



EQUAL FUTURE ASSOCIATION

Code of Conduct

Content

1. Purpose.....	1
2. Scope.....	1
3. Mission and values.....	2
4. Code of Conduct standards.....	2
5. Complaints and reports.....	5

1. Purpose

In keeping with its vision and values, Equal Future Association (EFA) is committed to maintain the highest degree of ethical conduct amongst all its staff, associated personnel and volunteers. To help increase understanding, this Code of Conduct details the EFA's expectations of employees in key areas.

2. Scope

This Code of Conduct applies to all contracted staff, international and local, employed by EFA. Adapted Codes of Conduct are applicable to employees, experts, volunteers, partners, contractors, and suppliers. The objective of this Code of Conduct is to set out the conduct expected of the EFA staff whilst under contract to the organisation, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, the EFA is a local non-governmental organisation that aims to achieve international goals, and therefore the Code of Conduct is developed from international and United Nations standards. The EFA staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the code applies.



3. Mission and values

The EFA is an independent non-profit organisation who vision a sustainable world without gender discrimination. The EFA aims to support potential women leaders and existing women leadership internally and systematically in order to transform gender equality and environmental sustainability fields. The EFA respects strict political and religious impartiality and operates under following core values.

Equality: The EFA does not accept hierarchical, sexist, and unfair values.

Diversity: The EFA values diversity in target groups, community relations, beneficiaries, partners. The EFA nourishes diversity which bases itself on internalising uniqueness of individuals instead of simply respecting differences.

Safe Space: The EFA ensures a production space that gives privacy, authenticity, non-shaming and non-rejecting environment to the community which enables healthy communications.

Process-Driven: The EFA values the process more than the results in its projects and community progress. Behaviours, changes, efforts, care, mistakes during the process are considered very valuable outputs.

Community: The EFA aims to create a community in which we can share loss, pain, happiness, birth, death, dream, sadness in order to flourish in this community together with support.

Well-being: The EFA values well-being of the self as a fundamental right. EFA provides space and support to be aware of self-needs with several tools such as resting times, working times, conflict prevention, self-awareness.

Wholesome Approach: The EFA follows a methodology which embraces processes, support systems, and projects as a whole. EFA aims to support a person's emotional, social and spiritual well being as a whole. EFA ensures to understand the bigger picture by noticing our prejudgements and presumptions.

4. Code of Conduct Standards

The aim of this Code of Conduct is to provide clear guidance on the standards of behaviour all staff are required to abide by. You must read and fully understand the content of this code. If you have any questions it is your responsibility to ask your supervisor for clarification. If you fail to adhere to any of the provisions set out in this document you can face disciplinary action, dismissal or even legal action.



As an EFA employee I will:

a. Be respectful towards all the EFA staff members and associated personnel (employees, experts, consultants, volunteers, partners, suppliers and contractors), to all persons

- 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 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.
- I will contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.

b. Uphold the integrity and reputation of the EFA by ensuring that my professional and personal conduct is consistent with the EFA's values and standards

- I will treat all people fairly with respect and dignity.
- When working in an international context or travelling internationally on behalf of the EFA, I will be observant of all local laws and be sensitive to local customs.
- I will seek to ensure that my conduct does not bring the EFA into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on the EFA premises or accommodation.
- I will ensure that my personal and professional performance is always based on a non-racist, non-discriminatory and gender sensitive conduct.

c. Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.
- I will not act in a way that breaches the EFA's operational guidelines, manuals, handbooks and procedures, in particular to the EFA'S child protection policy or in any way place our beneficiaries at risk of harm.
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.
- I will not physically assault a child or vulnerable adult.
- I will not emotionally or psychologically abuse a child or vulnerable adult.
- I will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism.
- I will neither support nor take part in any form of criminal, illegal, exploitative or abusive activities, including, for example paedophilia, forced prostitution, trafficking of human beings, commodities, and intoxicants.



d. Ensure the safety, health and welfare of all EFA staff members and associated personnel (volunteers, partners, suppliers and contractors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work.
- I will comply with any local security guidelines and be proactive in informing management of any necessary changes to such guidelines.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.
- I will not carry weapons within the EFA or the EFA premises and vehicles and when on duty.
- Likewise, I will under no circumstances drive any EFA vehicle under the influence of alcohol or any other illegal intoxicants. I understand that any knowledge of staff handling any kind of EFA or EFA motorised transportation means under such influence should be reported and will be dealt with as a breach of the code of conduct and security regulations, and lead to disciplinary measures.

e. Be responsible for the use of information, assets and resources to which I have access by reason of my employment with the EFA

- I will ensure that I use the EFA assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use the EFA IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism.
- I will not use the EFA IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

f. Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of the EFA.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within the EFA, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with the EFA and I will apply required procedures of the EFA.

g. Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.



- 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.
- I will not reveal, both while working for and after leaving the EFA, any confidential information I have obtained while working for the EFA 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 organisation, might lead to a claim for compensation and/or prosecution.
- 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 the EFA, without prior necessary approval from the related department. I am committed to a responsible management of any personal social media platform, including Facebook 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 the EFA, colleagues and other work-related matters, nor represent the EFA in any way.

5. Complaints and reports

The EFA staff are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the standards contained in this code.

Staff members who have a complaint or concern relating to breach of the code should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or a member of the designated team.

In accepting my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this code.

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 will be subject to disciplinary action.

Name:

Position:

Signature:

Date: