



WADAJIR RURAL DEVELOPMENT ORGANIZATION

CODE OF CONDUCT

Approved by the Board
Revised November 2020

This Code of Conduct Sample is designed as a guide for use by the organizational staff and employees. It is part of a suite of resources to help the appropriateness of the NGO interventions, and furthermore in place effective practices and procedures for the organization.

Please be aware that no generic document can cover all circumstances and that you may need to adapt this to the needs of any organization, humanitarian or commercial, If you need further assistance with putting this resource into effect, or with other employment or organizational interventions, communicate to WARDO Organization through: info@wardosom.org

Table of contents

Contents

Introduction to WARDO Organization	4
Vision.....	5
Mission	5
Corporate values	6
<i>Leadership:</i>	6
<i>People:</i>	6
<i>Integrity:</i>	6
<i>Partnership</i>	7
Code of conduct.....	8
<i>Conflict of Interest:</i>	8
<i>Safety:</i>	8
<i>Bribery anti-corruption:</i>	9
<i>Safeguarding confidential information:</i>	9
<i>Harassment, abuse of power and sexual exploitation.</i>	10
<i>Equality in gender:</i>	10
<i>Respect for human rights</i>	11
Breach of the code.....	12

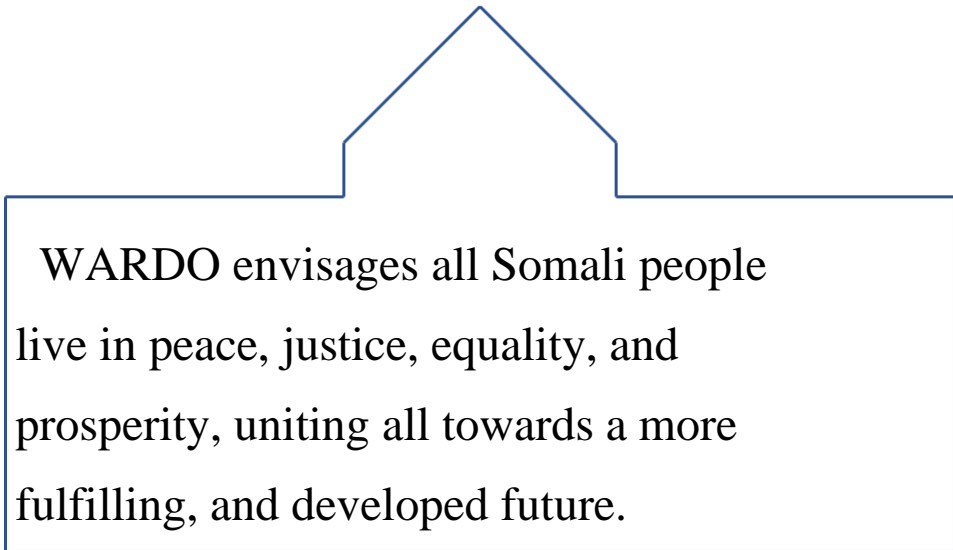
Introduction to WARDO Organization

WADAJIR Rural Development Organization (WARDO) a civil society organization established in 2005 by group of Somali humanitarian and development workers who were dedicated and committed to social developments through education and youth development, agriculture and livelihoods, protection, emergency response and water and sanitation programs.

WADAJIR Rural Development Organization (WARDO) is a registered and operational Non-Governmental Organization in South and Central Somalia, WARDO was registered in 2005 by the Federal Government of Somalia. The organization has its main office in Mogadishu and Baidoa, with regional offices in the other 4 FMS of South and Central Somalia (Jubaland, Galmudug, Southwest, and Hir-Shabelle).

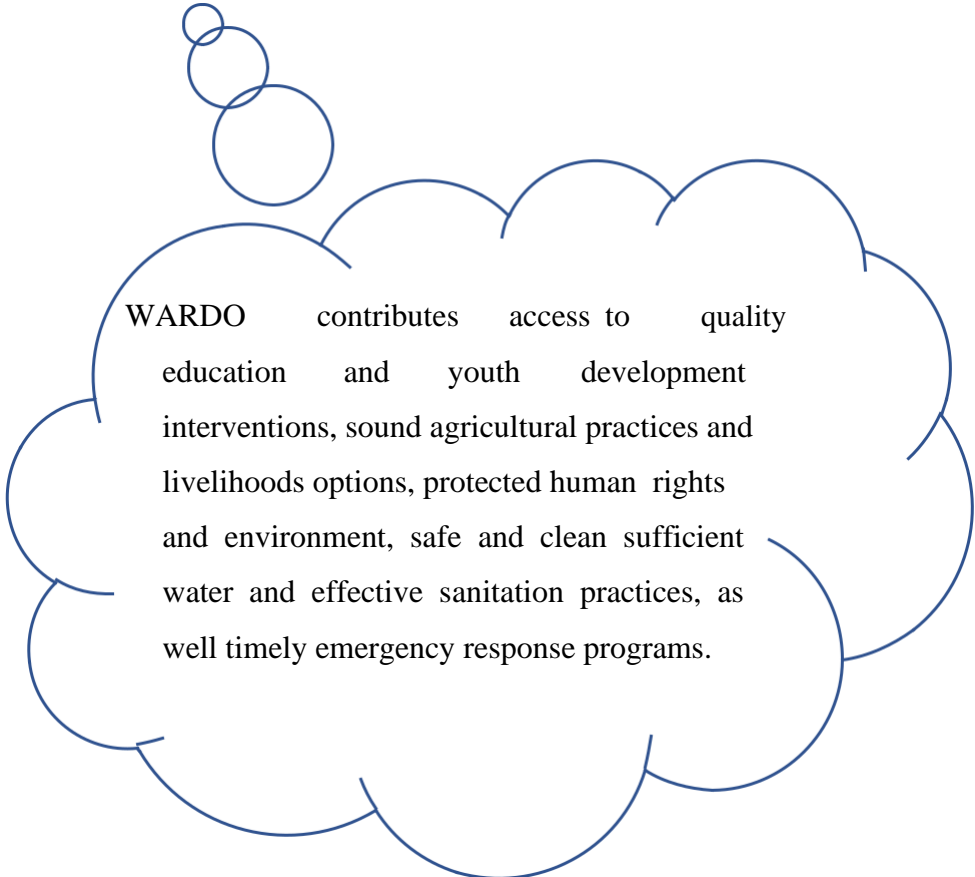


Vision



WARDO envisages all Somali people live in peace, justice, equality, and prosperity, uniting all towards a more fulfilling, and developed future.

Mission



WARDO contributes access to quality education and youth development interventions, sound agricultural practices and livelihoods options, protected human rights and environment, safe and clean sufficient water and effective sanitation practices, as well timely emergency response programs.

Corporate values

Leadership:

We believe that leadership is a team effort built upon the mutual respect and fair treatment of employees and staff, as well the suppliers along with strong community relationships, and community driven, all developed through honesty and accountability.

By demonstrating integrity, humility, and trustworthiness WARDO stand apart and make positive impacts in our society. Everyone in the organization could lead by example: showing respect in all interactions, taking responsibility for their own actions, inspiring trust through honesty, and contributing to the success of our organization.

People:

We have a personal and professional commitment to protecting the operational health and safety of our employees, staff, consultants, and suppliers, and other service providers as well the people in the communities in which we operate.

WARDO believes that one person can make a difference, but that ongoing success requires a diverse team of dedicated people and companies working together to make a significant difference.

Integrity:

We expect our staff and employees to conduct themselves with honesty and integrity in all their dealings with the entire stakeholders, service providers, and the people in the communities in which we operate. Our responsibility and accountability to stakeholder's requirement a diligent commitment to excellence and ethical humanitarian interventions, ensuring sustainable profitability.

Committed to honesty and fair dealings, we set the highest standards for humanitarian practices, adhere to applicable regulations, give back to our communities.

Partnership

We believe, success is grounded in loyal and trusting partnerships with our donors, international and UN agencies, Building and maintaining strong relationships partners and maintenance of their requirement is critical to the way we operate, and it is our goal to always develop and respect collaborative partnerships.

Partnership means being committed to fair and trustworthy relationships with our donor, funders, suppliers, and communities so they may be the best they can be, which eventually strengthens the communication and humanitarian delivery network.

Codes of conduct

Conflict of Interest:

Employees are expected to remain loyal to WARDO Organization and avoid conflicts of interest. Generally, a conflict of interest occurs when a personal or family interest interferes with our ability to perform our jobs effectively and objectively.

In avoiding conflicts of interest, you must comply with the following principles.

- Do not hold a financial interest in or accept employment from an entity doing business with WARDO Organization if it would or could conflict with the performance of your duties at WARDO.
- Do not take any measure or related action for your personal benefit.
- Do not use WARDO equipment and resources for personal use.
- Protect Organizational assets as if they were your own.
- Do not take for yourself any opportunities that are discovered or advanced using your position with WARDO or any property or information.
- Do not facilitate a conflict with one of our suppliers, service providers, donors, or any government official, for example, by making a payment to an individual when you know the funds should go to his or her employer.

Safety:

Safety is one of our codes of the conduct at WARDO and that includes providing a safe and secure work environment. Maintaining a safe working environment is of the utmost importance and is everyone's responsibility.

Your responsibilities are

- All employees must familiarize themselves and comply with WARDO's safety rules and directives.
- Do not undertake work you are not qualified to perform.
- Observe all safety rules and procedures when operating machinery and equipment.
- Always wear approved personal protective equipment (PPE) whenever required.

- Report all non-work-related injuries and illnesses that may affect the safe performance of your job prior to performing any work.
- Communicate our safety and health requirements to anyone coming onto WARDO's property, including visitors, customers, suppliers, service providers, workers, and contractors.

Bribery anti-corruption:

The legal requirements of everywhere WARDO interventions target prohibit improper payments to government officials and to any other party, In addition, this Code prohibits WARDO's staff and anyone acting on the organization behalf from offering, giving, accepting, or receiving a bribe to or from anyone.

Your responsibilities are

- WARDO staff may never offer, promise, or give anything of value that could appear to be a payment — something that might encourage or reward someone for a decision to retain or obtain exercises.
- All WARDO's employees required to read the anti-corruption manual and must become familiar and comply with it, which provides more detail on the organization's policies position on this matter.

Safeguarding confidential information:

Information is one of our most valuable assets. WARDO records, donors' information, financial information, and are essential to our operations.

your responsibilities are

- You may not use any information belonging to WARDO for your own personal gain.
- Confidential information must not be shared outside WARDO.
- Any unauthorized disclosure of confidential information, whether unintentional or not, must be reported immediately to the organization.

Harassment, abuse of power and sexual exploitation.

WARDO defines this code of conduct as the following.

- Harassment in any form, including sexual harassment, is strictly prohibited. In general, harassment refers to a pattern of hostile language or actions expressed or carried out against an employee over time.
- The purchase of sexual services and the practice of sexual exploitation are prohibited.
- Sexual exploitation is understood as abuse of authority, trust or a situation of vulnerability for sexual ends in exchange for money, work, goods or services.
- Entering a sexual relationship with a direct beneficiary of WARDO's assistance and protection programs are prohibited.
- Abuse, neglect, exploitation, and violence against children (boys or girls below 18 years of age) is prohibited. Employees must ensure that children's safety and well-being is always protected, and must prevent and respond to child abuse, neglect, exploitation, and violence.

Equality in gender:

Gender equality refers to equal rights, responsibilities, and opportunities that all persons should enjoy, regardless of whether one is born male or female. Given that women are usually in a disadvantaged position in the workplace compared to men, promotion of gender equality implies explicit attention to women's needs and perspectives, areas of equality include.

- WARDO recognizes the equal rights of men and women, and it aims to promote the fair and proportionate distribution of sexes.
- WARDO recognizes the right to employment of employees with disabilities and ensures that they are not discriminated against their colleagues.
- WARDO recognizes the importance of the balance between personal and professional life of the employees and students of the institution.
- To promote equal opportunities, WARDO provides services that promote the establishment of good working conditions.

Respect for human rights

- WARDO promotes understanding of internationally recognized human rights and will respect and not infringe on the human rights of all those involved in the humanitarian interventions.
- WARDO assesses and prevents potential violations of human rights. In the event of such a violation, WARDO promptly takes internal and external actions to correct and remedy the situation.
- WARDO respects individual human rights in the recruitment and treatment of employees and during all activities. WARDO do not engage in any acts that may impair individual dignity or discriminate on bases such as sex, sexual orientation, age, nationality, race, ethnicity, ideology, belief, religion, social status, family origin, disease, disability.
- WARDO hires employees in compliance with the relevant laws and regulations in each country and region – when it comes- and in accordance with international norms and standards. WARDO do not use child labor that employs children below the minimum working age or forced labor.

Breach of the code

Any behavior or action which may be in breach of these Codes will be given full and impartial consideration. If a breach is identified, disciplinary action may be taken. WARDO employment agreements, employee manual and the human resources manual describe the procedures for disciplinary action, the primary aim of which is to correct unacceptable employee behavior or performance.

A copy of the employment agreement that applies to you and the manual are available. You should make yourself familiar with these procedures so you know what action may be taken if you breach this Code. If you are unsure of the proper conduct for any situation, or the standards of performance expected of you, or think you might be at risk of breaching the Code, discuss the situation with your supervisor.

Supplier Name: _____

Supplier focal point Name: _____

Signature and Stamp: _____

Date: _____