



CODE OF CONDUCT

Since our inception in 1980, World Accord has embraced a culture of honesty and integrity with our employees, board, donors, partners, and those we serve. Our high levels of ethical behavior, accountability, respect, and our core values have been instrumental in building the excellent reputation that we enjoy today for cultivating communities that thrive.

World Accord's commitment to excellence, honesty and integrity is known to our donors, government officials, and stakeholders. Our staff help create this reputation. As a registered charity, our reputation is everything - without it, there is no trust, no respect, and no support from others. To sustain this excellent record, it is the duty of each of us to make informed, ethical decisions that build trust and reinforce our reputation as an accountable organization.

The Code of Conduct provides you with statements that stem from our values and policies to help you make the right choice when considering any action. If you are ever in doubt, there are many resources available to you. The important thing is that you "Speak Up!" if you believe something is wrong. No one will be punished for making a good faith effort to report a situation that they believe is wrong.

As individuals associated with World Accord, we ask you to commit to:

1. Treat all donors and partners with respect and dignity.

I will always seek to fulfill World Accord's mission to cultivate communities that thrive within the context of our mission, vision and values, including demonstration of our core values. Related Policies: World Accord Mission, Vision and Values Statements; Gender Policy

2. Uphold the integrity of World Accord by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard.

I will demonstrate World Accord's core values of Partnership, Empowerment,

Justice, Sustainability, Integrity and Interdependence. I will commit to integrity, truthfulness, dedication to World Accord and honesty in my actions. I will be respectful to all persons with whom I deal in an official capacity, including co-workers, volunteers, participants, partners, governments and donors.

3. Perform my official duties and conduct my private affairs in a manner that avoids conflicts of interest thereby preserving and enhancing public confidence in World Accord.

My actions will be free of any consideration of personal gain. I will declare any financial, personal, family (or close intimate relationship) interest which may impact on the work of World Accord. I will not accept outside employment or engage in outside activities which may interfere with the efficient performance of World Accord duties, without prior authorization. I will avoid any activities related to procurement of goods or services, or in human resource activities, where a conflict of interest may arise and should such conflicts arise I will disclose them to my supervisor in accordance with World Accord's policy.

Related Policies: Conflict of Interest Policy

4. Safeguard and make responsible use of the information, equipment, money and resources to which I have access by reason of my employment with World Accord.

I will exercise due care in all matters of official business, and not divulge any confidential information about clients, colleagues and other work-related matters. I will protect, manage and utilize World Accord human, financial, IT and material resources efficiently and effectively, bearing in mind that these resources have been placed at World Accord's disposal for the benefit of those we seek to serve. I will direct external media and information requests through the appropriate channels. I will appropriately account for all World Accord money and property (e.g., vehicles, office equipment, computers, email and intranet).

5. Promote the health, safety, security and welfare of World Accord staff, volunteers and contractors as a necessary condition for effective and consistent performance.

I will remain aware of and comply with all instructions designed to protect my health, welfare and safety. I will always consider the safety of staff in operational decisions. I will comply with local security and safety management guidelines. I will behave in such a way as to avoid any unnecessary risk to the health, safety and welfare of myself and others, including partner organizations and participants. I will ensure that I am fit to safely and reliably perform my work duties, free from impairment due to alcohol and/or drugs on World Accord premises.

6. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or favoritism in the workplace.

I will not engage in or tolerate any form of harassment in the workplace, including sexual harassment and abuse of power. As a manager/supervisor, I will not solicit favors, loans or gifts from staff or partners, nor will I accept unsolicited ones that are of more than token value. Related Policies: Prevention of Sexual Harassment, Exploitation and Abuse Policy

7. Prevent, oppose and combat all exploitation and abuse of program partners, participants and other persons of concern.

I undertake not to abuse the power and influence that I have by virtue of my position over the lives and well-being of partners, participants and other persons of concern. I will never request any service or favor return for protection or assistance. I will never engage in any exploitative relationships – sexual, emotional or financial – with partners, participants and other persons of concern. Related Policies: Prevention of Sexual Exploitation and Abuse Policy

8. Promote human rights, protect the environment and oppose criminal or unethical activities.

I will ensure that my conduct is consistent with the human rights framework to which World Accord subscribes. I will use my best endeavors to protect the

natural environment and work in a sustainable way. I will contribute to preventing all forms of criminal or unethical activities. I will inform World Accord of any relevant criminal convictions or charges I have had prior to my employment in which World Accord may have a legitimate interest. I will also notify World Accord if I face any criminal charges during my employment that may impede my ability to perform the duties of my position subject to national legislation. I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example, fraud, child labor, and trafficking of human beings. Related Policies: Environment Policy, Gender Policy

Reporting contacts: HR@worldaccord.org

Approved by Executive Director Dec. 2020