

Draft Code of Ethics for Development Action Ltd.

Purpose

Development Action aims to help organisations reach their full potential through a positive, participatory approach to organisational development. We work with organisations to help them design and implement solutions that are custom built for their mission and objectives, and their current operating context.

Key Principles

a) Ownership

The process of development and organisational growth properly belongs to the organisation concerned. Development Action facilitates this process by:

- helping organisations make an honest assessment of their current situation
- helping organisations determine their objectives for the future
- providing practical suggestions as to how these objectives might be achieved.

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Development Action believes that to have true ownership of a process, board, management and staff should be appropriately involved. It is therefore encouraged that internal stakeholders will actively participate at every stage of the process where appropriate, and that any plan of action will reflect the organisation's unique challenges and aspirations as well as a broad range of opinion. There are no blueprints.

b) Collaboration and teamwork

There is a breadth and depth of knowledge and experience within the Development Action Team. In addition to this, we have connections with an extensive network of experts who are well known and trusted in their field. Development Action works by making a careful assessment of a client's needs, and identifying the person / people best equipped to understand the particular context an organisation operates within, and support that organisation in achieving its objectives. That is, "the best team for the job".

c) Recognising and encouraging good practice

Development Action helps organisations to identify what they are doing well, and build on their current strengths and advantages in order to achieve their goals. The processes and assistance we offer will be ethically sound and professionally informed.

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Ethics

The Development Action team and all independent contractors working on their behalf are committed to the following:

a) Integrity

We will always be honest about the services we can provide for an organisation with the time and resources available. When for any reason we are unable to provide a service previously agreed to, we will inform the client as soon as possible and assist them to find alternative methods to finish the work.

We work with organisations to help them set and achieve realistic objectives.

b) Transparency

Before undertaking any work for an organisation, we ensure that the expectations and obligations of parties are clearly set out and agreed to. Prior to work commencing, Development Action will work with all parties to create a Terms of Reference document that outlines the roles, responsibilities, deliverables and expected results for each party..

c) Confidentiality

We place a high value on confidentiality and trust. Accordingly, we make every effort to ensure that any information disclosed by an organisation that is using our services is kept secure, and remains confidential to Development Action and the organisation concerned.

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d) Value for resources

We aim to provide value for the resources a client invests in our working relationship, including time, access to information or money. Development Action is committed to being transparent regarding the cost of services and the time and access needed to complete the work. At the start of any contract, a comprehensive budget is prepared for the services required, and is agreed to by both parties.

Compliance with the Code of Ethics

Where there are unanticipated increases in costs, commitments or significant variations for any budget item, we will seek approval from the organisation concerned before continuing work.

In the event of an alleged breach of the Code of Ethics, Development Action will in the first instance seek resolution through direct contact with the organisation raising the problem. Should this fail we will ask a third party to act as mediator.

Research

Development Action is a signatory to the research code of practice prepared by The Clearing House, for the Tangata Whenua Community and Voluntary Sector Research Centre. To read their comprehensive code, please visit:
<http://www.communityresearch.org.nz/about.php?p=cop>

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Review and revision of the Code of Ethics

The Code of Ethics will be reviewed annually, and if necessary revised by the Development Action team.

If you have any questions, comments or concerns about Development Action's Code of Ethics, please contact us.