



Code of Conduct

Giving Hope Foundation is an independent, private and not-for-profit organization that respects a strict political and religious impartiality, and operates following principles of neutrality, non-discrimination and transparency, according to our core values of Creativity, Development, Fairness, Fun and Quality.

This Code of Conduct applies to the Giving Hope Foundation as an organization and to all persons that work in, for, or on behalf of the Giving Hope Foundation including employees, volunteers, interns and freelance consultants.

The commitment of Giving Hope Foundation is guided by **5 core values**:

- **Creativity**: we encourage a safe and supportive space for experimentation and innovation
- **Humility**: we show compassion, empathy and we endeavor to understand, respect and value every individual
- **Integrity**: we do what we say we will do
- **Fairness**: we promote equality and mutual respect; working towards relationships that are inclusive, trusting and participatory
- **Fun**: we value the enjoyment in creating friendly, positive and productive working environments

It is the duty of all of us to think about and manage our behaviour to fit with the values and principles of Giving Hope Foundation in relation to this Code of Conduct and the following requirements at all times

1. I WILL RESPECT OTHERS

- **I will respect** all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability.
- **I will act** fairly, honestly and tactfully and treat people with dignity and respect. I will respect the national law and local culture, traditions, customs and practices that are in line with UN conventions.
- **I will contribute** to building a harmonious workplace based on team spirit, mutual respect and understanding
- **I will dress** in a manner appropriate to the assignment and the cultural setting.

Consequently, **I will not take part** in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others.

2. I WILL MAINTAIN HIGH STANDARDS OF CONDUCT, BOTH PERSONAL AND PROFESSIONAL...

...by serving the mandate and values of Giving Hope Foundation

- **I will refrain** from behaving in a way that undermines my ability to do my job or is likely to harm Giving Hope Foundation's reputation.
- **I will ensure** that my personal and professional performance is always based on a non-discriminatory, non-racist, gender sensitive and environmental-friendly conduct
- **I will strive** for high standards in my work, taking responsibility for my actions and not abusing my position of power as a representative of Giving Hope Foundation

Consequently,

- **I will not engage** in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way, regardless of the local age of majority or

age of consent. Mistaken belief in the age of a child is not a defense.

- **I will neither support nor partake** in any form of criminal, illegal, exploitative or abusive activities, including, for example child labour, paedophilia, forced prostitution, trafficking of human beings, commodities and intoxicants.
- **I will never** knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism
- **I will not exchange** money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior. This includes exchange of assistance that is due to beneficiaries.
- **I will not ask** for or invite any kind of personal payment, service or favour from others, especially beneficiaries, in return for our help, support, goods or services of any kind.
- **I will not be** in possession of, nor profit from the sale of, illicit/illegal goods or substances.
- **I will not drink** alcohol or use any other substances in a way that affects my ability to do my job or affects the reputation of Giving Hope Foundation. Likewise, I will under no circumstances operate a Giving Hope Foundation machinery under the influence of alcohol or any other illegal intoxicants.
- **I will not accept** bribes or small “gifts” from governments, beneficiaries, donors, suppliers or others.
- **I will not ente** into any sort of business relationship on behalf of Giving Hope Foundation with family, friends or other personal/professional contacts for the supply of any goods or service to Giving Hope Foundation or any employment related matters without authorisation.
- **I will not use** the organisation’s computer or other equipment to view, download, create or distribute inappropriate material, such as pornography and paedophilia.
- **I will commit** to protect the environment and reduce risks of negative impacts on the environment.

3. I WILL ENSURE TO BE ATTENTIVE TO THE SAFETY AND MYSELF AND OTHERS...

...by being aware of and complying with Giving Hope Foundation's security & safety practices and highlighting to my line manager any areas of concern.⁴

Consequently...

- **I will make** myself familiar and comply with national security & safety and health rules and procedures.
- I will not behave in a way, which creates unnecessary risk to my security or the security of others.

4. I WILL PROTECT GIVING HOPE FOUNDATION'S ASSETS AND RESOURCES...

...by handling Giving Hope Foundation's financial resources and assets carefully and by performing my official duties and conducting my private affairs in a manner that avoids conflict of interest. In particular:

- **I will ensure** Giving Hope Foundation's resources are not misused and protect them from theft, fraud or other damage.
- **I will disclose** potential conflict of interest with a supplier, service provider or business partner (such as family relations or shareholding).
- **I will not use** offices, property or knowledge gained from functions with Giving Hope Foundation for private gain, financial or otherwise, or for the private gain of any third party, including family, friends or those they favour.
- **I will protect, manage and utilize** Giving Hope Foundation human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at Giving Hope Foundation's disposal for the benefit of beneficiaries and other persons of concern to Giving Hope Foundation.
- **I will maintain** electronic files and archives in a responsible manner keeping in mind the necessary protection of privacy. Information that may be

considered illegal, offensive or inappropriate must under no circumstances be processed, downloaded, stored or disseminated.

Consequently,

- **I will not seek** personal gain from my employment with Giving Hope Foundation and will resist any undue political pressure in decision-making. In particular, I will not receive or provide bribes, including kick-backs of any kind.
- **I will neither seek** nor accept instructions regarding the performance of my duties from any government or from any authority external to Giving Hope Foundation. I will not accept any honour, decoration, favour, gift or remuneration from any authority; nor will I accept these from any other source external to the Giving Hope Foundation without prior authorisation.
- **I will not engage** in any outside occupation or employment without prior authorisation. I will not accept supplementary payments or subsidies from a government or any other source.
- **I will not assist** private persons or companies in their undertakings with Giving Hope Foundation where this might lead to actual or perceived preferential treatment. I will never participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interest may arise and will always act in strict conformity with related Giving Hope Foundation policies, guidelines and instructions.

5. I WILL PROTECT THE CONFIDENTIALITY OF GIVING HOPE FOUNDATION'S INFORMATION AND DATA...

...by handling Giving Hope Foundation's information and data carefully and with discretion. In particular:

- **I will safeguard** and make responsible use of the information to which I have access as a result of my employment with Giving Hope Foundation.
- **I will exercise** due care in all matters of official business, and not divulge any

confidential information about beneficiaries and persons of concern to Giving Hope Foundation, colleagues and other work-related matters.

- **I will exercise** necessary caution and discretion with regard to political, military or security matters in official or private communications, including telephone calls, radio messages, e-mails, social media and letters.
- **I will ensure**, when engaged in communication activities, that portrayal of individuals and their circumstances are fairly represented in terms of their capacities and vulnerabilities.
- **I will make** all necessary efforts to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories.

Consequently,

- **I will not reveal**, both while working for and after leaving Giving Hope Foundation, any confidential information I have obtained while working for Giving Hope Foundation to any third party unless legally required to do so. I am aware that the breach of professional confidentiality, both while employed and after leaving the organization, might lead to a claim for compensation and/or prosecution.
- **I will not make** comments to the media or to journalists on behalf of Giving Hope Foundation without prior agreement with the Executive Director or the Board of Directors.
- **I will not issue** statements to the press or other agencies of public information or submit articles, books or other material for publication, including on internet blogs, websites, online media, social media and any public electronic forums, if such act relates to the activities or interest of Giving Hope Foundation, without prior necessary approval from the Executive Director or the Board of Directors. I am committed to a responsible management of any personal social media platform, including Facebook, Instagram, LinkedIn and Twitter, in accordance with the law and the standards listed in the present Code of conduct, on which **I will not disclose** any confidential professional matters, nor divulge any confidential

information about beneficiaries and persons of concern to Giving Hope Foundation, colleagues and other work-related matters, nor represent Giving Hope Foundation in any way.

6. I WILL REPORT ANY INCIDENT OR CONCERN RELATING TO THIS CODE

In order to create the conditions for this Code of Conduct to enter into force, we must not only apply it individually but all Giving Hope Foundation staff have a duty to report within the organization any potential incident, abuse or concern that we witness or are made aware of.

Consequently,

I will report through appropriate channels any matter which appears to break the standards contained in this Code of Conduct.

I am aware of the fact that any breach of this Code of Conduct may lead to disciplinary action, dismissal or even legal action and that intentionally false accusations and reports are seen as a breach of the Code of Conduct and I will be subject to disciplinary action.

Date: _____ Location: _____

Staff member's First and Last name: _____

Signature: _____