

ADSE Personnel Code of Conduct

1.0. The Rationale

This code is integrated within the ADSE policy manuals and applies to all ADSE personnel working within ADSE and has a responsibility to ensure that all staff are aware of this Code of Conduct, that they understand what it means in concrete behavioral terms and how it applies to their programme context. This code 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. ADSE acknowledges that its members of staff, Interns, Casual Workers, students on practicum attachment/Attaché, Seconded staff and volunteers will adhere to the set codes. The development of this code of conduct is guided by ADSE policy documents which includes; Child Protection Policy and procedures, Prevention of Sexual Exploitation, Abuse and Harassment Policy, ADSE Human Resource and Administrative Policy Documents.

2.0. The Purpose

As ADSE, our mandate and development approach involves working with children, either directly or indirectly, therefore, it is our responsibility to protect children from both intentional and unintentional harm. We cannot as an organization ignore the broader child protection issues faced by the children like the domestic violence, abuse by their guardians, commercial sex exploitation etc. It is our responsibility to do our best to protect and empower the children who we are in contact with, whether harm is taking place either inside or outside the organization. Thus, Child Protection and child rights are paramount for ADS Eastern. ADSE is committed to a child-centred approach to work with children. Guided by our statement of faith and the Christian principles of care and Love, we undertake to provide a safe environment and experience, where the welfare of the child is paramount.

ADSE believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, including those relating to Sexual Exploitation, Abuse and Harassment (*referred collectively as SEAH*). ADSE seeks to contribute to the creation of an environment where *SEAH* does not happen at all levels. Consequently, ADSE is committed to ensuring that safeguarding measures are embedded, accessible and clearly communicated to all the key stakeholders we work with. As an organization we respect the privacy of people who may be impacted and will endeavor to uphold confidentiality, unless a person is at risk of harm to themselves or others

The Code of Conduct applies to Anglican Development Services Eastern personnel and it summarizes both the standards of conduct which reflect our values and the types of unacceptable conduct that are incompatible with our values as an Organization. The purpose of this Code of Conduct is to:

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- Promote mutual trust and respect between ADS Eastern personnel and the people we work with;
 - Serve as a benchmark/reference in decision making for the organization;
 - Enable ADS Eastern personnel to perform their duties effectively;
 - Enable risk management by reducing the likelihood of damaging behaviours;
 - Protect ADS Eastern personnel and those we work with; and,
 - Protect ADSE's and Our Partner's reputation and representation

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.

I,.....ID No..... ,
agree that whilst employed by Anglican Development Services Eastern, must adhere to the laid down behavior standards as contained in **sections 2,3,4,5**, that I Must:

2.0 BEHAVIOR STANDARDS:

2.1 Our values and positive conduct

To uphold and promote the highest ethical and professional standards, ADS Eastern personnel shall at all times:

- i. Act in ways consistent with the Christian principles underpinning the work and service of ADS Eastern
- ii. Ensure their personal and professional behaviour is, and is seen to be, of the highest standard and in keeping with ADS Eastern Vision, Mission and Values, and does not bring ADS Eastern into disrepute.
- iii. Adhere to prescribed working hours unless acceptable prior arrangements have been made.
- iv. Maintain professionalism while relating with colleagues. In case staff get involved in relationships that may lead to marriage, this must be openly declared in a Godly manner.
- v. Ensure that all sensitive and confidential materials are removed from the public at the end of the day's work
- vi. 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;
- vii. 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 ADS Eastern Personnel with respect and dignity;

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- viii. Help to build a harmonious workplace based on team spirit, mutual respect and understanding
 - ix. Keep their work desk clean without any food remains, cutlery, utensils or any other unnecessary items that do not support work operations.
 - x. Dress in formal official clothing, except Friday's when they can wear smart casual while embracing ADSE's values.
 - xi. Carry their staff badge at all times and refrain from permitting an unauthorized person from using their staff badge to access company premises. Any employee who loses their staff badge must report to the police and inform the HR & Admin Officer because this could amount to a security threat at ADSE. If unreported, the employee shall be held responsible for all the activities undertaken using the staff badge. An employee shall be charged for the replacement of the lost staff badge.
 - xii. 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
 - xiii. Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in decision-making, especially as such decisions involve and impact upon ADS Eastern partners and other stakeholders;
 - xiv. Act in accordance with health, safety and security guidelines and endeavor to safeguard others;
 - xv. Be familiar with their rights and responsibilities as articulated in this Code of Conduct and other relevant ADS Eastern Policies and Procedures;
 - xvi. Contribute to, and take ownership of, decisions that support the achievement of the mission and vision of ADS Eastern;
 - xvii. Respect the role and decisions of ADS Eastern Board and management;
 - xviii. Promote a team environment by acknowledging the work of others and, as appropriate, providing constructive feedback on their contribution to the work of ADS Eastern;
 - xix. Respect other staff, partners and stakeholders by maintaining an appropriate level of confidentiality while working for ADS Eastern;
 - xx. Be aware of ADS Eastern Whistleblower Policy, and particularly the requirement for bystanders to report any perceived or actual breaches of this Code of Conduct, or any of ADS Eastern's policies, or any illegal activity, via ADS Eastern's Complaints Procedure.
 - xxi. Understand and adhere to ADS Eastern's Travel Procedures and relevant Workplace Health and Safety policies, and be familiar with the corresponding policies of ADS Eastern
 - xxii. Every employee is expected to be a good ambassador for ADSE

ADS Eastern personnel must not:

- i. Misuse alcohol or other drugs which may adversely affect their work or service, the safety of colleagues or the reputation of ADS Eastern;
- ii. Drive a vehicle while on duty while under the influence of alcohol or any illegal substance;
- iii. Use the position of power conferred by their role to exert pressure, gain economically, professionally or sexually, or extract or accept favours, bribes, gifts or other forms of personal enrichment.
- iv. Use or carry about their person or in their luggage any weapons or ammunition.
- v. Dress in inappropriate way or manner which is likely to harm ADSE's corporate image.
- vi. Share nor divulge ADSE's information considered confidential and secret to competitors or any other parties outside of ADSE's frame of work.
- vii. Be permitted, during the performance of their duties, to express political views publicly or seek to influence colleagues or those who seek services to subscribe to the political beliefs is entitled to their own views on political matters
- viii. Put communities at a risk through misusing the personal information collected from them.

3.0 Child protection

3.1 ADS Eastern personnel must:

- a) Understand that child abuse by ADS Eastern personnel constitutes an act of gross misconduct and are therefore is grounds for termination of employment and may lead to criminal prosecution;
- b) Treat children with respect regardless of race, ethnicity, indigeneity, colour, disability, displacement, caste, religion, gender, gender identity, sexual orientation, age, marital status, poverty, national origin, political affiliation or socio-economic status;
- c) Wherever possible, ensure that another adult is present when working in the proximity of children and allow the child to select their chaperone (parent, teacher, agency staff etc.);
- d) Ensure contact with children, young people, vulnerable adults (whether by phone, online or via direct contact) is supervised, accompanied, or is at least in sight and hearing or with knowledge (in case of online communication) of other adults;
- e) Refrain from physical contact with all children they encounter in the course of their work with ADS Eastern, unless it is to avert danger to the child;
- f) Wherever possible, respect a child's right to privacy;
- g) Immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with ADS Eastern's Child Protection Procedures. Report matters of a criminal nature to local authorities;

- h) Before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. (*While it is not always possible to obtain written consent, employees should Endeavour to do so, recognizing that it provides them with protection, should a subsequent complaint arise.*) As part of obtaining the consent an explanation must be given as to how the photograph or film will be used; Ensure that images are honest representations of the context and the facts;
- i) Listen to children. Be sensitive to the signals they send you about how comfortable they are with you (their language, conversation and physical intimacy) and respond accordingly.

3.2 ADS Eastern personnel must not;

- i. Use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- ii. Engage children in any form of sexual intercourse or sexual activity, including paying for, or exchanging goods or services for, sexual services or acts;
- iii. Engage in any form of harassment, discrimination, physical or verbal abuse, intimidation, or favoritism of children;
- iv. In the course of their work with ADS Eastern, use alcohol or other recreational drugs in the company of children or Supply alcohol or recreational drugs to children;
- v. In the course of their work with ADS Eastern, give gifts to children, unless with the full knowledge and permission of the child's parent or guardian;
- vi. In the course of their work with ADS Eastern, invite unaccompanied children (who are not their own) into their place of residence, unless they are at immediate risk of injury or in physical danger;
- vii. In the course of their work with ADS Eastern, sleep close to unsupervised children (who are not their own) unless absolutely necessary, in which case they must obtain the supervisor's permission, and ensure that another adult is present where possible;
- viii. In the course of their work with ADS Eastern, engage in activities of an intimate nature with children (who are not their own), such as toileting or bathing;
- ix. Use any computers, mobile phones, video cameras, cameras or social media inappropriately, and never exploit or harass children or access child exploitation material through any medium;
- x. Hire children for domestic or other labour which is inappropriate to their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;

4.0 Sexual Exploitation, Abuse and Harassment (SEAH)

4.1 ADS Eastern personnel must:

- i. Understand that sexual exploitation, abuse by staff constitute acts of gross misconduct and are therefore grounds for termination of employment;

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- ii. Take reasonable action to protect others from harm and to challenge infringements of the rights of others;
 - iii. Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during their association with ADS Eastern that relate to sexual exploitation, abuse or harassment;
 - iv. Immediately report concerns or allegations of SEAH and policy non-compliance in accordance with appropriate procedures. These are outlined in ADS Eastern's Prevention of Sexual Exploitation, Abuse and Harassment Policy. Immediately report any matters of a criminal nature to the local authorities, unless this is contrary to the wishes of the victim/survivor;
 - v. Understand that the exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is totally unacceptable and is prohibited;
 - vi. Understand what constitutes sexual harassment;

4.2 ADS Eastern Personnel must not:

- i. Exchange money, employment goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the exchange of sexual favours for assistance that is due to communities we assist, or partners ADS Eastern works with.
- ii. Fraternize with project beneficiaries.
- iii. Take advantage of a position of power to enter into a relationship with a colleague.
- iv. Use their power to withhold assistance or services, or to give preferential treatment.
- v. Identify survivors of sexual exploitation, gender-based violence, or abuse as such.
- vi. Abuse a position to withhold development assistance, or give preferential treatment, in order to solicit sexual favours, gifts, payments of any kind, or advantage;
- vii. Engage in a sexual relationship with a member of a partner staff of ADS Eastern, or with a member of community which is in receipt of ADS Eastern funds whether for emergency response or development activities;
- viii. Reveal an individual's status as a person living with HIV, TB or any other serious health conditions without written consent.
- ix. Identify an individual's engagement in what may be culturally unacceptable activities (such as promotion of child rights or challenging gender norms);
- x. **Engage in any form of sexual harassment, including but not limited to:**
 - a. Engaging in sexually suggestive behaviour, such as leering or staring; brushing up against someone, touching, fondling or hugging;
 - b. Making sexually suggestive comments or jokes;
 - c. Displaying sexually suggestive screen savers, photos, calendars or objects;
 - d. Making repeated unwanted requests to go out

- e. Making requests for sex;
- f. Making sexually explicit posts on social networking sites;
- g. Making insults or taunts of a sexual nature;
- h. Sending sexually explicit emails or text messages;
- i. Making inappropriate advances on social networking sites;
- j. Accessing sexually explicit internet sites;
- k. Displaying behaviour that may also be considered an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

5.0 FRAUD, CORRUPTION AND UNETHICAL BUSINESS PRACTICES

5.1 ADS Eastern personnel must at all times:

- i. Promote a culture of honesty and openness among ADS Eastern staff and management;
- ii. Be transparent in all work-related financial transactions;
- iii. Ensure that financial and other resources are used solely for the intended purposes;
- iv. Declare any known or potential conflicts of interest to their line manager (e.g. direct relationship with service provider or suppliers of goods, etc.)
- v. Always strive for the highest health, safety and environmental standards in all programme work.
- vi. Conduct all business in accordance with internationally accepted practices and procedures and uphold the highest standards of accountability and transparency in relations to finances, management and governance, where relevant.
- vii. Ensure, where possible, that goods and services purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
- viii. Foster a work environment where communities and staff can safely and confidentially raise and report all serious concerns about suspected fraud and corruption;
- ix. Follow transparent, accountable and honest practices when receiving cash donations from the public earmarked for humanitarian or development purposes;
- x. Pay compulsory government taxes
- xi. Promptly report any financial wrong-doing, either to their supervisor or via whistleblowing mechanisms (see ADS Eastern's Whistleblower Policy);

5.2 ADS Eastern personnel must not:

- i. Commit any financial wrongdoing, including theft, misuse or misappropriation of funds or property, false accounting, forgery or unauthorized alteration of documents, avoiding creating an unauthorized liability or wrongfully using information or intellectual property;
- ii. Engage in document or cheque forgery, money laundering, taking of commissions or influencing tender processes for improper benefit and theft;
- iii. Knowingly support individuals or entities involved in illegal or terrorist activities;
- iv. Deliberately destroy, falsify, alter or conceal evidence material to an investigation or make false statements to investigators in order to materially influence or impede investigations into corrupt, fraudulent, coercive or collusive allegations;

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- v. Accept a bribe in the form of money, goods or services to secure a contract for services when dealing with suppliers in any development or humanitarian work;
 - vi. Accept any gifts or other favours that may influence the performance of their functions or duties. Gifts are defined as, but not limited to: services, travel, entertainment and material goods. In order to respect national and local traditions and conventional hospitality, minor token gifts such as pens, calendars, desk diaries, etc. can be accepted.
 - vii. Share in the profits or surpluses as kickbacks, cuts or discounts for personal or organisational benefits;
 - viii. Launder money, take commissions, or influence tender processes for improper benefit or theft;
 - ix. Take part in activities that generate personal, organizational or collective profit such as buying or selling when such activities may affect, or appear to affect, the ACT Alliance's credibility or integrity.
 - x. **Make improper use of:**
 - a. ADS Eastern resources;
 - b. inside information; or
 - c. their status, power or authority as ADS Eastern Personnel in order to gain a benefit;
 - d. Use illegal labour, child labour or forced labour in any work area;
 - e. Use or distribute products or supplies that are known to be unsafe in any development or humanitarian setting.

ALWAYS REMEMBER:

- ♣ You are always responsible for your behavior towards a child, even when the child's behavior can be interpreted as inappropriate (for example, seductive behavior).
- ♣ You must comply with all applicable local, national and international laws about child protection and any other vulnerable category
- ♣ It is my responsibility, as a ADSE personnel, to avoid actions or behaviors that are, or could be construed as exploitation, sexual exploitation, abuse, harassment, sexual harassment
- ♣ It is my obligation to report wrongdoing or suspicion of wrongdoing following the ADSE Child Protection and SEAH (Sexual Exploitation, Abuse and Harassment) Allegation Management Procedure and to the contact person
- ♣ Non-compliance with this Code of Conduct will be taken seriously. In the case of employees, appropriate corrective measures will be taken including;
 - i. Employee tough talk or verbal warning.
 - ii. Warning Letter.
 - iii. Disciplinary action.
 - iv. Summary dismissal.
 - v. Fraud, money laundering, and terrorism financing cases shall be reported to the Financial

Reporting Centre (FRC) established under section 21 of the Proceeds of Crime and Anti Money Laundering Act 2009 (the “Act”).

vi. As per Section 23 of the Sexual Offences Act, any sexual offense shall be prosecuted.

vii. As per the Proceeds of Crime and Anti-Money Laundering Act Chapter 59B, fraudulent activities will be prosecuted.

Note:

- i. Other rules remain as articulated in the appointment letter.
- ii. This COC shall be used in line with other frameworks including the Standard Operating Procedures (SOP), Human Resource (HR) Policy and Procedures, Laws of the land and Terms and Conditions of Employment.
- iii. If you have read and clearly understood the content of this code of conduct then sign below it may be grounds for termination of employment. Where considered necessary or appropriate, non-compliance will be reported to relevant authorities.

This Code of Conduct is valid until the ADS Eastern personnel cease to represent or work for the Anglican Development Services Eastern. The signatory accepts the consequences of any violation of any of the above provisions under this Code of Conduct Policy.

I, {NAME}_____have read the policy guidelines and agree to abide by the ADSE Code of Conduct and the principles therein. I understand that a breach of the Code of Conduct may result to disciplinary action as stipulated during my role as staff/volunteer/Intern/Attaches'/Seconded Staff:

Signed: _____ **Date:** _____

Chief Executive Officer:

Signature: _____ **Date:** _____