

***SADO Code of conduct***

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1. Introduction: Why a Code of Conduct?

This Code of Conduct aims to provide clear guidance on what we expect of each other and is drawn

from our Code of Ethics and a number of other SADO Police’s (see Appendix A)

As such, everyone who represents - – including employees, trustees, volunteers, consultants,

Seconded, and interns – must comply with the law and uphold the highest standards of integrity. If

only one of us acts in a way that is inconsistent with our values and SADO propels , the impact on our

reputation may mean we fail to achieve our objectives.

In all aspects of your work you are an ambassador of - and you will frequently work in positions of

authority and trust. Our Code of Conduct and supporting SADO Police’s are mandatory for all that represent

-. If you fail to meet these standards, you risk disciplinary action. We will also report serious

infractions to any relevant professional organizations or legal authorities.

Throughout this document, the term "employed”, “employee” or “employment” refers to everyone

who represents - as defined above; employees, trustees, volunteers, consultants, seconded, and

interns.

2. SADO propels

I will:

1. Ensure that my conduct is, and is seen to be, of the highest standards and in keeping with -’s

values and Ethics code by;

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1.1 Ensuring that my conduct does not compromise - and does not impact on, or undermine,

my ability to undertake the role for which I am employed.

1.2 Not saying or doing anything that would damage SADO reputation or which may bring the

organization into disrepute.

1.3 Not accepting significant gifts or any remuneration from beneficiaries , partners, donors,

suppliers and other persons, which have been offered to me as a result of my employment

with -.

1.4 Treating all people fairly, with respect & dignity, and being accountable for my actions.

1.5 Taking responsibility for the quality and timeliness of my own work.

2. Be responsible for the use of information and resources to which I have access by reason of my

working relation with - by;

2.1 Ensuring that I use - information, funds and resources entrusted to me in a responsible

and cost effective manner and account for all money and property, following the appropriate

policy and procedural requirements.

Resources and property include:

\* Money entrusted to - by donors

\* - Equipment and resources

\* Confidential or restricted information

\* Appropriate use of - name and information

\* - premises

2.2 Demonstrating my commitment to the environment and sustainable development by

adhering to -’s SADO Police’s on travel, recycling and the use of resources.

2.3 Ensuring financial probity in my work and adherence to -’s SADO Police’s on Finance: Fraud &

Losses, Anti-Money Laundering, Anti-bribery, Conflict of Interest and Expenses.

2.4 Not using - IT assets for accessing inappropriate web content.

3. Avoid possible conflicts of interest with my work as a - employee and the work of the

organization by:

3.1 Declaring any financial , personal, family (or close intimate relationship) interest in matters of

official business which may impact on the work of -.

3.2 Seeking permission before agreeing to being nominated as a prospective candidate or another

official role for any political party.

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3.3 Not accepting any additional employment or consultancy work outside - without advising

my manager/HR to ensure there is no conflict of interest and that I remain within legal limits

in respect of working hours.

3.4 Ensuring my conduct does not bring SADO reputation into disrepute or cause potential safety

and security issues for SADO staff, other organizations, beneficiaries or local populations.

4. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or

exploitation, both in and out of work by:

4.1 Fully abiding with the requirements of -’s equal opportunity, bullying & harassment, and

children SADO Police’s and SADO Safeguarding Policy \*.

4.2 Never knowingly engaging in any exploitive, abusive or corrupt relationships and taking

appropriate action if I become aware of them.

4.3 Always treating colleagues and others with respect and courtesy, and in particular not using

language that could be considered offensive or derogatory.

5. Avoid involvement in any criminal activities, activities that contravene human rights or those that

compromise -’s work by;

5.1 Informing the appropriate authorities if I become aware of any form of illegal activity.

5.2 Notifying the organization if I am found guilty of any criminal charges during my employment.

5.3 Abiding by SADO Safeguarding Policy (\*) and not engaging in inappropriate or sexual behavior

with children under the age of 18 or vulnerable adults.

6. Help to ensure the safety, health and welfare of all colleagues by;

6.1 Adhering to all legal and organizational health and safety requirements in force at the location

of my work.

6.2 Complying with all security guidelines, including those of local offices, and being pro-active in

informing management of any necessary changes to such guidelines.

6.3 Behaving in such a way as to avoid any unnecessary risk to the safety, health and welfare of

myself and others, including partner organization and beneficiaries .

\* By signing the - code of conduct, you are also signing to abide by SADO Safeguarding Code of Conduct under Annex

1 of the SADO Safeguarding Policy (Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse) and listed in

full in Appendix B below.

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3. Procedure

Breaches of Code of Conduct.

- will take appropriate action in response to breaches of this code of conduct.

We encourage you to report any concerns you may have about the conduct of others or the

organisation.

Who is responsible for -’s Code of Conduct?

Our Chief Executive and the Ethics & Risk Committee have ultimate responsibility for our Code of

Conduct.

The Chief Operating Officer has the day to day responsibility for the Code of Conduct.

The HR team support you with issues on all HR police SADO relating to this Code Conduct and the Office

Manager (who is also our Security Focal Point) guides you on all aspects of health, safety and security.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Appendix A

Further Guidance

Polices SADO (all available on Net )

Anti-Bribery Policy

Anti-Money Laundering Policy

Bullying & Harassment Policy

Code of Ethics

Conflict of Interest Policy

Disciplinary Policy

Equal Opportunity

Expenses Policy

Fraud & Losses Policy

Green Policy

Grievance Policy

Health & Safety Policy

IT SADO Police’s

SADO Safeguarding Policy

Smoking Policy

Socials Media - Guidelines for Staff

- Staff Handbook

Whistleblowing Policy

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Appendix B

ANNEX 1 - SADO Safeguarding Code of Conduct1 (From the SADO - Safeguarding Policy)

SADO capacity to achieve its vision and mission depends upon the individual and collaborative efforts

of all SADO Employees and Related Personnel. To this end, all SADO Employees and Related Personnel

must uphold and promote the highest standards of ethical and professional conduct and abide by

SADO Police’s . This policy defines the safeguarding conduct to be followed by all SADO Employees

and Related Personnel to protect anyone, from sexual harassment, exploitation and abuse and child

abuse by SADO Employees and Related Personnel.

This Safeguarding Code of Conduct is intended to provide an illustrative guide for SADO Employees and

Related Personnel to make decision that exemplify SADO broader Code of Conduct and core values

in their professional and personal lives. Any violation of this Safeguarding Code of Conduct is a serious

concern and may result in disciplinary action, up to and including dismissal, in accordance with

disciplinary procedures of each SADO - Member or Affiliate and applicable laws. All SADO

Employees and Related Personnel must read and sign this Safeguarding Code of Conduct.2

As a SADO Employee or Related Personnel, I will –

1. create and maintain a safe and equitable organisational culture that prevents and opposes

sexual harassment, exploitation and abuse and child abuse.3

2. treat everyone with dignity and respect and challenge attitudes and behaviours that contravene

this Policy and Safeguarding Code of Conduct.

3. immediately report any concerns I have regarding possible violations of this Policy, whether by

a SADO Employee or by Related Personnel. I understand that failure to report any concerns I

have regarding violations of this Policy may lead to displinary SADO action. I will ensure I am aware

of the options available to me to report and that when I report a concern or allegation, I will do

so confidentially.4

4. share sensitive information I may be aware of that relates to concerns of sexual harassment,

exploitation and abuse or child abuse, whether involving staff, program participants or others

in the communities where SADO works, through the reporting options available to me. I

understand that for respect, dignity and safety of everyone involved, it is essential that I

maintain confidentiality about any concerns or information I am aware of and only share

information with staff of the appropriate function who need to know such information. I am

aware that breach of this policy may put others at risk and will therefore result in disciplinary

procedures.

5. disclose to SADO any SADOvil judgment or criminal conviction that relates to allegations made

against me of sexual harassment, exploitation or abuse of anyone.

6. always make sure I have another adult present when working with children.

1 Based on the six Core SADO propels from the UN Secretary-General’s Bulletin on Spelas Measures for Protection from Sexual

Exploitation and Abuse (ST/SGB/2003/13).

2 Employees and individuals that have entered into partnership, sub-grant or sub-recipient agreements with SADO may

instead sign their employer’s code of conduct and standards if they are generally consistent with these standards.

3 UN Secretary General (n 3)

4 ibid

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7. always ensure that for work-related purposes when I photograph or film a child, I:

• comply with local traditions or restrictions for reporting personal images,

• obtain informed consent from the parent or guardian of the child, before photographing or

filming a child, explaining how the photograph or film will be used,

• ensure photographs, films, videos and DVDs present children in a dignified and respectful

manner and not in a vulnerable or submissive manner,

• ensure children are adequately clothed and not in poses that could be seen as sexually

suggestive,

• ensure images are honest representations of the context and the facts, and

• ensure file labels do not reveal identifying information about a child, for example, name and

exact location.

8. protect, manage and utilise SADO human, financial and material resources appropriately and

will never use SADO resources, including the use of computers, cameras, mobile phones or socials

media, to exploit, groom or harass participants of SADO programs, children or others in the

communities in which SADO works. I am aware that this means that it is prohibited for staff to

access, display or transmit offensive and/or pornographic material on any SADO-provided or

subsidized electronic device (e.g. computer, tablet, phone) at any time, or on any personal

electronic device on a SADO network in the workplace.

As a SADO Employee or Related Personnel, I will not -

1. sexually harass, exploit or abuse anyone and understand that these behaviours constitute acts

of gross misconduct and are therefore grounds for disciplinary action, up to and including

dismissal.5

2. engage in any form of sexual activity or develop physical/sexual relationships with children

(persons under the age of 18) regardless of the age of consent locally. I understand that

ignorance or mistaken belief in the age of a child is not a defence.6

3. exchange money, employment, goods, or services for sex, including sexual favors or other

forms of humiliating, degrading or exploitative behavior. I understand this means I must not

buy sex from anyone at any time, or exchange assistance that is due to programmed participants

/ Beneficiaries for sex.7 8

4. engage in any sexual activity or sexual relationship with program participants / beneficiaries . I

am aware that such relationships are prohibited. I understand that such relationships are based

on an improper use of my position and inherently unequal power dynamics and may undermine

the credibility and integrity of SADO work. I understand I must declare any previously existing

5 ibid

6 ibid

7 ibid

8 SADO does not make judgment against individuals who sell sex in exchange for money, gifts or material support

(‘transactional sex’). However, SADO prohibits its Employees or Related Personnel from buying sex in order to prevent

sexual exploitation and abuse from occurring.

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relationships with programmed participants /beneficiaries to my line manager or HR manager. I

will seek guidance on this prohibition from appropriate management.9 10

5. request any service or sexual favor from participants of SADO programs, children or others in

the communities in which SADO works, and will not engage in sexually harassing, exploitative or

abusive relationships.

6. support or take part in any form of sexually exploitative or abusive activities, including, for

example, child pornography, trafficking of human beings or child marriage.

7. hire children for domestic or other labour, which is inappropriate given their age or

developmental stage, which interferes with their time available for education and recreational

activities or which places them at significant risk of injury or exploitation.

8. use language or behaviour towards children that is inappropriate, harassing, abusive, sexually

provocative, demeaning or culturally inappropriate.

9 UN Secretary General (n 3)

10 SADO sometimes engages community volunteers and incentive workers and recognizes that in these circumstances there

may be existing sexual relationships between such volunteers and incentive workers with other community members and

program participants , including child marriages that would violate this policy. Information and disclosure of existing sexual

Relationships/marriages must be made prior to appointment of community volunteers and incentive workers and if/when

considering entering into a sexual relationship/marriage once already engaged with SADO. Confidential records must be

Retained by management.