



YOUNG AFRICA

INTERNATIONAL

CODE OF CONDUCT

Mandatory Use (Key Users):	By all Young Africa affiliates All board members and Young Africa employees and franchisees. All persons who work on behalf of Young Africa (i.e. consultants etc.)
Related Policies and documents:	Child Safeguarding Policy. Anti-corruption and Fraud policy. Human Resource Policy manual.
Function responsible for the content:	Head of Operations
Developed by:	This document was developed by YA International – Africa HUB Trust.
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1. Introduction.

Young Africa International has developed this Code of Conduct to uphold and promote the highest standards of ethical and professional conduct among all co-workers and persons affiliated to the organisation — while complying with the laws of the countries in which we operate.. The objective of the Code is to raise awareness and provide guidance to co-workers' and affiliated persons on standards of appropriate and acceptable conduct. Adherence is mandatory and breach could lead to disciplinary measures. Over and above, this Code is intended to protect co-workers and affiliated persons from false allegations of inappropriate behaviour towards children, young people and fellow workmates.

As a Young Africa representative, you are required to abide by the organisation's policies and procedures, and to ensure your conduct is in keeping with the organisation's identity, beliefs, values and aims. For employees, this includes the terms and conditions of your employment (as outlined in your employment contract) and for volunteers, this includes the expectations outlined in your volunteering agreement. This Code of Conduct is to formalise the standards by which you need to behave in all circumstances. The Code applies to all Young Africa representatives be they employees, trustees, volunteers, franchisees and their employees, consultants and all those connected with the activities of Young Africa regardless of location. In accepting appointment or in other ways accepting to represent Young Africa, one undertakes to discharge their duties and to regulate their conduct in line with the requirements of this Code. The Code of Conduct is intended to provide direction for all Young Africa representatives to perform their duties and conduct their private life in a manner that avoids possible conflicts of interest with the values of Young Africa. By following this Code of Conduct, it is intended that all representatives will contribute to strengthening the professionalism and impact of the work of Young Africa and have a shared understanding of who we are and how we behave as an organization. This Code supports the achievement of Young Africa's vision, mission and values. Young Africa is fully committed to ensuring that individuals are not discriminated against because of gender, marital or civil partnership status, race, religion or belief, sexual orientation, age, disability, gender reassignment, pregnancy and maternity, or because they work part time or on a fixed-term contract.

1.1. Scope.

This Code of Conduct applies to all Young Africa's representatives and must be signed by those directly appointed by Young Africa as either trustees, employees, volunteers, or consultants. Affiliates, affiliate employees, franchisees and their employees must commit to upholding the principles of Young Africa's code of conduct.

1.2. Mission, Belief and Values.

Young Africa's essential principle - To empower young people with skills of the hands to make them self-reliant, skills of the heart and mind to live with dignity and skills of the soul to live with purpose.

Young Africa's beliefs and values - Everyone who represents Young Africa, regardless of their faith position, shares in the commitment to our vision of empower young people. Young Africa's core beliefs are derived from a set of universal values and behaviours: these values and behaviours are fundamental to all the relationships Young Africa seeks to build in order to realise its vision. All Young Africa representatives aspire to live out these values and behaviours in their internal and external work, through:

- a) Service to humanity and society.
- b) Love for young people.
- c) Faith in the change-making potential of young people.
- d) Responsibility to contribute to a world of justice, equality and shared wealth.
- e) Joy to do so together as a team.

These values define the identity of the organisation and the way we work. They are essential for the strong relationships and partnerships we seek to build. They not only equip us to work effectively we also see them as forming part of the foundation for empowering young people. Young Africa strongly welcomes people of all faiths and none to work with and for the organisation. It expects all of us to work in a way which reflects the values.

1.3. Responsibilities.

Representatives of Young Africa must not:

- a) Hit or otherwise physically assault or physically abuse children or young people at risk. 8. Develop physical/sexual relationships with children or young people at risk.
- b) Develop relationships with children or young people at risk, which could in any way be deemed exploitative or abusive.
- c) Place themselves in a position where they could be accused of sexually abusing a child, young person or adult at risk, i.e. holding or hugging a child, young person or adult at risk, or physically touching children, young persons or adults at risk in a way that could be considered abusive in ways described in this document.
- d) Spend time alone with children or young people at risk.
- e) Take children/young people at risk alone in a car, even on short journeys.
- f) Act in ways that may be abusive or may place a child or adult at risk at risk of abuse. 14. Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive. 15. Offer benefits such as food, favours, clothes, jobs, money in exchange for sexual activity. 16. Show favouritism to any individual for sexual favours in return.
- g) Act in ways intended to shame, humiliate, belittle or degrade children or adults at risk, or otherwise perpetrate any form of emotional abuse.
- h) Never sleep in the same room or bed as a child or adult at risk with whom they are working.
- i) All representatives must:
- j) Plan activities with children or young adults at risk so that more than one person is present or, at least, other people are within sight and hearing. Wherever possible ensure that another adult is present to supervise the activity.
- k) Treat everyone with respect, recognizing their right to personal privacy.
- l) Be aware of situations that may present risks and manage these.
- m) Plan and organize the event so that risks are minimised.
- n) Avoid being drawn into inappropriate attention seeking behaviour, such as tantrums.
- o) If a residential event is being planned, ensure that adults and children have separate sleeping accommodation.
- p) Remember that someone else may misinterpret your actions, no matter how well intentioned.

2.0. Code of Conduct Standards

As a representative of Young Africa, I will:

Be responsible for the use of information and resources to which I have access by reason of my employment or association with Young Africa.

2.1. I will ensure that I use Young Africa 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:

- a) Money entrusted to Young Africa.
- b) Young Africa vehicles.
- c) Telephones, photocopiers, fax machines and stationery.
- d) Other office equipment or equipment/resources belonging to Young Africa.
- e) Computers including the use of email, internet and intranet.
- f) Information that is confidential or restricted concerning Young Africa and individuals. 32. Any personal information collected from communities and beneficiaries (systems are in place to make sure this is protected).
- g) Appropriate use of Young Africa information and the use of the Young Africa name premises (including Young Africa housing and campus).

2.2. I will demonstrate my commitment to the environment and sustainable development by adhering to Young Africa policies on travel and the use of resources.

Responsible use of resources.

2.3. I will administer resources entrusted to me by Young Africa in a transparent and prudent manner and in compliance with established controls that ensure optimum use of all our material and human resources.

2.4. Co-workers are the most important resource in Young Africa. I shall not behave in a way that creates unnecessary risk to my health, safety and security, or to that of others with whom I work.

2.5. I will use all computers and other information technology responsibly and refrain from inappropriate usage, especially that relating to the creation, viewing, downloading or distribution of any inappropriate or offensive material, including, but not restricted to, abusive images of children or young people, pornography or child pornography.

2.6. I will perform my job in an environmentally responsible manner to be a good role model for children and youth in this regard, and to pass an intact and healthy environment to the next generations.

Responsible use of information.

2.7. Given that my position in Young Africa's involves trust and confidence, I will exercise prudence in disclosing information outside the normal requirements of my job. I shall not communicate any sensitive or potentially damaging information to external bodies or individuals, including media representatives, without appropriate authorization. I will comply with the restrictions set out in relevant Young Africa's guidelines.

2.8. When sharing general information about children and co-workers (for example, data, pictures, etc. for PR purposes) I will do so with full respect and consideration for their privacy and dignity.

2.9. I commit to sharing required information in a timely manner to contribute to a harmonious organisational climate, always bearing in mind the best interest of the child.

3. Ensure the safety, health, welfare and wellbeing of all Young Africa's representatives.

3.1. I will adhere to all legal and organizational health and safety requirements in force at the location of my work.

3.2. I will comply with all security guidelines, including those of local offices, and be pro-active in informing management of any necessary changes to such guidelines.

3.3. I will behave in such a way as to avoid any unnecessary risk to the safety, health, welfare and wellbeing of myself and others, including partner organizations and beneficiaries.

3.4. I will undertake and act on appropriate risk assessments.

4. Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with Young Africa's beliefs, values and aims:

4.1. I will treat all people fairly and with respect and dignity and recognise the professional opinion of others.

4.2. I will be accountable for my actions and will not use unequal power relationships for my own benefit. 4.3. I will work with others in an open and participative way, co-operating both within and across teams to support the delivery of organisational results.

4.4. I will take responsibility for the quality and timeliness of my own work to contribute to achievement of organisational objectives.

4.5. I will not be under the influence of alcohol whilst working or volunteering for Young Africa. If representing Young Africa at external functions where alcohol is permitted, I will drink alcohol responsibly. I will not allow alcohol to impair my judgement or have an adverse impact on my behaviour.

4.6. I will not use, or be in possession of, illegal substances at any time.

4.7. I will seek to ensure that my personal conduct does not compromise Young Africa's values and does not impact on or undermine my ability to undertake the role for which I am undertaking.

4.8. I will not say or do anything that would damage the reputation of Young Africa, or which may bring the charity into disrepute.

4.9. In acknowledging that effective media coverage of Young Africa activities is pivotal to the success of our work, I will not give interviews or provide information to the media unless I have been specifically authorised to do so. I will not disclose information that is confidential or may be used to harm Young Africa or any individual.

4.10. I will not accept gifts or any remuneration from governments, beneficiaries, partners, donors, suppliers and other persons, which have been offered to me as a result of my association with Young Africa, except where permitted by the receiving gifts policy [link] and where fully disclosed on my conflict of interest form.

4.11. I will not abuse my position as a Young Africa representative by requesting any personal service or favour from others in return for any assistance by Young Africa.

4.12. I will not enter into commercial sex transactions. For the purpose of this Code of Conduct, a transaction is classed as any exchange of money, goods, services or favours with any other person. I will not exchange money, offers of employment, employment, goods or services for sex, sexual activity, or any forms of humiliating, degrading or exploitative behaviour.

- 4.13. I will not have sexual relations with members of affected communities, recognising the inherent unequal power dynamics and that such behaviours can undermine the integrity and credibility of Young Africa's work.
- 4.14. I will not have sexual relations with children (defined as under 18 years old); 4.15. I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way. 4.16. I will respect all peoples' rights, including children's rights, and will not engage in any form of sexual harassment, abuse or exploitation of any persons of any age.
- 4.17. I will behave in an appropriate manner towards all guests and representatives staying in accommodation associated with Young Africa's work.

5.0. Perform my duties and conduct my private life in a manner that avoids conflicts of interest with the work of Young Africa and my work as a representative of the organisation.

- 5.1. I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of Young Africa — e.g. contract for goods/services, employment or promotion within Young Africa, partner organisations, civil authorities, beneficiary groups. This will be done through the annual declaration of interests or at a time when it is relevant. I will exempt myself from any procurement or other situation where a conflict of interest may arise. If it comes to my knowledge that there is a conflict of interest with another representative, I will raise this with my immediate supervisor.
- 5.2. I will not receive any gifts from suppliers, partners or others connected with Young Africa's work unless permitted by the guidance on accepting gifts. I will never accept a personal gift of money.
- 5.3. As an employee, I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.
- 5.4. As an employee, I will not accept any additional employment or consultancy work outside Young Africa without advising management to ensure there is no conflict of interest and that I remain within legal limits in respect of working hours.

6.0. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of Young Africa.

- 6.1. If I become aware of any form of illegal activity, relating to Young Africa, its representatives or beneficiaries or where there is a safeguarding risk, I will make it known to your immediate supervisor.
- 6.2. I will notify the organisation if I am found guilty of any criminal charges during my employment or volunteering.
- 6.3. I will abide by Young Africa's Safeguarding Policy and will not engage in inappropriate or sexual behaviour with children under the age of 18.
- 6.4. I will not abuse or exploit children under the age of 18 in any way and will report any such behaviour of others to my line management.
- 6.5. I will not abuse or exploit or engage in inappropriate or sexual behaviour with any members of affected communities regardless of age.
- 6.6. I will not carry a weapon on Young Africa premises nor jeopardise the safety of myself or others by carrying a weapon when representing Young Africa. A weapon is defined as any object used or intended for use in causing injury, destroying, or defeating a perpetrator.

7.0. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work.

- 7.1. I will fully abide with the requirements of Young Africa's diversity and inclusion and anti-harassment policies. I will never knowingly engage in any exploitive, abusive or corrupt relationships and will take appropriate action if I become aware of them.
- 7.2. I will not enter a sexual relationship with any beneficiary of assistance since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of the work of Young Africa.

8.0. Data protection for employees

- 8.1 By signing this Code of Conduct, the employee confirms that they have read and understood the organisation's privacy policy. The organisation may change its privacy policy at any time and will notify employees in writing of any changes.
- 8.2 The employee shall comply with the privacy policy when handling personal data in the course of employment including personal data relating to any employee, patient, supplier or agent of the organisation.
- 8.3 The employee acknowledges that the organisation will process data relating to the employee for a variety of purposes and that this may include sensitive personal data relating to the employee. The organisation will only process this data where it has a lawful basis for doing so. Details about the type of data held by the organisation, the purpose of data processing and the lawful basis on which the data is processed can be found in the privacy policy of Young Africa International.

9.0. Consequences of breaching the Code of Conduct

- 9.1. Each of my actions matter! I realize that any violation of this Code of Conduct can have serious implications on the lives of children and youth, and for the organisation. Therefore, Young Africa will respond to violations of the Code of Conduct as deemed appropriate, regardless of position, status or personal relationship, and in accordance with national and local legislation and/or the terms and conditions of service defined within YA. Consequences may include disciplinary action, up to and including dismissal, and possible referral to the national authorities, e.g. police or other relevant agencies. Should I become aware of any breaches of the Code of Conduct, I understand that I am duty bound to report these to my manager or other person in a position to receive such reports.
- 9.2. I understand that when reporting an actual or potential breach of the Code of Conduct I will do so in good faith and that Young Africa will ensure that I do not experience any negative repercussions or adverse effects as a result of carrying out my duty to report, even if the allegation later proves to be false. However, if I knowingly make a false or malicious allegation then I also understand that I may be subject to disciplinary action. In addition, if it transpires that I knew about misconduct but failed to report it, I am aware that I may also then be subject to disciplinary action.
- 9.3. I understand that the Code of Conduct cannot cover all aspects of good conduct. Where I have any concerns about possible misconduct or behaviour that may bring the organisation into disrepute, I undertake to raise the concerns at the earliest possible time either verbally or in writing with the CEO as the ultimate Confidence Officer.

9.4. In cases where the CEO is the subject of concern, reports should be made to his or her superiors, specifically. the Chair of the Supervisory Board in The Netherlands.

10. Signature and commitment

I have carefully read and clearly understood the Young Africa Code of Conduct. I am aware that Young Africa always expects me to uphold the standards of behaviour described in this Code of Conduct. I fully appreciate its context and contents. By signing this Code of Conduct, I commit myself, in unison with the entire Young Africa organisation, to aspire for and maintain the required conduct as a precondition of my service to Young Africa.

I have received and hereby sign a copy of this document; a copy of the signed document will be filed in my personnel file.

Name: Phillip Wannell



Signature:

Role: Head of Operations

Date: 31 October 2022