



# **CODE OF CONDUCT FOR STAFF, BOARD AND VOLUNTEERS**

**APPROVED BY THE BOARD OF**

**100%**

**FOR THE CHILDREN**

# Introduction

100% for the Children values the dedication and efforts of all staff, board members, and volunteers. This Code of Conduct provides clear guidelines and standards to ensure a positive, respectful, and productive environment for everyone involved.

All staff, board members, and volunteers are expected to adhere to these standards.

## 1. Respect and Dignity

- Treat all colleagues, volunteers, beneficiaries, and members of the public with respect.
- Refrain from any form of harassment, discrimination, or bullying.
- Respect individual differences, including cultural, religious, and personal beliefs.
- Maintain a professional attitude and behavior at all times. Yelling or aggressive behavior towards anyone associated with 100% for the Children is not acceptable.

## 2. Integrity and Honesty

- Perform your work with honesty, transparency, and integrity.
- Inform about any conflicts of interest.
- Do not engage in fraud, theft, corruption, or any form of dishonesty.

## 3. Confidentiality

- Respect and protect the confidentiality of all personal, sensitive, and organizational information.
- Do not share confidential information without proper authorization.

## 4. Communication

- Communicate openly, honestly, and constructively with others.
- Listen to colleagues' ideas and concerns with an open and respectful attitude.
- Report any concerns, issues, or breaches of this Code of Conduct.

## 5. Safety and Well-being

- Prioritize the safety, health, and well-being of yourself and others.
- Follow all relevant safety procedures, including the Child Protection and Safeguarding Policy.
- Report unsafe conditions or incidents immediately.

## 6. Commitment and Responsibility

- Fulfill all commitments and responsibilities to the best of your ability.
- Be accountable for your actions and decisions.
- Seek guidance or assistance when needed to perform your work effectively and strategically.

## 7. Use of Resources

- Use the organization's resources, including time, materials, and funds, responsibly, efficiently and strategically.
- Do not use organizational resources for personal benefit or for purposes unrelated to your role.

## **8. Collaboration and Teamwork**

- Foster a positive, collaborative, and inclusive work environment.
- Share knowledge, ideas, and resources with colleagues and volunteers.
- Contribute to building a strong and solution-oriented team spirit.

## **9. Compliance with Laws and Policies**

- Comply with all applicable laws, regulations, and organizational policies.
- Stay informed about and follow updates to policies and procedures relevant to your role.

## **10. Prevention of Sexual Exploitation, Abuse and Harassment (SEA)**

100% for the Children has a zero-tolerance policy toward sexual exploitation, abuse, and harassment. All staff, associated personnel, partners, and board members must take every necessary measure to prevent such conduct.

Any individual found to have engaged in sexual exploitation, abuse, or harassment will face immediate disciplinary action, which may include:

- Termination of employment or contract,
- Removal from the project, and/or
- Referral to relevant authorities for legal investigation and prosecution.

The organization will also end cooperation with any entity that fails to address SEA through preventive measures, effective reporting mechanisms, investigations, and corrective actions.

## **11. Reporting and Accountability**

- All personnel are required to report any suspected or confirmed incidents of SEA immediately through the organization's designated reporting channels.
- Reports will be taken seriously, investigated promptly, and handled with strict confidentiality.
- Retaliation against whistleblowers or survivors is strictly prohibited.

## **Acknowledgment**

All staff, associated personnel, board members, and volunteers must acknowledge that they have read, understood, and agree to comply with this Code of Conduct.

Failure to follow these standards may result in disciplinary action, up to and including termination of employment or volunteer status.

Thank you for your commitment to maintaining a respectful, professional, and ethical environment within our organization.

**Signature:**

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**Date:**

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