CODE OF CONDUCT

INTRODUCTION AND PURPOSE

The Life+Limb Primary Trauma Care Foundation ("**the Foundation**") exists to build the capacity of health professionals, particularly in situations where there is a scarcity of facilities or equipment, to care for severely injured patients so that the rates of death and disability are reduced. We strive to work efficiently in all our support functions so that the maximum possible benefit accrues to the people we serve around the world.

The purpose of this Code of Conduct ("**the Code**") is to ensure probity, legal compliance and public confidence in the Foundation and those who conduct activities for and on its behalf. Behaving ethically is fundamental to the Foundation's mission of saving lives and preventing disabilities in Low and Middle-Income Countries and Low-Resource Areas around the world.

The Code applies to the Foundation's trustees, officers, employees, contractors, volunteers and all partners and associates (collectively "**Stakeholders**") when engaging in the Foundation's charitable work, acting for or on behalf of the Foundation or engaging in activities connected with or provided for or on behalf of the Foundation, wherever located.

Stakeholders entering into contracts, memoranda of understanding, partnerships or other agreements with the Foundation agree to comply with this Code.

VALUES AND PRINCIPLES

Quality and consistency of training
Life and Limb training is a program that delivers and administers lifesaving trauma care. We always uphold the Code when delivering training and we ensure due rigour, quality and consistency of training across all communities.

Honesty and integrity
We act honestly, ethically and with integrity.

Equality and diversity
We treat all people as equal in rights and dignity and we do not discriminate on the basis of race, colour, gender, sexual orientation, religion, creed, nationality, age, disability, social status, language, dialect, appearance or any other cause and we make no intervention in these areas except to address any actions that might endanger or prejudice the rights of others.

Human rights, respect and dignity
We uphold the human rights of all people equally and we have a zero-tolerance approach to all forms of slavery and forced labour. We do not engage in or support any form of harsh or inhumane treatment including, mental or physical coercion, bullying, harassment or intimidation. We avoid any language, actions or attitudes of condescension, elitism or any other form of disrespect. We specifically avoid anything that exploits or exacerbates the vulnerability of sick or injured people.

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Protection of children and vulnerable adults
In the context of our work there may be times when we are in proximity to children (defined here as anyone under 18 years of age), or vulnerable adults; or we may have access to information about them. We uphold the strictest possible protocols to prevent any harm, abuse or exploitation and we apply the latest available standards of the United Nations and the Child Protection Working Group (http://www.cpwg.net).

International development
When working in resource-poor contexts, we seek to build local capacity and enable independence; we work with local healthcare organisations to assess needs and empower them to train their own personnel in the care of patients in a way that is *appropriate, adaptable, affordable* and *sustainable*.

Reporting concerns in good faith
We protect the right of individuals to report concerns in good faith without fear of retaliation or detrimental treatment.

ETHICAL CONDUCT OF ACTIVITIES

Compliance with all applicable laws
We comply with all applicable laws and regulatory requirements when carrying out activities for or on behalf of the Foundation, including in relation to the areas set out below (noting that this is not an exhaustive list).

Data protection and security
We protect personal data received in the course of conducting activities for or on behalf of the Foundation. We take appropriate steps to hold personal data securely and keep it confidential. Any photographs or videos taken during the Foundation's training courses will only be used to promote effective training in Life+Limb PTC and with the consent of all participants. Care will be taken to protect the privacy and dignity of the subjects including the avoidance of nudity or degrading images.

Health and safety
We are committed to safeguarding and maintaining health and safety in the workplace and to complying with all applicable health and safety laws.

Bribery and corruption
We do not offer, promise or give bribes, nor do we ask for or accept bribes. Bribes are intended to improperly influence how someone makes a decision or performs their job in exchange for a reward. Bribes include money, gifts, hospitality, entertainment and other types of advantage. Bribes include kick-backs, facilitation or "grease" payments (which are unofficial payments to public officials to speed up a process they already have a duty to perform) and any other incentive to induce a person to act improperly.

Fraud
We do not engage in fraud, including by making false statements or representations, concealing

material information from those we engage with or abusing a position of trust with the intention of gaining an advantage or causing another a loss. We maintain accurate financial records.

Sanctions and financial crime
We comply with all applicable sanctions regimes, including by ensuring that we are not dealing directly or indirectly with any designated person. Applicable sanctions regimes include the UN and UK sanctions' regimes, irrespective of where Stakeholders are located or operating. We do not accept, use, process or transfer money if we know or suspect that it is the proceeds of crime or for use in activities related to terrorism or other financial crime.

Tax evasion
We do not engage in tax evasion and we do not help, assist or otherwise facilitate any other person's engagement in tax evasion.

Forced labour
We do not engage in human trafficking, slavery, forced labour or any other form of indentured labour and we do no help assist or otherwise facilitate any other person's engagement in such activities.

FINANCIAL PROBITY

We are committed to the legitimate and efficient use of the Foundation's funds and resources in accordance with its charitable purposes and in accordance with relevant laws, regulations and reporting standards.

CONFLICTS OF INTEREST

We conduct activities for and on behalf of the Foundation without compromising the integrity of the organisation by financial or other personal interests that conflict with the interests of the Foundation. Stakeholders declare interests that may give rise to a conflict of interest at the outset of their involvement with the Foundation and provide prompt updates and declarations when any further potential conflicts of interest arise. Conflicts of interest will be resolved by the trustees of the Foundation and Stakeholders will abide by any decision the trustees may make in this regard.

REPORTING CONCERNS

Please report any suspected breach of this Code promptly by email to ceo@primarytraumacare.org setting out the nature of your concerns. We will consider any concerns raised and investigate them where appropriate.

SANCTIONS FOR BREACH

We reserve the right to terminate our relationship with any Stakeholder where we have reasonable cause to suspect that they have breached the Code.