



# CSADI Code of Conduct

---

*This is a policy that guide employees, trustees, volunteers, interns,  
trainees, contractors and consultants and others who represent the  
organization*

---

Policy Title:	Code of Conduct
Version:	1.0
Approved Date:	Monday 27 <sup>th</sup> July ,2015
Approved by:	Muhammadu Sani Zango(Chairman)
Author:	
Review Date:	FRIDAY 24 <sup>TH</sup> JULY,2015

## SECTION I

### 1.1 POLICY STATEMENT

This policy - the Code of Conduct – CSADI employees, trustees, volunteers, interns, trainees, contractors and consultants and others who represent our organisation. The policy applies to us 24/7, 365 days a year, and is as relevant and applicable to our personal life as it is to our professional life. For this reason, all those who work for CSADI or who represent the organisation in any capacity are required to sign a declaration confirming that they have read and understood the Code of Conduct and agree to comply with the requirements of the Code at all times.

- CSADI ..... based organisation. Those who work for CSADI, in whatever capacity, endorse the concept of human rights in general and children's rights in particular, and commit to respecting those rights in all our decisions and actions.
- CSADI work is based on deeply held values and principles. It is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all employees and other representatives. If any of us fails to act in a way that is consistent with our values and principles, we fail as an organisation.
- Our ability to achieve our aims, often in complex and insecure environments, is linked to our reputation. This reputation relies heavily on everyone who works for us upholding and promoting high standards of conduct. Working for CSADI means you are accepting a special responsibility for safeguarding human rights in general and children's rights in particular.
- The basic values of CSADI require that we observe the laws, customs and traditions of countries worked in or visited. In cases where such laws, customs or traditions contravene the UN Convention on the Rights of the Child and/or the Universal Declaration of Human Rights, these latter two shall prevail. They are founded on the conviction that all children and adults are of equal value, children have special rights and everyone has a responsibility to uphold those rights.
- If you are a manager, you have a particular responsibility to set a good example; and to create a working environment that supports employees and other representatives in.

upholding these standards and that helps you to manage behaviour that breaches the Code of Conduct.

- With this common rights perspective, we strive for exemplary behaviour and the realisation of effective and reliable work for children's rights. We consider that it is of the utmost importance to ensure that all resources are used in an appropriate and effective way, be they personal or economic resources, and that they are used for the means for which they are designated.
- In order to make this Code of Conduct come alive within CSADI, we must not only apply it individually but also be ready to bring to the attention of relevant senior managers within CSADI any potential incident, abuse or concern that we witness or of which we are made aware.

## SECTION 2

### 2.1 PRINCIPLES

The Code of Conduct requires that all those who work for [Community Support and Development Initiative], in whatever capacity, sign up to and adhere to the principles set out in the statement below:

#### 1. I will respect others:

- I will respect the basic rights of all human beings, regardless of gender, disability, ethnicity, religion, caste, language, HIV status and other aspects of identity. I will act fairly, honestly and tactfully in order to treat people with dignity and respect.
- 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 work actively to safeguard children:

By carrying out my special responsibility for children to whom CSADI has a duty of care and by creating a safe environment for children in order to prevent their physical, sexual or emotional abuse or neglect.

I will:

- Comply with all relevant policies and procedures
- Attend all required training
- Report any concerns about the welfare of a child or the behaviour of an adult

I will not:

- act in any way that breaches CSADI Child Safeguarding Policy and procedures or in any way places children at risk of harm;
- Withhold information about any current criminal convictions, charges or civil proceedings relating to child abuse, either when I join CSADI or arising during my time of employment

with CSADI or during the period in which I am representing CSADI in any capacity.

**3. I will maintain high standards of personal and professional conduct:**

By striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as a representative of CSADI, I will not behave in a way that undermines my ability to do my job or is likely to bring CSADI into disrepute.

I will not:

- engage in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way
- exchange money, employment, goods or services for sexual favours or engage in any form of sexual exploitation
- drink alcohol or use any other substances in a way that affects my ability to carry out my role or affects the reputation of the organisation
- be in possession of, nor profit from the sale of, illegal goods or substances
- ask for or invite any personal payment, service or favour from others, especially beneficiaries, in return for our help, support, goods or services of any kind
- accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others which have been offered as a result of my employment or other representational role with CSADI
- Enter into any sort of business relationship on behalf of CSADI with family, friends or other personal/professional contacts for the supply of any goods or services to CSADI or any employment related matters without authorisation.
- View, download, create or distribute inappropriate material, such as pornography, on CSADI computer/systems, or any other computer systems, including my own personal property.

**4. I will seek to protect the safety and wellbeing of myself and others:**

- By being aware of and complying with local CSADI health & safety and security policies and practices and highlighting any areas of concern to management.
- I will not behave in a way that causes unnecessary risk to myself or others.

**5. I will protect CSADI's Assets and Resources:**

- By handling our financial and other resources carefully, ensuring that CSADI's resources are not mis-used and protecting them from theft, fraud and damage.
- I will not release to others any private and confidential information relating to CSADI (or for which we are responsible) unless legally required to do so.

**6. I will report any incident or concern that relates to, or may relate to, a breach of this Code of Conduct.**

- I recognise that in order to realise our ambitious goals for children, CSADI must effectively report and respond to any fraud, misconduct or wrongdoing by our employees and representatives; and that employees/representatives are therefore expected to raise

any concerns they may have about the conduct of others or the way we operate as an organisation.

- Therefore I **will** raise any matter that I believe are in breach of – or may be in breach of - the Code of Conduct through the appropriate channels.

## SECTION 3

### 3.1 SUPPORTING/RELATED DOCUMENTATION

Links to Supporting Documentation	
1.	UN Convention on the Rights of the Child UN Declaration of Human Rights UN Secretary-General's Bulletin on the Prevention of Sexual Exploitation and Abuse
2.	CSADI Child Safeguarding Policy
3.	CSADI Whistleblowing Policy (if available)
4.	CSADI Disciplinary Policy (if available)
5.	Personal Declaration form

**PERSONAL DECLARATION**

I CONFIRM THAT I HAVE READ, UNDERSTOOD AND SHALL ABIDE BY THE CODE OF CONDUCT PRINCIPLES FOR THE ENTIRE PERIOD I AM WORKING OR ASSOCIATED WITH, AND OR REPRESENT, SAVE THE CHILDREN. I UNDERSTAND THAT VIOLATION OF ANY OF THE ABOVE CODE OF CONDUCT CAN, DEPENDING ON THE DEGREE OF SEVERITY, RESULT IN IMMEDIATE DISCIPLINARY ACTION WHICH CAN INCLUDE DISMISSAL.

I WILL RAISE THROUGH APPROPRIATE CHANNELS ANY MATTER WHICH APPEARS TO BREAK THE STANDARDS CONTAINED WITHIN THIS CODE OF CONDUCT

Chairman

JOB TITLE

Mohd Sani Zango

SIGNATURE

Mohd Sani Zango

NAME IN BLOCK LETTERS

27<sup>th</sup> July, 2015

DATE