



Code of Conduct/Ethics for KDO (Khagarah Development Organization)

Introduction

The Code of Conduct/Ethics for KDO is designed to outline the core values, principles, and expectations of behavior for all employees, volunteers, and partners engaged with KDO. It serves as a guide for maintaining a professional, ethical, and safe working environment, promoting the highest standards of conduct, and ensuring accountability in the organization's interactions with beneficiaries, partners, donors, and the wider community.

This Code is integral to KDO's safeguarding framework and reflects our commitment to respect, integrity, transparency, and the protection of vulnerable individuals. All KDO staff and affiliates must understand and adhere to this Code, which applies both inside and outside the workplace.

Core Values

1. **Respect and Dignity:**
 - Every individual must be treated with respect and dignity, regardless of their background, age, gender, ethnicity, disability, or any other factor. This includes maintaining confidentiality, respecting privacy, and honoring diversity.
2. **Integrity and Transparency:**
 - Employees must act with honesty, integrity, and transparency in all professional activities, particularly in relation to the use of resources, handling of funds, and the delivery of services.
3. **Commitment to Safeguarding:**
 - We have zero tolerance for abuse, exploitation, or any form of harm towards children, vulnerable adults, or any other individual engaged with KDO. All staff must actively contribute to safeguarding practices and report any concerns promptly.
4. **Accountability:**
 - All employees, volunteers, and partners are accountable for their actions. The organization expects high levels of responsibility and compliance with policies, procedures, and local laws.
5. **Professionalism:**
 - Staff must demonstrate professionalism in their work, including maintaining a high standard of competence, conduct, and communication with stakeholders, clients, and colleagues.

Expected Behaviors

1. **Respect for Rights and Human Dignity:**
 - Treat everyone, including beneficiaries, partners, and fellow employees, with courtesy and fairness.
 - Promote an inclusive, supportive, and non-discriminatory environment at all times.
2. **Non-Exploitation and Abuse:**
 - Do not exploit or abuse any individual, especially vulnerable groups such as children, the elderly, or marginalized communities.
 - Do not engage in any form of sexual exploitation, harassment, or abuse.

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BOD KDO
23.8.23

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KHAGARAH Development Organization (KDO)

3. Conflict of Interest:

- Avoid any situations where personal interests might conflict with professional duties. Employees must disclose any actual or potential conflicts of interest promptly.

4. Confidentiality:

- Respect and maintain the confidentiality of sensitive information relating to staff, beneficiaries, and the organization. This includes safeguarding personal data in line with relevant privacy laws.

5. Compliance with Laws and Regulations:

- Adhere to all applicable laws, rules, and regulations, including those related to labor, anti-corruption, human rights, and safeguarding.

Safeguarding Principles

1. Zero Tolerance for Abuse:

- KDO has a zero-tolerance policy towards any form of abuse, including but not limited to physical, emotional, sexual, or verbal abuse.

- All staff members must ensure that no harm comes to children, vulnerable adults, or community members they interact with.

2. Safe Reporting Mechanisms:

- Any allegations of abuse or exploitation must be reported immediately via the designated reporting channels (whistleblowing, safeguarding officer).

- KDO will ensure that whistleblowers are protected from retaliation or discrimination.

3. Training and Awareness:

- KDO will provide mandatory safeguarding training for all employees to ensure they understand the risks and responsibilities involved in safeguarding and know how to respond to safeguarding concerns.

Employee Responsibilities

1. Professional Conduct:

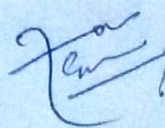
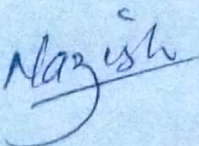
- All KDO employees and affiliates must adhere to the highest standards of professional conduct at all times. This includes being courteous, respectful, and upholding the organization's values in all interactions.

2. Duty to Report:

- Employees are responsible for reporting any suspected or actual breaches of this Code of Conduct, including safeguarding issues, conflicts of interest, or unethical behavior. Failure to report is considered a violation of the Code.

3. Use of Organization Resources:

- Employees must ensure that KDO resources, including financial, material, and human resources, are used solely for the purpose of furthering KDO's mission and objectives. Misuse or personal gain from these resources is prohibited.



KHAGARAH Development Organization (KDO)

Consequences of Non-Compliance

1. Investigation:

- If an employee is suspected of violating the Code of Conduct, a formal investigation will be conducted, following a fair and transparent process. Allegations will be taken seriously, and all employees must cooperate during investigations.

2. Disciplinary Actions:

- Disciplinary actions may include warnings, suspension, or dismissal, depending on the severity of the breach. In the case of serious breaches, such as safeguarding violations or financial misconduct, immediate dismissal may be considered.

3. Legal Actions:

- In cases where the violation involves illegal activities (e.g., fraud, abuse, corruption), legal action may be taken in accordance with national laws, and relevant authorities will be informed.

Implementation and Monitoring

- Induction and Training:

- All new employees will be provided with an orientation on the Code of Conduct during their induction process. Regular refresher training will be conducted to ensure ongoing compliance.

- Monitoring:

- The implementation of this Code will be regularly monitored by the Human Resources Department in collaboration with the Director of Programs. The compliance will be reviewed through audits, feedback from stakeholders, and regular safeguarding reviews.

Acknowledgement

All employees, volunteers, and partners must sign an acknowledgment form confirming they have read, understood, and agree to adhere to this Code of Conduct/Ethics. This acknowledgment will be maintained in their personal records and regularly reviewed.

KDO is committed to creating a safe, ethical, and supportive environment for both its employees and the beneficiaries it serves. By following the principles and standards set out in this Code of Conduct/Ethics, we ensure that we uphold the highest levels of professionalism, integrity, and safeguarding at all times.

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 22.08.23

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