

## VSoo - INASP Organisational Values and Ethics

We are a values-driven organisation. Our values reflect our commitment to equity, respecting others, acting with integrity, openness and transparency and provide a lens for our work, both inside and outside of the organisation. Our values are:

- In it together: We collaborate with our partners and those we serve to understand where we are needed, and the expertise that each party brings to the table. We co-design and co-develop solutions as teams. We speak up when needed and are equally open to being challenged by others. Together, we learn and evolve.
- Making change last: Lasting change is our goal. We aim for a destination where we are no longer needed, and work hand in hand with our partners to get there. We are bold and try new ideas as an integral part of learning what works.
- Every voice counts: Everyone has a contribution to make, and is listened to with deepest attention. We embrace differences and believe that diversity makes our understanding of the world more robust. We recognize the innate worth of all people and actively seek to address issues of power and equity within our work.
- Doing things right: We are proud of what we do and uphold the highest standards of personal and professional honesty and behaviour. We are fair, and open in our decision making and hold ourselves accountable to delivering the best work.

Our ethical practices are underpinned by our values, practices, guidelines and policies. We expect the same high standards from all those working for and with INASP including staff, trustees, associates, contractors, interns, volunteers and partners.

We strive to ensure that our work abides by and promotes high moral and ethical standards, and:

- exploits neither human beings or animals
- supports social justice and equal opportunities
- operates through inclusive and democratic processes
- is accountable to its stakeholders in a transparent and understandable way
- protects the environment.

We use these ethical practices and our values to guide:

- the projects and programmes that are undertaken
- how money is invested and expended
- our choice of partners, associates, contractors and suppliers
- how stakeholders are involved in the governance and guidance of the Organisation
- recruitment and other organisational practices

INASP supports and respects internationally proclaimed human rights and ensure that as an organisation we are not complicit in human rights abuses by giving attention to vulnerable groups including women, children, people with disabilities, indigenous groups, migrant workers and older people.

All individuals working with and for INASP are treated fairly and with respect in all aspects of our work and in line with all policies. INASP employment, disciplines and processes are appropriate for an organization focused on international development and any inappropriate conduct is not accepted.

INASP's Partnership Approach, as set out on our website at [www.inasp.info/theme/partnership](http://www.inasp.info/theme/partnership), details what partnership means to INASP, why it matters and how we strive to work as a partner to others.

We demonstrate sensitivity for customs, culture and personal beliefs of each other and our stakeholders, valuing and embracing our diversity and inclusion. We also promote a positive working environment built on our value-based culture.

We cultivate relationships based on dignity, trust, fairness, confidence and professionalism in whatever we do and are committed to the process of learning.

### **Guiding Principles**

**Transparency and accountability:** There is open reporting on the use of public funds, with full communication of our work to our donors, research subjects and partners.

**Value for money:** We adhere to responsible use of funding, recognise Value for Money and employ an appropriate stewardship of resources and financial oversight.

**Training and communication:** INASP will provide training and communication about organisational values and ethics, and related policies. This will include an awareness of modern-day slavery and human rights abuses that we may come across during our work.

**Recognition:** INASP values the hard work and dedication of those who work with and for the organisation. INASP is committed to recognising their contribution towards the organisation's mission and values.

### **INASP Duty of Care**

Aside from INASP's travel policy we also ensure our duty of care towards employees and those that work for us, in other circumstances by:

- Clearly defining roles (through accurate Job Descriptions and person specifications and competency frameworks)
- Ensuring a safe and comfortable work environment (through implementation of our Health & Safety, safeguarding and whistleblowing policies, workstation assessments, including free eye tests and regular building maintenance)
- Providing adequate training and feedback on performance (via yearly appraisals and our employee training programme)
- Protecting staff from bullying, harassment, and discrimination (through our [VS01 - Code of Conduct](#), [VS08 – Safeguarding and Digital Safeguarding Policy](#) and [VS05-Whistleblowing Policy](#))
- The implementation of family friendly and work life balance policies and practices, including flexible working and home working
- Providing a free confidential Employee Assistance programme including counselling and emotional support, healthy living advice, legal and tax advice, family care advice, debt and financial management advice 24/7, 365 days per year
- Providing communication channels for employees to raise concerns (via our [HR02 - Grievance Policy and Procedure](#) and [VS05-Whistleblowing Policy](#) and [LD02 - Staff Development Policy \(SDR\)](#))