



Dearah Association of Social and Humanitarian Action - ASHA

Code of Conduct



INTRODUCTION

ASHA is committed to ensuring that all staff members behave in a reasonable manner that respects and protects both the vulnerable people we work with and everyone in line with the Vision, Mission and Values ASHA adheres to. In addition, all the members and staff at ASHA are the key to the organisational growth and their conduct, behaviours and actions can enhance or hinder the reputation of the organisation. For these reasons, the Code of Conduct of ASHA is binding to all staff across the Project Locations. The Code of Conduct will also be used as the basis of induction, training and refresher discussions in order to have a continuing impact on the cultural change.

The Code of Conduct provides clear guidance and outlines examples of conduct that are considered unacceptable. It covers everyone representing ASHA; staff, volunteers (including Governing Body members), consultants, interns, visitors, dependents accompanying staff while working for ASHA, and other individuals representing ASHA, such as partners working in communities.

Throughout the Code of Conduct where the word “staff” is used, this should be taken to include all the above-mentioned people.

The code of conduct is to be made public so that the communities we work with may report concerns or anyone not adhering to the code of conduct including how and to whom they may report any misconduct or non-compliance committed by ASHA staff or representatives.

The Code of Conduct is a binding document:

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.

You are obliged to read and fully understand the contents of the document. If you have any questions, please ask your fellow senior colleagues or Project coordinator or Programme Manager for guidance.

All reports and concerns will be fully considered and treated with discretion. The Management of ASHA will take all necessary steps to protect staff or others reporting possible breaches of this Code.

If you are a Senior Programme Associate / Project Coordinator / Programme Manager / Project Director, you will have particular responsibilities to set a good example and to create a working environment conducive to upholding the standards in the Code of Conduct

2. ASHA CODE OF CONDUCT

Staff members are responsible for managing their behaviour both in and out of work in accordance with values, policies and procedures and this Code of Conduct of ASHA.

Recognising my power and privilege

I will be mindful of the power and privilege that I hold in relation to other staff, community members and partners I work with.

I will not raise the expectations of communities, partners or other third parties I engage with and will be honest in terms of how much ASHA can support through its services and resources.

Protecting the safety and wellbeing of oneself and others – this means that I will adhere to the organisational policy of ASHA and my location specific Staff Health and Security measures.

- I will adhere to all legal and organisational health and safety requirements at the location of my work and when I travel within or outside my project location/State;
- I will be supportive and where reasonable help ensure the safety, health and wellbeing of my colleagues and be pro-active in raising any concerns related to this to management in a sensitive and confidential manner;
- I will respect the privacy of colleagues, staff, partners and community members and will not share their confidential or personal information without their consent;

Demonstrating Mutual Respect – means that I will recognise the innate worth and experiences of all people and the value of diversity by respecting the rights of all persons regardless of their race, age, gender, gender identity, sexual orientation, culture, dress, language, political affiliation, health status, colour, class, caste, ethnicity, marital status, disability, location, pregnancy, and religion.

- I will act fairly, honestly and thoughtfully and treat all people with dignity and respect;
- I will respect the laws of my country and local culture, traditions, customs and practices of the country / community I am working in where they are not in conflict with values of ASHA;
- I will not take part in any form of discrimination, bullying and harassment, or abuse (physical, sexual or verbal), intimidation, humiliation, shaming or exploitation, or in any other ways infringe the rights of others;

Maintaining high standards of personal and professional conduct – this means that I will always aim to achieve the best in my work, take full responsibility for my actions and not abuse my position of power as a representative of ASHA.

- I will embrace and promote accountability and pro-actively make myself available to be held to account and strive to improve practicing transparency, participation, compliance, evaluation and learning;
- I will not behave in a way that undermines my ability to do my job or is likely to bring ASHA into disrepute;
- I will be mindful about perception and appearance in my language, actions and relationships with all staff, Governing Body members and members of the community I am working in, both in and outside of work;
- When working or travelling on behalf of ASHA, I will observe all local laws and be sensitive to local customs;
- I will abide by the terms of Safeguarding policies of ASHA;
- I will not engage in sexual relations with the vulnerable adult or anyone under the age of 18;

- I will not knowingly abuse or exploit any person in any way;
- I will abide by the terms of Anti-Sexual Harassment Policy and Procedures of ASHA;
- I will not exchange money, employment, goods or services for sexual favours;
- I will not work whilst under the influence of alcohol or drugs, or being in possession of it during work;
- I will not profit from the sale of any other illegal goods or substances whilst employed by ASHA;
- I will not ask for or invite any personal payment, service from others, especially from the communities we work in, in return for help, support, goods or services rendered to them from ASHA;
- I will not accept bribes or significant gifts from government agencies, communities, partners, donors, suppliers or others (except small tokens of appreciation which have been offered as a result of my employment, which I have declared);
- I will not be part of or allow involvement in any activities that contravene human rights or those that compromise the work of ASHA;
- I will adhere and align to Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion;

Personal conduct outside of work – this means that I understand that I will be seen as a representative of ASHA both during and outside of working hours and any social work events.

- ASHA does not intend to dictate how staff conduct their personal lives, however, unlawful or other behaviours, as outlined with in this Code, by ASHA staff which may bring the reputation of ASHA into disrepute, or which may jeopardise its position, or the security of ASHA and its staff whether during or after office hours will be considered as non- compliance of this Code and will be subject to performance management and or disciplinary procedure.

Protection and use of ASHA’s assets, resources, and information – this means that I will handle finances, assets, information and other resources of ASHA with care and protect them from avoidable theft, fraud or other damage, or exposure to unauthorised people.

- I will ensure that I use ASHA information, funds and resources entrusted to me in a responsible and confidential manner and I agree to account for all money and property in my care;
- I will be responsible for ensuring value for money in line with our commitment to promote simplicity by being cost effective in how we use money and resources of ASHA;
- I will follow the appropriate ASHA policy, procedures and technical guidelines in managing and using these funds and resources;
- I will never use the organisation’s computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to, pornographic, defamatory, abusive, sexist, prejudice or racist messages;
- I will ensure that my behaviour when I am allowed to use ASHA equipment for personal use (including but not limited to vehicles, accommodation and computers) does nothing to misuse or damage the reputation of the organization;

- I will not release any private or confidential information relating to ASHA, its staff members or beneficiaries/communities to others unless it is a requirement of my job.

Avoiding conflicts of interest and duty – this means that I will be transparent and honest in all my dealings with ASHA, and not pursue personal, professional or family gain or advantage in such dealings.

- I will declare to ASHA any connections including personal affiliation with family members, friends or business with other parties that may constitute a conflict of interest, and duty and ensure that my work does not benefit any such connections;
- I will not enter into any sort of business relationship on behalf of ASHA with family, friends or other personal/professional contacts for the supply of any goods or service to ASHA or any employment related matters without authorisation from senior management;
- I will not directly line manage a person whom I have a personal (intimate) relationship with, and to avoid any conflict of interest at work or within teams including power differentials will declare and raise any potential issues related to this with my immediate reporting authority;
- I will not accept any additional employment or consultancy work outside of ASHA that is a potential conflict of interest without prior permission from the management of ASHA;
- I recognize that there is an inherent conflict of interest and potential abuse of power in having sexual relations with ASHA staff and volunteers. Should I find myself in such a relationship, I will share it with my immediate reporting authority immediately and resolve any conflict of interest without delay;

FOR Senior Programme Associate, Project coordinator, Programme Manager, Project Director

- I have particular responsibilities to set a good example when it comes to my behaviour both on and off duty;
- I will not engage in or tolerate any form of abuse, discrimination or harassment in the workplace;
- I will encourage and be open to view of all team members;
- I will provide timely feedback on the performance of each team member through guidance, motivation and full recognition of their merits;
- I will ensure there is budget and support available for the safeguarding and wellbeing of staff, and beneficiaries;

Reporting any incident or concern relating to this Code of Conduct – this means that I will raise any potential incident, abuse or concern that I witness or I am made aware of to the appropriate management, using the relevant/specific procedures.

- I understand that all individuals working for ASHA have the right to approach a higher authority at ASHA about abuses or any breaches of this Code;
- I will ensure that all information about breaches of this Code are handled confidentially and with discretion;

- I am aware that all suspected breaches of the code will be thoroughly investigated and treated with the utmost confidentiality in accordance with the appropriate procedures of ASHA;

Compliance to this Code of Conduct – this means that I will comply fully with this Code and am aware of the potential outcome if I do not.

- I understand that the Code of Conduct should demand a higher standard than the local laws then this Code will prevail;
- I understand that failure to comply with any aspect of the Code of Conduct may result in disciplinary action;
- I am aware that ASHA may choose or (and in some cases be obliged) to report to the relevant professional or government authorities any instances wherein the law has been or suspected to have been broken;

Your employment and engagement with ASHA are conditional on you are signing and therefore agreeing to this Code of Conduct and its contents.

As an ASHA stakeholder (staff, volunteer intern, partner, governing body member, consultant, trainee, et al); I am obligated to report any observed violation of the code in a timely manner to my immediate reporting authority or the lead safeguarding focal person in my organisation, or to the following address: dearah.asha@gmail.org

I confirm that I have read, understood ASHA’s values, attitudes and behaviours and accept this Code of Conduct.

NAME:

SIGNED:

DATE:

Please return this page to the Management of ASHA once signed and dated