



HADO

Human Appeal Development Organization

(Rebuilding Peace in Our Communities)

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Code of Conduct



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Background

Human Appeal Development Organization (HADO) Code of Conduct or deontology outlines the basic rules of conduct, ethics and essential principles to be observed by all HADO employees and the team members. The code of conduct is a logical and practical applications of the Human Appeal Development Organization Charter of principles. As such it is created as a guide for addressing the ethical dilemmas that HADO employees or team members may encounter in the course of their work. The Code of conduct aims to act as a compass to guide our behaviours while working to achieve HADO's goals as well as to provide a frame of reference which will facilitate prudent, critical and analytical decision making coherent with the value and principle of Human Appeal Development Organization.

HADO and its employees must, at all times, comply with all applicable laws and regulations. The Organization 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. The Organization does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Organization's operations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek appropriate legal advice.

HADO principles

All members of Human Appeal Development Organization (HADO) adhere to these seven (7) fundamental principles that are:

1. Independency
2. Volunteerism
3. Neutrality.
4. Humanity.
5. Transparency
6. Commitment and
7. Accountability

Specific policies of HADO that are related to the organization's values.

These specific policies related to our values are:

- Child safeguarding policy
- Anti-Fraud, Dishonesty and corruption policy
- Anti-Discrimination, Harassment and Retaliation policy
- The Code of Ethics
- Network People Management Framework.
- Partnership policy
- Institutional principle of security and
- Other Standard Operational Procedures and Emergency Response Protocols.

Applicability

This code of conduct applies to all Human Appeal Development Organization employees. Board members and partners. More specially, it applies to the following groups:

- All paid staff in the HQs and the local offices.
- All volunteers and interns and local offices.

- All international staff working in the missions managed by Human Appeal Development Organization (HADO), regardless of their hiring HQs.
- All national staff working in missions managed by Human Appeal Development Organization or Human Appeal Development Organization's local partners who are co-implement projects.
- Any other people not formally related to Human Appeal Development Organization (HADO) by contract or agreement but who either work or stay (even temporarily) at the organization's office or residential premises.
- All Human Appeal Development Organization offices are committed to informing and properly training all employees, partners and temporarily visitors about the content and application of the organization's Code of Conduct.
- The guidelines outlined in the Human Appeal Development Organization Code of Conduct are applicable throughout the duration of an employee or board members contract or agreement with Human Appeal Development Organization. A contract or agreement include non-working hours and the entire contract term.

General Employee Conduct:

HADO expects its employees to conduct themselves in a businesslike 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.

a. Conflicts of Interest:

HADO 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.

b. 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.

c. 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.

d. Gifts, Entertainment and Favors:

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with



which the Organization has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their positions with the Organization might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

e. 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.

f. 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 funds and all other assets of the Organization are purposed for the Organization only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

g. 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

h. 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.

i. 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.

j. 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.

Rule of conduct related to human rights

- i. No discrimination, No Human Appeal Development Organization beneficiary or partner will be discriminated against for any reason including race, caste, creed, nationality, religion believe, age, physical or mental disability, gender, marital status, sexual orientation and or trade union or political membership.
- ii. Protection of children; given a particular vulnerability of children, all Human Appeal Development Organization employees and the board members committed to the protection of children in all areas of HADO's activities.
- iii. Sexual conduct: Any form of sexual, psychological, or verbal, abuse or physical harassment is strictly prohibited.

For both ethical and safety reasons, Human Appeal Development Organization (HADO) employees and the board members are prohibited from engaging in any form of sexual exploitation, even when these may be the social customs or legally acceptable in the host community or country. Irrespective of other risk assessments, HADO believes that behaviours that threatens sexual freedom is totally unacceptable including the following prohibited practices; sexual harassment, sexual abuse, sexual relations with children, sexual assault, sexual exploitation or any other contribution to the "sex market"

Conduct related to other rights

Human Appeal Development Organization (HADO) employees and the board member demonstrate respect and sensitivity to:

- The environment, avoiding activities that may cause harm, irrespective of whether are prohibited by local law or not.
- Gender issues, promoting through action and everyday communication, the principles of fairness and equality between men and women, as outlined in Human Appeal Development Organization's Policy.

Assessment criteria for any violation of the Human Appeal Development Organization (HADO) Code of Conduct.

Each individual violation of the Human Appeal Development Organization Code of Conduct will be analysed in its entirety. Each review should evaluate the consequences of the violation and may consider some considerations such as degree of intentionality, damage to the interests and principle of Human Development Organization (HADO), legal implication (national, international) previous violations, recidivism and whether the case is a repeated violation.

Breaches of the Code of Conduct may have consequences for the contractual relationship between Human Appeal Development Organization and the employee or partner, including disciplinary sanctions (including possible contract termination) and initiation of legal action against the violator as per any Human Appeal Development Organization's office procedures.

Mechanism to review, train & ensure compliance.

Every of Human Appeal Development organization office has procedures and supervisory mechanisms charged with train **IMPLEMENTING & REVIEWING ALL MATTERS RELATED TO THE CODE OF CONDUCT.**

As this Code of Conduct applies to all employees, board members and partners and partners of Human Appeal Development Organization (HADO) employees breaches the Code of Conduct, or knows of or become aware of another employee breaching the Code of Conduct, they are under an obligation to notify their line manager or the supervisory mechanism of their office managing HQs. Breaches of the Code of Conduct may also be brought to Human Appeal Development Organization's (HADO) attention by others who are not HADO employees.

Any breach of the Code of Conduct brought to Human Appeal Development Organization's attention, or of which Human Appeal Development because aware through other means will be reviewed according to the organization's disciplinary procedure.

Annex 1: Summary of the Disciplinary actions and penalties.

S/N	Offence	Step 1	Step 2	Step 3	Final
1.	Sexual abuse with beneficiary	Zero tolerant			Dismissal
2.	Power abuse	Zero tolerant			Dismissal
3.	Coming to work with influence of alcohol.	Verbal warning	Written warning	Final written Warning	Dismissal
4.	Conflict of interest	Written warning	Written warning	Suspension	Dismissal
5.	Not following HADO security Protocols	Verbal warning	Written warning	Written warning	Dismissal
6.	Late reporting to workplace	Verbal warning	Written warning	Written warning	Dismissal
7.	No respect to culture and legal context of the host community	Written warning	Termination		Dismissal
8.	Exposure of organization to secret information to the third party for the personal gain.	Zero Tolerant			Dismissal
9.	Uses of illegal drugs (hard or soft)	Zero tolerant			Dismissal
10.	Not obeying the directives of line manager or supervisors	Verbal warning	Written warning	Final writer warning	Dismissal



A handwritten signature in blue ink, appearing to be "F. J. J." or similar, written over a faint grid.