



AIDFUL CODE OF CONDUCT

Introduction

AIDFUL is a non-governmental organization receiving government subvention to deliver welfare services. The organization is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public. All staff should ensure that the businesses of AIDFUL, such as applications for services, procurement or staff recruitment, are dealt with in an open, fair and impartial manner.

Standards of Conduct

The AIDFUL Code of Conduct is a set of guidelines that outline the expectations for behavior from all AIDFUL employees. Any violation of this Code may result in disciplinary action, such as termination. Although recognizing that legal standards and cultures can vary from country to country, the Code is based on fundamental principles of conduct codes and human rights recognized worldwide.

General Employee Conduct:

AIDFUL and its employees must, at all times, comply with all applicable laws and regulations. AIDFUL will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates and bribery. AIDFUL does not permit any activity that fails to stand the closest possible public scrutiny.

AIDFUL expects its employees to conduct themselves in a business-like manner. Drinking, gambling, fighting, swearing and similar unprofessional activities are strictly prohibited while on the job.

Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

AIDFUL employees must comply with local laws and cultural norms while behaving in a culturally sensitive manner. AIDFUL is neutral, non-confessional and impartial. It is prohibited to participate in political activities or promote religious values that may negatively impact the organization's working objectives or harm AIDFUL's neutrality perception.



Conflicts of Interest:

The Organization expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the Organization. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

Outside Activities, Employment, and Directorships:

All employees share a serious responsibility for the Organization's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational and civic activities brings credit to the Organization and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the Organization that would, or would appear to:

- ❖ Create an excessive demand upon their time and attention, thus depriving the Organization of their best efforts on the job.
- ❖ Create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in the Organization's best interest.

Relationships With Clients and Suppliers:

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the Organization, or that provides goods or services, or both, to the Organization if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Organization.

Kickbacks and Secret Commissions:

Regarding the Organization's business activities, employees may not receive payment or compensation of any kind, except as authorized under the Organization's business and payroll policies. In particular, the Organization strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.



Organization Funds and Other Assets:

Employees who have access to Organization funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Organization's policies and procedures or other explanatory materials, or both. The Organization imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or seek appropriate legal guidance so that the Organization can promptly investigate further.

When an employee's position requires spending Organization funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Organization's behalf to ensure that good value is received for every expenditure.

Organization Records and Communications:

Accurate and reliable records of many kinds are necessary to meet the Organization's legal and financial obligations and to manage the affairs of the Organization. The Organization's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- ❖ False expense, attendance, production, financial, or similar reports and statements
- ❖ False advertising, deceptive marketing practices, or other misleading representations

Dealing With Outside People and Organizations:

Employees must take care to separate their personal roles from their Organization positions when communicating on matters not involving Organization business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve Organization business, employees must not presume to speak for the Organization on any topic, unless they are certain that the views they express are those of the Organization, and it is the Organization's desire that such views be publicly disseminated.

When dealing with anyone outside the Organization, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the Organization, or any outside individual, business, or government body.



Prompt Communications:

In all matters relevant to customers, suppliers, government authorities, the public and others in the Organization, all employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality:

When handling financial and personal information about customers or others with whom the Organization has dealings, observe the following principles:

- ❖ Collect, use, and retain only the personal information necessary for the Organization's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- ❖ Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- ❖ Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

I have read carefully and understood the AIDFUL Code of Conduct and Key Policies and agree to abide by their requirements, and commit to upholding the standards of conduct required.

I understand that failure to comply with any principles of the AIDFUL Code of Conduct and Key Policies may result in disciplinary action up to and including dismissal and, where applicable, may result in civil or criminal proceedings against me.

Name:.....

Signature:..... Date:.....

AIDFUL Safeguarding Policy

Introduction

AIDFUL acknowledges that individuals impacted by poverty, humanitarian crises or conflict can be extremely vulnerable, particularly children who are at a higher risk. However, AIDFUL recognizes the importance of ensuring the safety and well-being of all vulnerable children and adults who are involved in our programs and activities. Therefore, we consider protecting vulnerable groups from any form of abuse and exploitation to be one of our main priorities.

By determining AIDFUL's commitment to protect children and vulnerable people, this Policy has the following objectives:

- ❖ To protect beneficiaries (both children and adults) engaged in AIDFUL programs from all forms of abuse and exploitation.
- ❖ To protect AIDFUL staff from all forms of abuse and exploitation and any potential false or malicious allegations of misconduct.
- ❖ To protect AIDFUL organizational integrity and reputation, by introducing sound Safe-guarding Policy that helps to understand rights and responsibilities of concerned parties.

Policy statement

All individuals are entitled to freedom from abuse and exploitation, according to AIDFUL. Irrespective of age, gender identity, disability, sexual orientation, or ethnicity, everyone who comes into contact with AIDFUL has the right to be shielded from all forms of harm, abuse, neglect, and exploitation. As a result, AIDFUL personnel and associates should never engage in any behavior that could be considered degrading, humiliating, abusive, exploitative, or otherwise unacceptable under any circumstances.



AIDFUL Commitments

Committed towards AIDFUL beneficiaries

- ❖ To ensure the safety of our beneficiaries, AIDFUL is committed to protecting them from any potential harassment, abuse, or exploitation perpetrated by HPG staff or associates. We require all AIDFUL staff and associates to respect the rights and dignity of individuals, families, and communities with whom we work.
- ❖ AIDFUL firmly rejects any form of sexual harassment, exploitation, and abuse, which we consider as one of the worst manifestations of misconduct and abuse of power. We understand that vulnerable groups such as children, women, the elderly, disabled people, and others might be particularly at risk and must receive our utmost attention.
- ❖ In order to properly address issues related to beneficiary protection, AIDFUL staff and associates must be fully aware of and respectful toward local cultural and religious practices, while never using specifics as an excuse or motive for inappropriate behavior. AIDFUL will not accept the use of respect for local culture as justification for ignoring or supporting harmful practices.
- ❖ AIDFUL beneficiaries must be informed of their basic rights and the standards of conduct expected from AIDFUL staff and associates. We have established Community Feedback to enable our beneficiaries to raise any potential concerns.

Commitment towards AIDFUL Staff

- ❖ AIDFUL's commitment is to ensure that the rights of its staff are protected, and that its working environment is dignified and free from all forms of potential harassment, abuse, and exploitation. All members of AIDFUL's staff should be aware of the internal procedures for raising concerns about unethical or unacceptable behavior on the part of their colleagues.
- ❖ The AIDFUL Code of Conduct outlines the basic principles and standards of conduct for AIDFUL staff and associates. AIDFUL recognizes that serious breaches of these principles can significantly compromise AIDFUL's core values and vision, and that this can have a negative impact on AIDFUL's reputation and ability to achieve its objectives.

AIDFUL CHILD PROTECTION POLICY

Introduction

AIDFUL understands that children are particularly at risk in situations of poverty, humanitarian disaster, and/or conflict. Therefore, it is AIDFUL's fundamental responsibility to safeguard the children participating in its programs and activities from all types of abuse and exploitation.

By determining AIDFUL commitment to protect children and setting the key thresholds of behavior desired or unacceptable, this Policy has the following objectives:

- ❖ To protect children engaged in AIDFUL programs from all forms of abuse and exploitation.
- ❖ To protect AIDFUL staff from false or malicious allegations of misconduct.
- ❖ To protect AIDFUL organizational integrity and reputation, by introducing sound Child Protection Policy that helps to deter from unacceptable behavior.

Standards of conduct

- ❖ Treat children with dignity and respect regardless of ethnicity, race, gender, age, language, religion, political or other opinion, disability, or other status.
- ❖ Behave appropriately; make sure that language is moderated in their presence and refrain from adult jokes or comments that may cause discomfort or offense.
- ❖ When working in the proximity of children, be visible and wherever possible, ensure the presence of another adult.
- ❖ While implementing AIDFUL programs that may affect children, allow them to be engaged in designing the action, listen to them.
- ❖ Raise one's voice (report) when having concerns about a child's protection and safety.
- ❖ When collecting data from children (during assessments, monitoring and evaluation) reduce the risk of potential harm by using culturally appropriate ways of communication, obtaining informed consent, ensuring confidentiality and not asking about painful experiences. If distressing data has to be obtained, try to use indirect data collection methods and be prepared to refer the distressed child to professional care.

- ❖ When getting and/or using children's images for visibility purposes (i.e. photographing or filming a child/children):
 - Present children in a dignified and respectful manner, with children being adequately clothed and not in poses that could be misleading or seen as sexually suggestive
 - When taking an image of a particular child for a specific purpose (medialization, advocacy, fundraising, etc.), explain how the product will be used and for that obtain legitimate consent from the child, whenever possible also from a parent or guardian of the child
 - Ensure that images of children taken for public use do not reveal any identifying information

Forms of unacceptable behavior

- x Touch a child in an inappropriate or culturally insensitive manner (personnel in direct medical care positions are to follow International and/or local country industry best practice guidelines).
- x Use language or demonstrate behavior that is harassing, abusive, demeaning, sexually provocative, or culturally insensitive towards children.
- x Engage children in any form of activity that is demeaning, offensive, sexually provocative, abusive or culturally inappropriate or insensitive.
- x Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favor particular children to the exclusion of others.
- x Physically assault or punish children.
- x Engage children in any form of sexual activity or acts, including paying for sexual services or acts or child marriage.
- x Do things for a child of a personal nature that they can do for themselves e.g. if AIDFUL staff happens to be involved in any dressing, or undressing of outer clothing, or where there is physical contact of lifting or assisting a child to carry out particular activities. In situations with no other option, e.g. when helping a child with disability, these tasks should only be carried out with a full understanding of parents/guardians and of the children involved. There is a need to be responsive to a child's reactions and if a child is fully dependent, talk with them about what is going to be done and give them choices where possible.
- x Access child pornography or any inappropriate pictures of children through any medium.
- x Invite unaccompanied children without their and parent's or guardian's approval into solitary places, unless they are at immediate risk of injury or in physical danger
- x Sleep in close proximity to unsupervised unrelated children.
- x Hire children for domestic or other labor which is inappropriate given their age or developmental stage and which interferes with their time available for education and recreational activities, or which puts them at risk of injury.