

CODE OF CONDUCT FOR SUPPLIERS

INTRODUCTION

Shabelle Community Development Organization (SHACDO) is a local nongovernmental humanitarian and development organization which is headquartered in Afgoye District but has sub project office in Mogadishu-Somalia. SHACDO is mandated in responding the community's needs and targeting to the potential gaps of the poor communities. SHACDO prioritizes to identify the most appropriate targets for their projects where the poorest communities are suffering most.

These are the core beliefs and attitudes our organization is built on; the cornerstones of our success. These fundamental values guide our actions, decisions, and relationships as we work towards fulfilling our mission, as well as keeping safe the children in our care. SHACDO builds on these core values to retain its reputation as a child-care organization of quality, integrity and respect for the fundamental rights of all persons in compliance with the Universal Declaration of Human Rights. The organization also acknowledges the existence of external codes and guidelines that support our work in line with child rights and humanitarian principles, and these have been used in the development of this code.

SHACDO 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 organization – without infringing on the (bill of) rights applying to the countries where we work. The objective of the Code is not to punish or sanction but to raise awareness and provide guidance for co-workers' and affiliated persons' conduct. Moreover, this document is intended to protect co-workers and affiliated persons from false allegations of inappropriate behavior towards children.

This Code of Conduct applies to everyone employed by, contracted by or in some other formal relationship with SHACDO and is relevant to all locations. It supplements the existing general obligations of co-workers contained in the employee handbook.

1. ENSURING RESPECTFUL AND RESPONSIBLE CONDUCT

- 1.1 I am aware that as an employee/associate of SHACDO I continually represent SHACDO in my work and life. I acknowledge that my attitude and behavior have a significant impact on the children and co-workers in SHACDO programmes, and on the reputation of our organization. I will therefore be mindful of my conduct both within and outside SHACDO. In particular, I shall adhere to the local laws that apply where I live and work and I shall act according to the organization's core values outlined above.

- 1.2 In my interactions with all children, youth, co-workers and persons affiliated to SHACDO, I am committed to empathetic and non-violent behavior in action, language and gestures. I will respect the basic rights of all, regardless of gender, age, ability, health, language, ethnicity, race, colour, religion, caste, sexual orientation and any other aspects of identity or personal characteristics. I will act fairly, honestly and tactfully and will treat all children, youth, co-workers, and affiliated persons with sensitivity, tolerance, dignity and respect. I will respect the national law and local culture, traditions, customs and practices that are in line with UN conventions. Therefore, I will not take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others.
- 1.3 If my role is that of a manager, I also understand that I have additional responsibilities to model the good behavior promoted through this code in order to create an environment in which good conduct can flourish. I will ensure that co-workers and persons associated with SHACDO are aware of the code and are supported in putting it into practice, and I will manage misconduct appropriately and actively address breaches of the code.

2. PROFESSIONAL CONDUCT IN RELATION TO CHILDREN

Promoting the welfare and development of children

2.1 I am concerned for the situation of children in general and will endeavor to promote their welfare and contribute to the development of each individual child to his / her full potential.

2.2. I will contribute to the creation of a loving and caring atmosphere for children. I will treat children with respect, justice and understanding and extend to them the benefit of moral guidance, self-discipline and appropriate instruction.

2.3. I am aware of being a role model for children and youth and therefore commit to displaying respectful and responsible behavior. I recognize equal opportunity and will treat all children equally, including the promotion of gender equality.

Child protection – keeping children safe from harm

2.4. I will always uphold the trust and confidence placed in me by SHACDO to protect children and serve their best interests.

2.5. I will conduct myself in a way that safeguards children and youth from all forms of discrimination, abuse, mistreatment and neglect. I will strongly support our values and our vision that “every child grows in a family, with love respect and security”, and I will promote children’s development.

2.6. I will not initiate or become involved in sexual relationships with children. I am aware that such a relationship will lead to legal consequences and impact the organization’s reputation. Mistaken belief regarding the age of a child is not a defense.

2.7. I will not exchange money, employment, goods, favours or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behavior. This includes any exchange of SHACDO services that are due to participants in the SHACDO programme.

2.8. This means that I will not enter into sexual relationships with members of the local community that are receiving assistance or services from SHACDO, since these relationships are likely to undermine the credibility and integrity of the work of SHACDO.

2.9. I will not hire children as 'house help' (domestic workers) or for any work that is likely to be hazardous or interfere with the child's education, or that may be harmful to the child's, physical, mental, social, spiritual or moral development.

2.10. I will make sure that my work with children is visible to others and generally will not spend excessive time alone with children and away from others. Only when it is appropriate due to the nature of my role (e.g. SHACDO mother/SHACDO parent) will I spend longer periods of time alone with children. I shall not have children that are SHACDO participants to stay with me in my home (overnight or for extended periods) especially when there is no other responsible adult around.

2.11. I will report all concerns regarding actual or potential child abuse, mistreatment or any other violation of the Child Protection Policy according to our reporting and responding system. I shall do this trusting that I shall be protected and supported by the organization.

2.12. I will keep data about the children and youth in SHACDO's programmes confidential (e.g. information on their family background, health status, etc.). This principle of confidentiality also extends to former participants in SHACDO services and their siblings, and applies beyond the point at which co-workers cease their employment with SHACDO.

2.13. I will reveal all information about any charges against me pertaining to child abuse either at the time of my joining SHACDO or arising during the time of my employment.

3. CONSEQUENCES OF BREACHING THE CODE OF CONDUCT

3.1 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 organization. Therefore, SHACDO 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 SHACDO. Consequences may include disciplinary action, up to and including

dismissal, and possible referral to the national authorities, e.g. police or other relevant agencies.

3.2. 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.

3.3. I understand that when reporting an actual or potential breach of the Code of Conduct I will do so in good faith and that SHACDO 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.

3.4. 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 organization into disrepute, I undertake to raise the concerns at the earliest possible time either verbally or in writing with my manager.

3.5. In cases where the manager is the subject of concern, reports should be made to his or her superiors and to the HR department at the next level.

4. SIGNATURE AND COMMITMENT

4.1. I have carefully read and clearly understood the SHACDO Code of Conduct. I am aware that SHACDO expects me to uphold the standards of behavior described in this Code of Conduct at all times. I fully appreciate its context and contents. By signing this Code of Conduct, I commit myself, in unison with the entire SHACDO organization, to aspire for and maintain the required conduct as a precondition of my service to SHACDO.

4.2. 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:

Date:

Signature:

Location: