



# **Working with the Youth Endowment Fund**

## **Our Code of Conduct**

## Why do we have a Code of Conduct?

At the Youth Endowment Fund (YEF), our mission is to prevent children and young people becoming involved in violence. We do this by finding out what works and building a movement to put this knowledge into practice. This means that our partnerships are central to the way we want to make change. We work with our grantees, our evaluators, researchers and other contractors to make sure we're building the best possible understanding of how we can keep children safe. **We can't achieve our mission alone.**

The work that we do with our partners isn't easy. It's complicated, and it covers lots of sensitive issues. We know that, as a funder, there are power dynamics at play. We want to make sure that the organisations we fund feel able to tell us when they disagree, so that we can constructively work together on solving problems. Sometimes, we might still take different views. And when this happens, working through conflict in a positive way will help us to make the very best decisions for the children we're all here to support.

Grounded in our [values and behaviours](#), our Code of Conduct is here to help set out the commitments we'll make to you as well as the commitments that we expect from you, so that we can work together in the best possible way. That way, we'll be able to make the greatest difference as we work together to keep children safe from violence.


## Who is this Code of Conduct for?

This Code of Conduct works both ways. We do ask that you commit to upholding it, as we hold ourselves accountable to it too. This means that it applies to all YEF staff, as well as anyone representing an organisation that receives funding from us. It's a policy that you'll need to commit to in all of your formal agreements with us.

## The Code of Conduct

Together, we ask that YEF and our partners are:

- Polite, courteous, and respectful. We commit to listening carefully and respectfully without interrupting. This doesn't mean that we shy away from difficult conversations; we offer constructive, respectful challenge that will help improve our work.
- Appreciative of the people we work with, thanking them and recognising their efforts. This involves respecting the experience, skills and contributions of all colleagues as **equals, regardless of role or seniority**.
- Committed to building good working relationships. We are friendly, take the time to get to know people and share information about our work.
- Respectful of confidentiality. If something has been raised, we check to make sure that our partners and colleagues are comfortable sharing that information and are clear about who it's being shared with.
- Reliable, which means making time to come to meetings, sharing information in a prompt way and following all of YEF's guidelines, processes, and policies.
- Supportive of YEF as we strive to maintain a work environment that is inclusive and **free from all forms of discrimination, harassment, and bullying**. We are committed to a zero-tolerance approach to any instances of discrimination, harassment and bullying from or toward YEF staff and are prepared to terminate agreements with any organisation that engages in this behaviour.



Practically, this means that the following behaviours are **unacceptable**. You will not experience this behaviour from YEF (if you do, please report it) and we will not accept this behaviour from you:

- Failing to recognise and appreciate the value of diversity in our project teams. This might include treating someone differently and inappropriately because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- Shouting, swearing at people, talking over other team members or displaying other types of behaviour that could be perceived as aggressive or harassment.
- Accusing or blaming people when mistakes happen. This might also include being rude or undermining people in the case that a disagreement arises.
- Demanding that work is completed in an unrealistic or unhealthy timeframe. This might include expecting immediate responses to emails outside of standard office hours.
- Intentionally not responding to, or unjustifiably delaying, responses to requests for information.

## What happens if someone violates the Code of Conduct?

If we receive a report from you or a member of our own team that the Code of Conduct has been violated, a member of the YEF Leadership Team will be in touch with you to discuss the issues and the appropriate next steps. This may include opening up a formal complaint and reviewing what occurred, before determining next steps.

**YEF has a zero-tolerance policy toward behaviour that is determined to be discriminatory, harassment or bullying and will terminate agreements with any organisation where, after review, it's clear this has occurred.**

In the case that a member of YEF staff has violated the Code of Conduct, we ask that you share details of the incident with any members of our Leadership Team. If you're uncomfortable with or unable to reach out to a YEF Director directly, you can email [serious.incidents@youthendowmentfund.org.uk](mailto:serious.incidents@youthendowmentfund.org.uk) and your complaint will be treated anonymously.

## The values and behaviours that underpin the Code of Conduct

Our Code of Conduct draws on the values and behaviours that guide us as an organisation. We are:

### Questioning

Which means:

- We are open-minded, working to test your beliefs.
- We actively champion what you know we know but are honest about what we don't and when we've changed our mind.
- We seek to understand beyond our disciplines (about the evidence, young people's lives, practitioners' views and lived experience).
- We constructively challenge when we disagree, but will try our best to make the final decision a success.

### Collaborative

Which means:

- We seek what will deliver our mission best, not what is best for us or our team.
- We build relationships that inspire others to be passionate about our mission.
- We listen first and can play back a full understanding of the other person's position.
- We help colleagues and partners to achieve their goals.



## Transparent

### Which means:

- We reflect on our own actions as much as those of others, saying when we've made a mistake and looking to learn from it.
- We seek and provide feedback, applying what we've learned.
- We share appropriate information up front and in a way that is concise and easy to understand.
- We notice when roles, responsibilities or decision rights are unclear and suggest ways to clarify.

## Responsible

### Which means:

- We treat time and money as valuable, looking for the most efficient use of both.
- We prioritise and can articulate which tasks are important and which are urgent.
- We hold yourself to high standards, asking how we can make our work better.
- We do what you say we will, completing tasks we commit to.
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## Brave

### Which means:

- We take calculated risks and are prepared to try new things.
- We are adaptable; when the situation changes, we do too.
- We question the status quo and speak up when we see a way to improve our thinking or our work.
- We act and decide without being overwhelmed by possibilities.

## Empathetic

### Which means:

- We support colleagues and partners even through constructive disagreement.
- We make efforts to understand other people's perspectives and experiences.
- We strive to understand biases and work to overcome them.
- We welcome people from all backgrounds and act when you see discrimination.

## Other resources

The Equalities and Human Rights Commission has produced relevant guidance on:

- [What is direct and indirect discrimination](#)
- [What is harassment and victimisation](#)





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This document was last updated in **August 2022**.

We reserve the right to modify the guidance at any time, without prior notice.

The Youth Endowment Fund Charitable Trust

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