



Code of Conduct

The purpose of this Code is to set out principles and standards of conduct and integrity for Self Help Africa staff and representatives, to inform all Self Help Africa stakeholders of the conduct they are entitled to expect, and to uphold public confidence in Self Help Africa.

This Policy applies to the Self Help Africa Board, all Self Help Africa (and subsidiary company) employees, including affiliate organisations, and to all paid and unpaid consultants, contractors, interns, secondees and volunteers that provide supplies, services or support, to Self Help Africa or promote its work in all locations.

“Self Help Africa Board” is employed as a collective term and refers to the Gorta Board as well as the boards of Self Help Africa, Self Help Africa UK, Gorta UK, Partner Africa, Traidlinks, TruTrade and the boards of any entities that may form part of the group in the future.

This Policy also applies to Self Help Africa’s partners, vendors and other third parties, where it is included or referenced in relevant bid or tender documents, agreements, memorandums, purchase orders or contracts.

Version Control

<i>Version No.</i>	<i>Date</i>	<i>By (Name, Position)</i>	<i>Details of changes</i>	<i>Reviewed and approved by (Name, Position)</i>
1	9 th March 2018	David Dalton, Executive Director	N/A	SHA Board 24.5.2018

David Dalton
Executive Director

Peter McDevitt
Chief Finance and Operations Officer

When working or co-ordinating with, assisting or representing Self Help Africa, I must conduct myself in a manner befitting a Self Help Africa employee, associate or representative. I accept the following as minimum standards of behaviour:

1. I am committed to the promotion of and respect for human rights and will always treat people with respect and courtesy. I will obey local laws and respect local customs.
2. I will uphold the reputation of the organisation and in my professional and personal conduct act in a manner which is consistent with the values of the organisation.
3. I will safeguard and treat responsibly all information, assets and resources to which I have access by reason of my work/working with Self Help Africa.
4. I will avoid/declare conflicts of interest and will not engage in corruption or any criminal activities.
5. I will not engage in bullying or harassment, including sexual harassment, and will not engage in discrimination of any kind.
6. I will not be under the influence of alcohol or drugs while engaged in SHA duties.
7. I will maintain professional relationships with beneficiaries, respecting their privacy and dignity and will not use my position to form an inappropriate or exploitative relationship with a beneficiary.
8. I will maintain professional relationships with my colleagues, respecting their privacy and dignity and will not use my position to form an inappropriate or exploitative relationship with a colleague.
9. I will not commit any act that could result in physical, sexual or psychological harm or suffering to another person.
10. I will not engage in any sexual activity with a child under the age of 18 regardless of the age of consent or majority in the country where I am working. Mistaken belief regarding the age of the child is not a defence.
11. I will not engage in sexual activity with a beneficiary.
12. I will not exchange money, offers of money, employment, goods or services in return for sex or sexual activity.
13. I will immediately report any breaches or suspected breaches of this code of conduct to my line manager or a more senior manager as appropriate, up to board level.

Reporting of breaches or suspected breaches can be made using the mechanisms set out in the SHA Whistle-blower Policy. The Board, or any person or persons appointed by the Board, shall investigate breaches of this code of conduct in a prompt, fair and impartial manner.

Breaches or failure to report breaches of this code of conduct can result in disciplinary measures up to and including dismissal.

I have read, agree with, and will adhere to, the foregoing Self Help Africa Code of Conduct.

Name (block letters): _____

Signature: _____

Position/relationship to SHA: _____

Date: _____