
CODE OF CONDUCT – DRAFT VFINAL 2022

AIDE believes in protecting our beneficiaries and creating safety nets for the communities we work. In our work towards this reality, AIDE is led by our commitment to prevent any harm, misconduct or misuse of the resources intended to achieve our mission jeopardizes our efforts.

The purpose of the Code of Conduct is to define the shared standards of behaviour that every AIDE representative should be able to expect leadership, staff and other representatives (incl. consultants, volunteers and interns) to adhere to at all times. This will help us ensure that AIDE is a safe and welcoming workplace for everybody, that we treat everyone who comes into contact with AIDE with respect and dignity, and that we use all powers, authorities, assets, resources, and funds entrusted to us appropriately.

As AIDE employees:

1. WE REPRESENT AIDE

- We know that we are viewed as representatives of AIDE at all times – both on- and offline as well as within and outside of the office. We therefore behave in a professional way that is sensitive to local customs, culture, dress and religion.
- We adhere to national and international laws within the bounds of conscience.
- We respect the values and identity of the organization.

2. WE ENSURE THE SAFETY AND WELLBEING OF EVERYONE WHO COMES INTO CONTACT WITH AIDE

- We assess and reduce potential risks of our activities and, in line with our role, take appropriate measures to prevent children, young people and adults from harm.
- We will not knowingly use or distribute unsafe products or supplies, or act against AIDE's safety and security regulations or the professional and ethical standards of our job.
- We will not use, carry, or store any weapons or ammunition. Armed civilian or military personnel is not permitted in AIDE cars, offices or accommodation. Exceptions can only be granted by the CSSC (Committee for Safety, Security and Crises).
- We will not work under the influence of any drug related substance (including alcohol), legal or illegal, that affects our ability to perform our duties. We do not misuse, purchase, sell, possess or distribute narcotic drugs.

3. WE ACT PEACEFUL TOWARDS ALL

- We act in good faith and ensure our behaviour reflects fairness, respect, courtesy, dignity, and honesty.
- We act with sensitivity and do not stereotype people based on their gender identity and expression, race, ethnicity, religion, culture, sexuality, age, marital status, (dis)ability, health status, or looks.
- We celebrate diversity and challenge any prejudice, structural barriers and unconscious bias we encounter whenever it is safe to do so. We do not accept discrimination, in particular hostile behaviour, comments, or differential treatment of people based on their identity.
- We will not shout at, threaten, curse, bully, insult, alienate, intimidate or otherwise harass colleagues or others. We contribute to a psychologically safe work environment. Managers at all levels have a particular responsibility to promote this and act with care when concerns are expressed.
- We do not use aggression or physical violence against anyone.
- We practice self-awareness of the power we hold in society and in our job, commit to use our powers responsibly, and share our powers where possible.

4. WE PREVENT AND ACT ON SEXUAL EXPLOITATION, ABUSE AND HARASSMENT

- We will not sexually exploit, abuse, or harass any individual. We do not engage in sexual acts or unwanted intimacy obtained by an unequal power position or forced or pressured in any way.
- We will not engage in sexual acts with children under 18 years old (regardless of the age of majority or age of consent locally). Mistaken belief in the age of a child is not a defence. We do not produce, consume, purchase, sell, possess and distribute child pornography. We avoid premises where minors are involved in sexual acts.
- We will not have sexual relations – paid or unpaid – with people who currently participate in AIDE's programmes or benefit directly from AIDE's work since such relationships risk being based on dependency and undermine the credibility and integrity of our work.

- We will ask for or accept sexual acts or other favors in exchange for the promise or provision of jobs, aid, or other benefits, goods or services. Exchange of money for sexual acts is only acceptable if it is not based on a dependency relationship or in breach of local law or any of the regulations in this Code of Conduct. It is the responsibility of the AIDE representative to ensure no one is harmed and that AIDE is not brought into disrepute.
- We will not make sexual remarks, 'jokes' and the like which can be interpreted as degrading, misogynistic, downplaying or apologetic of sexualized violence, or blaming the victim.
- We can have consensual intimate relationships with adults that are not based on dependency, i.e. with people who do not directly benefit from AIDE's work. Where a relationship could be perceived to be inappropriate, we disclose the relationship proactively so that where required, role adjustments can be made for the AIDE representative.
- We can have intimate relationships with consenting co-workers as long as no hierarchical or *de facto* power imbalance is involved and a separation in work duties is in place. To avoid any Conflict of interest, we disclose relevant relationships proactively so that where required, role adjustments can be made.

5. WE RESPECT AND DEFEND THE FUNDAMENTAL HUMAN RIGHTS OF ALL, ESPECIALLY CHILDREN AND YOUNG PEOPLE

- We will not participate in or tolerate exploitative practices, including forced and child labour, illegal employment, modern slavery, human trafficking.
- We ensure to the extent possible that goods and services purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
- We will not intentionally or negligently contribute to environmental damage and will, within the scope of our role, work to prevent it.

6. WE USE TECHNOLOGY, DATA AND MEDIA RESPONSIBLY AND ETHICALLY

- We use the organisation's computers and other equipment in line with our job responsibilities. Reasonable personal use is accepted as long as it does not interfere with AIDE's work. The viewing, download, creation, distribution, or otherwise processing of inappropriate material, including but not limited to, pornographic, defamatory, abusive, sexist, racist, or otherwise prejudiced messages is not accepted.
- We use social media in line with this Code of Conduct and applicable security guidelines.
- We represent results and data accurately.
- We process data in line with relevant regulations, and protect any personal information collected from individuals that could put them at risk.
- We ensure the dignity and authenticity of portrayals in media expressions, and seek informed consent of those we portray.

7. WE TAKE CARE OF AIDE PROPERTY, RESOURCES, FUNDS, ASSETS AND INFORMATION

- We will not wilfully or negligently damage, misappropriate or steal AIDE property, resources, funds, assets or information. We use these responsibly, in line with their intended purpose and account accurately and transparently for it.
- We will not engage in fraud or corruption, including accepting or offering bribes or exercising undue influence to obtain a benefit for ourselves, AIDE, or a third party.
- We conduct our activities in accordance with national and international laws and standards. We do not contribute to the financing of terrorism, engage in money laundering, or evade taxes.
- We maintain appropriate confidentiality of information and knowledge and protect intellectual property.

8. WE AVOID ANY ACTUAL AND PERCEIVED CONFLICT OF INTEREST

- We will not use our position of power or authority for our own personal, financial, professional, political or social benefit (or that of family and friends).
- We refuse personal gifts linked to our work exceeding a monetary value of € 20.
- We will not start a business relationship between members of our (extended) family and AIDE or partner organizations without following procurement procedures, declaring the potential Conflict of Interest and recusing ourselves from the selection process.
- We ensure that recruitment and procurement procedures follow relevant processes and are based on merit.

9. WE REPORT BREACHES OF THE CODE OF CONDUCT AND HANDLE THEM APPROPRIATELY

- We recognize that promoting the standards set out in this Code of Conduct is a shared responsibility for all AIDE representatives.

- Whenever we suspect a breach of Code of Conduct by a AIDE representative, we have a duty to report this by using one of the reporting lines described in AIDE's Integrity Standard Operating Procedures (SOPs).
- Whenever we are the ones affected by inappropriate behaviour, we know we are encouraged to report it as well. This will enable AIDE to fulfil its responsibility to **stop any harm, support** all affected by the breach, and take **appropriate measures**.
- We understand that for AIDE employees, this Code of Conduct is directly linked to the contract of employment. Where a breach is established, proportionate disciplinary measures – ranging from warnings up to and including dismissal – will be taken in line with our Integrity SOPs.

10. WE DISCLOSE PROACTIVELY ANY TENSIONS

- We will disclose proactively asap and upon request any potential tensions between our behaviour and this Code of Conduct to HR, in particular any relevant integrity misconduct history, existing relationships (e.g. where upon recruitment or during the time of employment, the staff member is in a relationship with another AIDE representative, a community member or got married to a child under 18 years prior to employment with AIDE), and actual or perceived Conflicts of Interest.
- We acknowledge that AIDE is open to discuss the risks and employability options of individuals who openly disclose (potential) tensions, and that the provision of misleading information including omission of relevant disclosures can constitute misconduct in itself.

I confirm that I have read and understood the Code of Conduct. I agree to adhere to the standards of behaviour it contains and accept my duty to disclose any potential tensions for the full duration of my work for AIDE.

I understand and agree that I am expected to cooperate when requested with any investigation into alleged breaches related to this Code of Conduct.

I will do my part to help ensure that AIDE is a safe and welcoming workplace for everybody, that we treat everyone who comes into contact with AIDE with respect and dignity, and that we use all powers, authorities, assets, resources, and funds entrusted to us appropriately.

Name, Position, Date & E-SIGNATURE

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***AIDE was formed from the Cordaid Exit in Sierra Leone in 2022. Therefore, AIDE has gathered inspiration and used several of CORDAID existing policies. This is as a result of us being a fledgling Organization with limited resources for legal costs.**