

**BeChild Organisation
Code of Conduct Policy**



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1 . Purpose , Scope

1.1 Purpose:

This Code of Conduct aims to provide clear guidance on what we expect of each other and to treat each other in the workplace.

Everyone who represents BeChild including employees, volunteers, consultants, secondees, 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 principles, the impact on our reputation may mean we fail to achieve our objectives.

1.2 Scope

BeChild is committed to providing a safe, respectful working environment for all individuals with whom we interact. The following Code of Conduct is based on the underlying philosophy that we respect every individual's right to dignity, privacy, integrity and safety as well as their right to equal and fair treatment in the work environment.

As BeChild Association we trust that through this Code of Conduct we will avoid misunderstandings and we will understand the terms of our working relationship.

This policy applies to all our employees regardless of employment agreement or rank.

2.Treating Each Other Fairly and Respectfully

We are a humanitarian and volunteering organization, and our workforce includes talented professionals from a wide range of cultures and backgrounds. BeChild is an equal opportunity employer. Employment decisions – such as hiring, promotion, pay, and termination – should be made on the basis of qualifications, experience, ability and performance, and never because of a person's race, color, religion, sex, sexual orientation, age, disability, marital status, national origin, military status, gender identity, pregnancy, genetic characteristic or any other characteristic protected by applicable law.

3. Harassment and Discrimination and Violence

3.1 Harassment:

3.1.1 Workplace Harassment: Workplace harassment is defined as unwelcome conduct or comments, either directly against an individual in the workplace or made in a general manner that contributes to an environment that is hostile or lacking respect or dignity. Examples of workplace harassment include:

- insulting, intimidating, demeaning, annoying, embarrassing or otherwise offensive behavior;
- inappropriate or unwelcome focus or comments on a person's physical characteristics or appearance;
- bullying and cyberbullying;
- isolation and shunning, gossip, rumors, negative blogging, insults, name-calling;
- slamming doors, throwing objects and physical contact and;
- any other harassment that affects an individual's dignity or psychological or physical integrity

3.1.2 Sexual Harassment: Sexual harassment is defined as any behaviour of a sexual nature that affects the dignity of women and men, which is considered as unwanted, unacceptable, inappropriate and offensive to the recipient, and that creates an intimidating, hostile, unstable or offensive work environment.

Sexual harassment in the workplace can be physical, verbal or non-verbal, and include the major forms as follows:

- Physical forms of sexual harassment such as any unwanted contact, ranging from intentionally touching, caressing, pinching, hugging or kissing to sexual assault or rape.
- Verbal forms of sexual harassment include socially and culturally inappropriate and unwelcome comments with sexual overtones such as sexually suggestive jokes or comments about a person's dress or body, made in their presence or directed toward them. They also include persistent proposals and unwelcome requests or persistent personal invitations to go out.
- Non-verbal forms of sexual harassment include unwelcome gestures, suggestive body language, indecent exposure, lascivious looks, repeated winks, and gestures with fingers. It also includes the unwelcome display of pornographic materials, sexually explicit pictures and objects, screen savers or posters as well as sexually explicit e-mails, notes or SMS messages.

3.2 Discrimination:

All individuals are treated equally in the organization and we do not tolerate discrimination based on age, gender, race, religion, sexual orientation, political beliefs, citizenship, marital status, family status, disability or any additional ground protected by law. This commitment applies to all interactions with individuals doing business with the organization, including recruitment, investment, divesture, promotion, training, transfer, discipline, termination, compensation, benefits and participation in all activities, events and programs sponsored by the organization.

3.3 Violence:

Workplace violence is defined as the attempted or actual exercise of physical force against an individual in the workplace that could cause discomfort, pain or injury. The definition also includes threats to exercise physical force and domestic violence that occurs in the workplace. Examples of workplace violence include:

- Hitting, punching, slapping, poking or other means of unwanted physical contact or assault
- Challenging an individual to fight
- Engaging in unwelcome horseplay
- Bringing weapons into the workplace
- Threatening an individual verbally or in writing
- Stalking or intimidating

4. Confidentiality

Proprietary information includes all non-public information that might be harmful to the company or its customers, business partners if disclosed to unauthorized parties. All staff must handle any such information as secret. It also covers that, no one is entitled to trade with securities while in possession of non-public information or deliver non-public information to others that could have an impact on the securities. Every rule ensuring information security must be followed all the time.

As BeChild we trust that everyone including employees, volunteers, interns are trustworthy of any information regarding the organisation and they are aware of the importance of not sharing any internal information such as:

- Salary Information
- Informations about the kids
- Other colleagues information
- Program or projects information
- Legal information
- Donor list
- Information concerning employees and their families (including salary, personnel and medical information).

Unauthorized disclosure or carelessness in the handling of confidential and Proprietary Information may be grounds for discipline up to and including dismissal from employment and may also be grounds for legal action.

If you have any questions about the handling and protection of confidential, proprietary information, assistance, speak to your supervisor.

Your obligation to treat information as confidential does not end when you leave BeChild. Upon the termination of your employment or other engagement with BeChild, you must return everything that belongs to BeChild, including all documents and other materials containing BeChild and beneficiary confidential information.

5. Responsibility

Since we are working with kids we expect everyone to be responsible for their jobs and to be aware that any lack of responsibility can cause damage towards the kids.

As a member of the BeChild Organisation you need to make sure that you finish all the assigned missions and duties successfully and on time.

In BeChild we expect everyone to wear a professional outfit that fits in our workplace environment.

Employees must always present a clean, professional appearance.

You may dress comfortably, but do not wear any revealing clothes such as crop tops, and very short skirts or shorts. Employees should not wear any clothes that could make their coworkers uncomfortable or offended.

6. Reporting Violations and Seeking Guidance

If you know of or suspect a violation of applicable laws or regulations, this Code or other BeChild's policies, immediately report that information to the Field and Project coordinators, BeChild absolutely prohibits retaliation against employees because of a good faith report of suspected misconduct.

If you have questions about this Code or any BeChild policies or if you are unsure about the best course of action in a particular situation, contact your supervisor in BeChild.

7. Investigations of Suspected Violations

All reported violations will be appropriately investigated and treated confidentially to the extent reasonably possible. BeChild reserves the right to determine how, and to what extent, each investigation is conducted. You have a duty to communicate honestly and cooperate fully in BeChild investigations and audits. It is also important that you do not attempt to conduct your own preliminary investigations. Investigations often involve complex legal issues, and acting on your own may compromise the integrity of an investigation and harm BeChild.

8. Conflicts of Interest

A conflict of interest occurs when your personal interests or loyalties interfere with the interests of BeChild. A conflict situation can make it difficult for you to perform your work for BeChild objectively. And, even if you are certain that your judgment will not in any way be affected by an outside interest, if others might reasonably think the interest is substantial, the appearance of a conflict exists. Conflicts can include situations where, for example, you own an interest in or have an employment or consulting relationship with an organization that does business with BeChild, such as a supplier. Conflicts also occur when your spouse or domestic partner, your children, parents, brothers, sisters, in-laws, or someone else with whom you have a close family relationship either is a competitor, supplier or partner of BeChild or is employed by one. As an

employee, director or officer of BeChild, you must ethically disclose any actual or apparent conflicts between your personal interests and BeChild to your supervisor, as applicable.

Some examples of conflicts of interest :

- When an employee or family member has a connection to, or significant financial interest in, another party that does or seeks to do business with BeChild.
- When an employee engages in an independent business venture or works for another organization in a way that prevents the employee from devoting the time and effort to BeChild required by his or her position.
- When an employee diverts a business opportunity of BeChild to another person or organization.
- When an employee participates in an employment-related decision regarding a family member or other person with whom the employee has a close personal relationship.

Resolving Conflicts of Interest:

- Conflicts of interest arise in many contexts and do not necessarily mean the transaction cannot go forward. If you have a conflict of interest
- You must report it promptly and in writing to your supervisor and next level supervisor;
- You must not take part in decisions related to the transaction. (If you are in doubt about a potential conflict, speak with your supervisor.

9. Alcohol and Drug Free Workplace

BeChild is committed to maintaining a safe and healthy work environment free from the influence of alcohol and drugs. You are expected to report to work free from the influence of alcohol or non-prescription drugs.

10. Protection and Proper Use of BeChild Assets

We each have a duty to protect BeChild’s assets and ensure their efficient use, carelessness and waste have a direct impact on the services we are able to provide to beneficiaries. Except as specifically authorized, BeChild assets, including equipment, materials, resources, proprietary information, and staff time, must be used for business purposes only.

11. Beneficiary Safety and Protection

Employees and other representatives of BeChild have a duty to treat the children, families, and communities we serve with dignity and respect and to ensure their safety and protection.

Employees must treat all beneficiaries with dignity and respect and be sensitive to actions that could be misunderstood or appear disrespectful or intrusive.

If you have any questions about beneficiary safety, speak to your supervisor, Field Officer, Project Coordinator.

12. Financial Transactions / Records and Reports

All financial transactions, records and reports will comply with donor requirements and applicable financial and accounting standards.

BeChild has put in place a range of procedures and controls to ensure that all financial transactions comply with agency and legal requirements and applicable financial and accounting standards. The following are some examples:

- Record all financial transactions accurately and properly. No undisclosed or unrecorded funds or assets may be established or maintained for any purpose.
- Use only headquarters-approved bank accounts for payments and cash transactions.
- Ensure that financial data submitted to donors, including governments, is accurate, complete, current and meets the requirements of the grant or contract.
- Do not make personal loans or personal advances to staff or consultants under any circumstances without the prior written approval of the Finance Officer.

13. Conflicts

In case of any conflicts between employees or volunteers, you may direct it to your supervisor,

and the Field Officers. It is better for BeChild's interest to avoid any public conflicts and arguments, avoid fighting or shouting in front of other employees, personnel, children and their families.

14. Disciplinary actions

Disciplinary action in the workplace prevents an employee from continuing an unwanted behavior or reprimanding them for breaking BeChild rules and policies. It is put into place to ensure that employees are safe and that disruptions to the workplace.

Disciplinary actions are used in case of any violation of the BeChild Code of Conduct policy.

All employees and volunteers must report any violation they see happening to their supervisors.

In case of any violation:

1. Verbal warning. Verbal statement to employee that he/she has violated a rule and/or regulation and that such violation may not continue.
2. Written reprimand. A formal notification in writing to the employee that he/she has violated a rule and/or regulation.
3. Suspension. Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the employee in writing.
4. Discharge. Contract termination, The employer/employee relationship is severed.

In case of any severe violation, the supervisor has the right to discharge or terminate the employee immediately without any warning after a meeting held by the BeChild management staff.