

CODE OF CONDUCT FOR THE SELF-HELP INITIATIVE FOR SUSTAINABLE DEVELOPMENT (SHIFSD) INC

This Code of Conduct sets out standards and requirements to which signatories and members of SHIFSD are bound and against which complaints and compliances are assessed.

1. PREMABLE:

1.1 This Code of Conduct defines standards of governance, management, financial control and reporting with which SHIFSD's Board of Directors, Management, staff and volunteers should comply. It identifies ways to ensure accountability in the use of funds. This code aims at maintaining and enhancing public confidence in the activities of SHIFSD.

1.2 Signatories (staff, volunteers and board members) to this code shall aim at building genuine relationships with people they serve and meet program standards which:

- Give priority to the needs and interests of the people they serve;
- Encourage self-help and self-reliance among beneficiaries and thus avoid creating dependency;
- Involve beneficiary groups to the maximum extent possible in the design, implementation and evaluation of projects and programs;
- Respect and foster basic internationally recognized human rights, both socio-economic and civil-political;
- Seek to enhance gender equity; and
- Recognize and appreciate an understanding of the history and cultural diversity of the target group.

1.3 Other legal obligations which SHIFSD shall uphold include Corporation Laws, Rules of Incorporation, fundraising and charitable institutions' legislation, privacy legislation, equal employment opportunity principles, occupational health and safety standards and other code of conduct.

2. ORGANIZATIONAL INTEGRITY:

2.1. SHIFSD shall accord due respect to the dignity, values, history, religion, and culture of the people with whom she works and consistent with principles of basic human rights.

2.2. SHIFSD is a non-sectarian, non-profit, and refugee-inspired organization founded to initiate and further the capacity of people in difficult circumstances for the fight against poverty, disease and ignorance.

2.3 SHIFSD opposes and will not be a willing party to wrongdoing, corruption, bribery or other financial impropriety in any of her activities. Prompt and corrective action (s) shall be taken whenever and wherever wrongdoing is found in SHIFSD and partner organization.

2.4 SHIFSD shall ensure staff confidentiality by way of bring to the Central Executive Committee (CEC) evidence of misconduct on the part of anyone associated with SHIFSD. All reports shall be channeled through the Executive Director unless it is an issue of misconduct concerning the Executive Director, which should be taken to any other member of the Central Executive Committee. If said misconduct still persists, the issue can be taken to the Board of Directors (BOD) for redress.

2.5. SHIFSD shall respect, and shall not make misleading statements regarding other agencies.

- 2.6. SHIFSD shall set policies and procedures to promote the safety and well being of all people, especially children who benefit from her program (s) and/or services. These policies and procedures shall aim at discouraging the abuse of peoples and/or children's rights in keeping with United Nations Conventions on Peoples' Right and/or the rights of the child.

2. **GOVERNANCE:**

- 3.1. The CHARTER of SHIFSD and other governing instruments (Article of Association, Rules, By-Laws, etc.) clearly state her basic goals and purpose, membership, leadership structure, frequency of board meetings, size of a quorum, among others.
- 3.2. The Central Executive Committee, headed by the Executive Director, is the managerial arm (responsible for the day-to-day activities) of SHIFSD and is accountable to a seven-member Board of Directors that sets policies, approves annual budget and analyzes programs, do fundraising, appoints Executive Director (s) and as well liaise with donors.
- 3.3. The CHARTER of SHIFSD, consistent with count 1.3 of this Code, sets standards for appointment and termination.
- 3.4. Members of SHIFSD (Central Executive Committee, paid staff, contractors, volunteers) shall, at all times, make known to the Board of Directors through the Executive Director any conflict of interest or affiliation they might have with any real or potential supplier of goods and services, recipient of grant funds or organization with competing or conflicting objects.
- 3.5. SHIFSD shall accord donors, partners, beneficiaries, and interested parties accurate access to information concerning its programs and activities. In so doing, due regard shall be given to the human rights and personal safety of staff, partners and aid recipients as well as legal requirements regarding privacy and confidentiality, propriety information and personal matters.
- 3.6. SHIFSD shall hold an Annual General Meeting of the Membership as provided for in the CHARTER.

4. **COMMUNICATION WITH THE PUBLIC:**

- 4.1. SHIFSD shall produce an Annual Report, which shall be made available to members, supporters and the public.
- 4.2.1. SHIFSD shall be transparent in all fundraising campaigns and shall avoid material omissions or exaggerations of facts or the use of other means to create a false impression.
- 4.3. SHIFSD shall, during fundraising campaigns, protect donors' right to:
- Have their names deleted from mailing lists SHIFSD may intend to share;
 - Be informed whether those seeking donations are volunteers, paid staff or agents of SHIFSD;
 - Be informed about the causes for which funds are being raised;
 - Get information about the application of their donation (s) and
 - Be able to identify collectors and have documentation confirming the substantiation of SHIFSD.
- 4.4. Whenever necessary, SHIFSD shall ensure responsibility for all fundraising activities out-sourced to a third party provided that said transactions are legal and properly documented.

5. **FINANCES:**

- 5.1. The organization has an internal control mechanism, with the creation of an Accounts Office, to address the misuse of funds and facilitate accountability to members, donors and the general public. Said mechanism shall from time to time be reviewed and updated.
- 5.2. SHIFSD. shall publish a full financial statement in its Annual Report.
- 5.3. A recognized and recommended External Auditor shall audit SHIFSD's Accounts periodically.
- 5.4. Donations shall be used as institutionally stipulated or implied in fundraising appeals or as requested by the donor (s).

6. **PERSONNEL AND MANAGEMENT PRACTICE:**

- 6.1. SHIFSD has well defined policies and procedures as contained herein, and in her CHARTER relating to staff and volunteers. These policies and procedures shall assure fair treatment in all matters.
- 6.2. SHIFSD shall communicate its expectations of staff and volunteers during employment/Memorandum of Understanding (MOU).
- 6.3. SHIFSD shall ensure a continuous improvement in its management practices as well as in the professional development of its members.
- 6.4. SHIFSD. shall ensure gender balance in all her activities, particularly with respect to senior positions in the management and governance of the organization.
- 6.5. Members of SHIFSD will be informed by any other Codes and Standards where they are relevant to the work of SHIFSD.
- 6.6. Complaint made against a member of SHIFSD must be in writing and specify the section of this Code and/or Charter of SHIFSD that the member is alleged to have breached. Complaints will be investigated by the head of the appropriate program/ project coordinator or departmental head in close concert with the Executive Director, and where need be, a panel for said purpose will be established by the CEC.

7. **AMENDING THE SHIFSD CODE OF CONDUCT:**

- 7.1. A simple majority of the Central Executive Committee with the advice and consent of the Board of Directors may only amend this code of conduct.

8. **DEFINITIONS:**

SHIFSD CODE OF CONDUCT: The standards and requirements set out herein this CODE TO WHICH SIGNATORIES and/or MEMBERS OF SHIFSD are bound and against which complaints and compliances are assessed.

ANNUAL REPORT: A summary of the overall program activities of SHIFSD in a given year.

FULL FINANCIAL REPORT: Report of balance sheets, income statements and cash flow statements, notes and auditors' report with explanations of financial rations.

CENTRAL EXECUTIVE COMMITTEE (CEC): The managerial arm of SHIFSD that is responsible for the day-to-day running of SHIFSD.

BOARD OF DIRECTORS: The seven-member governing board that is responsible for policy-making, program analysis and budget approval amongst others in SHIFSD. It is the highest decisions making body of SHIFSD.

MEMBERS OF SHIFSD: Anyone accepted by SHIFSD for the conduct of program (s) or the provision of services.

CHARTER: The governing instrument of SHIFSD.

This *Code of Conduct* comes into effect on this 30th Day of April, 2004.

I _____, the undersigned, having understood clearly the content, do hereby agree to abide by the content and spirit of this Code of Conduct, and any failure on my part shall be dealt with accordingly.

DOS AND DON'Ts of SHIFSD

Dos	Don'ts
Encourage frank and open discussions	Misappropriate resources
Promote and encourage trust	
Respect others irrespective of status	Abuse peoples' rights, especially children
Show Commitment	
Share values and Ideas	Conceal information relevant to stakeholders/management
Encourage Volunteerism and Self-reliance	Bring the organization to public disrepute
Cultivate effectiveness and efficiency	Speak wrong about others
Constructive criticism and self-criticism	Provoke, harass and incite staff members and others
Respect and follow organizational policies, rules and regulations	Gossip or plunge into the privacy of others
Be punctual and hardworking	Cover malpractices
Be creative and innovative	Encourage dependency
Encourage teamwork and team spirit	Create false impressions