

ADSE Personnel Code of Conduct

1 Introduction

This document is ADSE's Personnel Code of Conduct. It sets out the ADSE values and policies, which shall be followed by all ADSE staff (employees, volunteers, intern, attaches' and seconded staff). Therefore, it should be interpreted in a spirit of transparency and common sense, with the best interests of the most vulnerable groups within our area of work as the primary consideration.

The objectives of this Code of Conduct are to:

- Promote mutual trust and respect between ADSE personnel and the people we work with;
- Serve as a benchmark/reference in decision making for the organization;
- Enable ADSE personnel to perform their duties effectively;
- Enable risk management by reducing the likelihood of damaging behaviours;
- Protect ADSE personnel and those we work with;
- Protect ADSE's and Our Partner's reputation and representation; and,
- Upon signing, confirm that signatory has received, read and understood this Code of Conduct as well as the ADSE policies and procedural documents referred to in this document (Refer to Section 3).

In making these commitments public, we hold ourselves accountable for our conduct to each other, to our partners and to the project participants and communities where we work.

2 Mission, Vision and Values

2.1 Mission

ADSE's mission is "to transform communities through participatory approaches and godly principles for quality life".

2.2 Vision

Our vision is "to become a vibrant organization that transforms communities to thrive and enjoy secure and sustainable livelihoods", building on our core strengths, which are focused on capacity building and supporting communities so that they can become self-reliant through various Income

Generating Activities, holistic people development, and facilitating the development of essential infrastructure. This vision addresses itself to the philosophy of the church and development: a.

Winning of souls – Evangelism – Impact of Programmes.

b. Acts of mercy - Poverty alleviation – Programmes

c. Wealth creation - Sustainability – Social Enterprise.

2.3 Core Strategy and Organizational Values

We intend to create sustainable partnerships and mobilize resources to support our priorities over the plan period with the purpose to ensure our outreach programmes and targeted projects are effectively implemented.

Our work will be guided by Christian values that reflect the tenets of the Anglican Church of Kenya. These are Godliness, Stewardship, Professionalism, Integrity, Care & Love, Justice, Participation & Teamwork, and Innovation.

The following is a summary of ADSE's organizational values:

a) **Godliness** – We aim to be faithful to our calling by doing the good works for which we were called for. Where all are called to be partakers of the same regardless of religious affiliation but to see the love of Christ through what we do and embrace the gospel. By employing this value, we experience heavenly wisdom and exemplify its characteristics; we grow in unity with the community we serve.

b) **Stewardship** - We aim to build a stronger organization for the future by protecting the community resources, investing in the future and using ADSE resources to benefit those who serve our services.

c) **Professionalism** - We are proactive in finding solutions for our beneficiaries that will improve their livelihoods and creating lasting relationships with communities we serve.

d) **Integrity** – We are committed to conduct ourselves in a manner consistent with the highest standards of integrity. We are honest, ethical, and fair in all our activities. We keep our word, deliver on our promises, and acknowledge our mistakes. In all that we do, we believe that our reputation is more important than any other short-term rewards.

e) **Care and Love** - this is an integral component of our shared values, shared results, positive organizational health and Win-Win Philosophy. We aim to practice this value through dedication and devotion towards implementing our intended strategies and activities.

- f) **Justice** - We will always remain answerable to our stakeholders and beneficiaries by giving appropriate and timely feedback that is clear while implementing our activities.
- g) **Participation & Teamwork** - At ADSE, we provide an environment that promotes an atmosphere that fosters friendship and loyalty. These close-knit relationships aim at motivating employees to work harder, cooperate and be the supportive of one another. Individuals possess diverse talents, weaknesses, communication skills, strengths, and habits.
- h) **Innovation** - We constantly strive to redefine the standard of excellence in everything we do. Therefore, we are open to ideas that challenge the conventional views and drive innovation. The only constant in life is change and we believe that in order to stay relevant we must constantly improve with society's changing needs.

2.4 Behavioral Standards

To support our mission, vision and values, ADSE personnel shall at all times:

- i. Be familiar with their rights and responsibilities, as articulated in this Code of Conduct (including other relevant ADSE policies and procedures; refer to Section 3);
- ii. Act in ways consistent with the Christian principles underpinning the work and service of ADSE;
- iii. Ensure their personal and professional behaviour is, and is seen to be, of the highest standard and in keeping with ADSE Vision, Mission and Values, and does not bring ADSE into disrepute;
- iv. Respect and promote fundamental human rights without discrimination irrespective of race, ethnicity, indigeneity, colour, disability, displacement, caste, religion, gender, gender identity, sexual orientation, age, marital status, poverty, national origin, political affiliation or socioeconomic status;
- v. Contribute to a work environment that is fair, equitable and free of harassment and bullying, and act with honesty and good faith, treating all other ADSE Personnel with respect and dignity;
- vi. Help to build a harmonious workplace based on team spirit, mutual respect and understanding;
- vii. Treat all communities with whom we work (children, persons living with disability, elderly, women), fairly and with respect, courtesy, dignity and according to International Laws and Standards;
- viii. Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in decision-making, especially as such decisions involve and impact upon

ADSE partners and other stakeholders; ix. Act in accordance with health, safety and security guidelines and endeavor to safeguard others;

- x. Contribute to, and take ownership of, decisions that support the achievement of the mission and vision of ADSE;
- xi. Respect the role and decisions of ADSE Board and management;
- xii. Promote a team environment by acknowledging the work of others and, as appropriate, providing constructive feedback on their contribution to the work of ADSE; and,
- xiii. Respect other staff, partners and stakeholders by maintaining an appropriate level of confidentiality while working for ADSE.

3 Policies and Procedures

ADSE's policies and procedures provide guidance to staff members, with a primary focus on adhering to the principles outlined in relevant national and international laws, guidelines, and best practices concerning human rights, ethics, and environmental stewardship. By streamlining workflows and establishing clear standards for expected conduct, these policies and procedures ensure compliance and promote efficiency and effectiveness throughout the organization.

The policies and procedures are aligned with ADSE's mission, values, and strategic objectives, thus contribute to the organization's mission of creating positive impact within the community it serves.

All ADSE staff are expected to read, understand and adhere to all ADSE and program-specific policies and procedural documents, for example but not limited to the following:

- ❖ Human Resource Policy and Procedures Manual
- ❖ Communication Policy
- ❖ Administration Policy
- ❖ Finance and Accountability and Procedures Manual
- ❖ Procurement Policies & Procedures Manual
- ❖ Children Protection and Prevention of SEAH Policy
- ❖ Occupational Health and Safety Policy
- ❖ Gender and Disability Inclusion Policy
- ❖ Antifraud & Bribery Policy Whistleblowing Policy

- ❖ Complaints Handling Policy
- ❖ Organizational Risk Management Policy
- ❖ Monitoring and Evaluation Framework
- ❖ Security Policy
- ❖ Emergency Response Plan
- ❖ Environmental Policy

For avoidance of doubt, all ADSE staff are also expected to adhere to all reasonable operational policies and procedures that may be developed for ADSE, or specifically for each program.

4 Confirmation

This Code of Conduct is valid until the below signatory ceases to represent or work for ADSE. The signatory accepts the consequences of any violation of any of the above provisions under this Code of Conduct Policy.

I, {NAME} _____ confirm that I received, read and understand the contents of this Code of Conduct and the ADSE policies and procedural documents referred to within, and agree to abide by the principles therein.

I understand that a breach of the Code of Conduct and ADSE policies and procedural documents may result to disciplinary action as stipulated during my role as staff/volunteer/Intern/Attaches'/Seconded Staff:

Signed: _____ Date: _____

Chief Executive Officer:

Signature: _____ Date: _____

ADSE Personnel Code of Conduct	
Description & Responsibility	Date & Responsibility
Person Responsible	Chief Executive Officer

Date Created: Version 1	
Date of Review: Version 2	May 2018: Done to include Child protection conduct and Fraud mitigation
Date of Review: Version 3	June 2021: Done to include PSEAH standards
Date of Review: Version 4	June 2024: Done to align with the review of policies of ADSE
Signed off By Chief Executive officer	June 2024
Approved By Board	June 2024
Next review	May 2027