at bribery to RW management. Small tokens of appreciation of nominal value, or gifts presented to RW rather than given personally to RW Personnel may be accepted following written approval of RW management. Record any such gifts in the Gifts Register and report in accordance with RW Policy any legal requirements. Not offer bribes or inducements under any circumstances nor use their position with RW to solicit any personal benefit (including financial or sexual). Report to RW management any activity within RW or within a project in which RW is engaged that could be seen as a serious malpractice or breach of good business practice.

Conflicts of interest and financial benefit

Declare any financial, personal, family (or close intimate relationship) interest in any matters which could give rise to a conflict of interest including in relation to contracts for goods or services, employment or promotion within RW , partner organisations, civil authorities or beneficiary groups. Not use their position with RW to secure benefits for any family member, friend or other close relationship.

Data and confidential information

Comply with UK and national data protection laws and RW data protection policies. Not misuse or disclose RW personal data or confidential information unless directed to do so by RW Management or as required by law.

Ethical Fundraising

Comply with all laws and regulations in fundraising, aligned to RW charitable objects and values; and maximise the income for the benefit of our charitable activities in accordance with RW Ethical Fundraising Policy

Public statements and political activities

Not give interviews or make public statements on behalf of RW unless authorised to do so. Not express views or opinions, including in a private capacity, or undertake other activities including political activities that are in contradiction to Renewable World's Vision, Mission, Purpose, Values and this code of conduct that could bring RW in to disrepute.

Reporting and process

Breaches of Code of Conduct should be reported promptly to your relevant:

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- Line Manager, or;
- Country Manager, or;
- Chief Operating Officer, or;
- Company Secretary (cosecretary@renewable-world.org)
- Chair of Renewable World Board (chair@renewable-world.org) if all the former are conflicted or inappropriate to report to.

Breaches of the Code of Conduct will be dealt with reference to the relevant policies (including Anti-Bribery and Corruption, Child Protection, Health and Safety, Safeguarding, Sexual Harassment, and Volunteer) if applicable and RW Disciplinary Procedures may apply which could result in dismissal. Reporting about the breach by another member of personnel will be dealt with under the RW Whistleblowing Policy.

All approved renewable world human resources policies can be found on the HR Folder in Dropbox as follows: \Dropbox (Renewable World)\RW Human Resources (HR)\HR policies

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Appendix 1: Renewable World Values are demonstrated by our personnel in the following ways:

A) SUSTAINABLE

- Demonstrates effectiveness, efficiency, economical, ethical and efficacious
- Demonstrates long-term practices, developing durable, repeatable solutions

B) PASSIONATE

- Is passionate about what we do, why & how we do it
- Is ambitious and committed
- Is loyal to our vision and our stakeholders

C) ENTERPRISING

- Is keen to explore new ways to build out our vision
- Ready to partner and take measured risk
- Is a thought-leader, creative and innovative

D) DELIVERY

- Doesn't just talk about it, gets it done
- Demonstrates excellence in project delivery and all other required skills

E) TEAM

- Operates inclusively within a team, extended team and with other stakeholders in order to accomplish a shared outcome
- Shares knowledge, power and credit

F) ETHICS

- Acts straightforwardly and transparently in all dealings
- Demonstrates clear accountability for outcomes.
- Acts with integrity and to the highest ethical standards.