

Code of Conduct – Survivors Fund (SURF)

1. Staff, Trustees and Volunteers of SURF are fully committed to upholding the aims and values of the organisation:

Survivors Fund (SURF) works with survivor's organisations to develop and deliver, fundraise and advocate for, monitor and evaluate programmes to deliver justice, rebuild the lives and empower survivors of the Rwandan genocide.

All our work is informed and underpinned by SURF's Guiding Principles:

- Our commitment to survivors, vulnerable people and survivor organisations is long term.
- Our response to the priorities of survivors and the most vulnerable will always be independent.
- We help build up survivor organisations so they can become strong players in Rwandan society.
- To ensure survivors are included in government programmes and policies that alleviate poverty.

Our partners help us identify which vulnerable groups we should prioritise in our work. And though many of our partners were initially set up by and for survivors of the genocide against the Tutsi, they now help other related vulnerable persons including:

- Children born to women survivors raped during the genocide against the Tutsi
- Children born to survivors of the genocide against the Tutsi after 1995 (second-generation survivors)
- Children infected and affected by HIV and AIDS
- Disabled and older people living in survivor-headed households.

2. It is the responsibility of all staff, trustees and volunteers to:

- Act within the governing document and the law – being aware of the contents of the organisation's governing document and the law as it applies to SURF.
- Act in the best interest of SURF – considering what is best for the organisation, its partners and survivors and related vulnerable persons in Rwanda and in the UK; and avoiding bringing SURF into disrepute.
- Treat all equally, as set out in SURF's Equal Opportunities and Diversity Policy.
- Respect confidentiality – understanding what confidentiality means in practice for SURF, its board and the individuals involved with it.
- Have a sound and up-to-date understanding of the work of SURF, its partners and the wider working environment.
- Attend meetings or else give apologies. Also other ways of engaging with and supporting SURF should be explored and pursued.

- Prepare fully for meetings and all other work for SURF – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
 - Actively engage in discussions, debates and any voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
 - Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
 - Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.
3. Staff, Trustees and Volunteers of SURF are committed to upholding the following principles in executing their responsibilities:-¹
- Selflessness:** take decisions solely in the interests of SURF, its partners and survivors of the Rwandan genocide. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- Integrity:** not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- Objectivity:** should always make choices on merit (e.g. in staff recruitment, choice of partners, advocacy messages and target etc).
- Accountability:** be accountable for their decisions and actions to the public, donors, partners and members, and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness:** as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider interests of survivors clearly demands.
- Honesty:** declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership:** Holders of public office should promote and support these principles by leadership and example.
4. Any complaints should be raised with the Chair of the Board of Trustees. If a mutually acceptable resolution is not found, then an independent body can be approached to help resolve disputes.

Staff, Trustees and Volunteers of SURF are expected to honour the content and spirit of this Code of Conduct.

Last Reviewed: December 2022

¹ Based on the seven Principles for Public Life, Nolan report