



EMPLOYEE CODE OF CONDUCT

LightLives Charitable Trust

Version: 1.0

(Includes Anti-Bribery, Anti-Corruption and Conflict Resolution Guidelines)

Our Shared Purpose

Welcome to **LightLives!**

This Code of Conduct is designed to help us create a **safe, respectful, and nurturing environment** where children can grow into tomorrow's leaders. We are grateful to have you as part of this mission.

Who this applies to:

All team members (permanent, contractual, part-time), volunteers, interns, contractors, visitors, facilitators and associates of LightLives.

Our Core Commitments

1. Keeping Children Safe (Our Highest Priority)

Every child deserves to feel **safe, respected, and protected**. We each share responsibility for upholding this commitment.

You must:

- Complete background verification and child safety training before beginning any work involving children.
 - Follow the **“Two-Adult Rule”** — always ensure another adult is present when interacting with children outside the classroom.
 - Maintain appropriate professional boundaries and communicate only through official LightLives channels.
 - Protect the privacy and personal information of all children.
 - Speak up immediately if you notice any behaviour or situation that could pose a risk to child safety.
 - Avoid jokes, remarks, or comments based on religion, caste, gender, or any identity that may be offensive or discriminatory.
 - Ensure all waste or materials used during activities are disposed of responsibly before leaving the premises.
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2. Photography and Documentation



We celebrate children's growth by documenting our work — always ethically and respectfully.

When photographing or filming:

Obtain **written consent** from management before taking photographs.

Seek the **child's verbal agreement** whenever possible.

Focus on **activities and group settings**, not close-ups of individuals.

Ensure all children are **appropriately dressed** and depicted in **dignified situations**.

Use images **only for approved organisational purposes** (e.g., reports, website, social media, fundraising).

Store images securely, with **restricted access**.

Note: Any child protection concern raised through documentation will be addressed immediately and with care.

3. Creating a Respectful, Inclusive Space

At LightLives, diversity is our strength.

We are committed to building an environment that is **inclusive, kind, and respectful** for everyone.

All team members must:

- Treat every child, colleague, and partner with dignity and respect.
 - Embrace different backgrounds, perspectives, and experiences.
 - Handle disagreements with professionalism and empathy.
 - Support each other in creating opportunities for all children to thrive.
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4. Using Our Resources Thoughtfully

Our materials, curriculum, and equipment are vital to our mission. Use them responsibly:

- Use LightLives resources **only for their intended purposes**.
 - Respect and safeguard **training materials and curriculum content**.
 - Maintain **confidentiality** when handling information about students or partners.
 - Take **responsible care** of facilities, equipment, and property belonging to LightLives and our partner institutions (e.g., laptops, projectors, speakers, AV equipment).
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5. Showing Up as Our Best Selves

Modelling Leadership

We teach children about **empathy, responsibility, and self-leadership** — let us lead by example.



- Dress and behave professionally while representing LightLives.
- Demonstrate the same values we hope to instil in children.

Staying True to Our Values

- Maintain **integrity** in all professional interactions.
- If you receive **gifts, monetary offers, or favours** from schools, partners, or parents that could influence judgment, disclose them immediately to your team lead.
- Declare any **potential conflicts of interest** — we will address them transparently.
- Operate with **zero tolerance for bribery, corruption, or unethical conduct**.

Honouring Our Commitments

- Prepare thoroughly and deliver high-quality sessions.
 - Be punctual and communicate proactively about challenges.
 - Respect the time and trust of partner schools and institutions.
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6. Working Together

Collaboration is at the heart of what we do.

- Communicate openly and constructively.
 - Share learnings and best practices.
 - Partner with teachers, administrators, and colleagues as allies in child development.
 - Seek and welcome feedback with humility.
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7. Growing Continuously

We believe learning never stops.

- Participate in training and development programs.
 - Stay curious about emerging practices in child development and education.
 - Experiment with new approaches and share what works.
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When You Have Concerns

Your voice matters. If you see or experience something that conflicts with our values, speak up.

Please report:

- Any **child safety concern**
- Behaviour inconsistent with this Code of Conduct
- Conflicts of interest or **ethical violations**



How to reach us:

- [Contact Information]
- [Contact Information]

We guarantee no retaliation for raising concerns made in good faith.

Supporting Accountability

We are committed to addressing concerns **fairly and constructively**. Depending on the situation, LightLives may:

- Have an open conversation to understand what occurred.
- Provide additional training, support, or coaching.
- Take formal disciplinary action when needed to uphold our mission and protect children.

Serious child safety concerns will be handled immediately and reported to the appropriate authorities.

Your Commitment

By joining Lightlives, you are a part of a community dedicated to transforming children's lives. We trust you to:

- Uphold these values in everything you do
 - Put child safety and wellbeing first, always
 - Live the skills and values we teach
 - Help us create tomorrow's leaders – today
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Thank you for being part of our mission. Together, we are not just teaching skills – we are shaping futures, transforming lives and building a better tomorrow. Every interaction you have with a child matters. Every child matters. And you matter to this mission.

Acknowledgment

By signing below, you acknowledge that you have read, understood, and agree to follow the **LightLives Employee Code of Conduct**.

Employee Name: _____

Signature: _____

Date: _____

This is a living document that may evolve as LightLives grows. Updates will be communicated to all employees. Disclaimer: This policy provides general guidance and is not legal advice. LightLives and its partners bear responsibility for ensuring compliance with applicable laws.