

CODE OF CONDUCT

**AFRICA CENTER FOR INITIATIVE DEVELOPMENT
(ACID-GHANA)**

2020

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PREAMBLE

Africa Center for Inclusive Development (ACID-GHANA) is an indigenous non-governmental organization operating in the Northern of Ghana. The organization is operating with two offices one in Sagnarigu Municipality and the other one in Nanumba North. We are working to address the needs of vulnerable children, their families, women and youth in the remote areas for them to realize their full potentials in the society.

OBJECTIVES OF THE ORGANISATION

- To promote access to inclusive health services for vulnerable groups.
- To promote full participation of vulnerable groups including their rights to decision making in the society.
- To promote Children with disabilities and affected children access to inclusive and equitable education
- To promote young men and women for self-reliance through agro-processing, skills training and enterprise development.
- To improve climate resilience and livelihood to address food insecurity, biodiversity conservation and social cohesion.

Our Vision

Inclusive and equitable services for all

Our Mission Statement:

To influence decision-makers through service delivery, research and advocacy, coaching and mentoring to improve vulnerable people lives to realized their full potentials

ACID-Ghana Code of Conduct

ACID-Ghana is a non-governmental organisation receiving grants, donations, contribution gifts to deliver welfare services. The organisation is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public. All staff should ensure that the businesses of the organisation, such as applications for services, procurement or staff recruitment, are dealt with in an open, fair and impartial manner. This Code of Conduct sets out the basic standard of conduct expected of all staff and the organisation's policy on matters like acceptance of advantages and declaration of conflict of interest by staff in connection with their official duties. This Code also applies to temporary or part-time staff employed by the organisation.

The aim of the ACID-Ghana Code of Conduct is to provide clear guidance on the standards of behaviour required by all ACID-Ghana staff. Any unacceptable behaviour breaching this Code may result in disciplinary action, including dismissal. Whilst recognising that laws and cultures differ considerably from one country to another, the Code is based on Ghana Country and international legal standards, universal principles of codes of conduct and basic human rights.

ACID-Ghana Key Policies

The Key Policies presents a detailed guide on the most important standing points, which are essential for our work and map our goals and vision.

Safeguarding Policy

ACID-Ghana recognises that especially in situations of poverty, humanitarian crisis and/or conflict, people can be extremely vulnerable. The safety and well-being of vulnerable children, persons with disabilities and adults who come into contact with the organisation is of the utmost importance. The Organisation acknowledges that it is a fundamental duty to protect all

vulnerable people and the organisation staff engaged within our programmes and activities from any forms of abuse and exploitation.

Anti-Corruption Policy

The organisation understands that corruption represents one of the major threats for the credibility of non-governmental, non-profit organizations in the eyes of beneficiaries, donors and the public. The organisation is also aware that corruption might negatively influence the quality of our services. For this reason, the organisation does not tolerate corruption. Corruption violates the basic rules of healthy competition and brings results that are neither oriented towards public welfare nor functional. In most countries, corruption is legally punishable.

Also It is the policy of this organisation to prohibit all staff from soliciting any advantage from any persons having business dealings with the organisation (e.g. clients, suppliers, contractors). Staff who wish to accept any advantage from such persons should seek special permission from the Management Board prior to the acceptance. Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to the organisation and they should not be accepted without permission. Staff should decline the offer if the acceptance could affect their objectivity in conducting the organisation's business, or induce them to act against the interest of the organisation, or lead to complaints of bias or impropriety.

The organisation prohibit gifts which are presented to staff in their official capacity and of nominal value above 500Ghana cedis from community program or event attended should be declared to the Management Board through written for carefully considered by the Management Board to either permit the gift or to dispose of the gift.

Conflict of Interest Policy

The organisation is acutely aware that that any conflicts of interest between organistaion employees and the organisation as a whole may negatively influence the organisation's performance and reputation, as well as lead to corrupt behaviour. The aim of this Policy is to minimise such risks through clear definitions and examples of conflicts of interest and concise descriptions about the standards of conduct and related responsibilities. For example, when the "private interests" of the staff compete or conflict with the interests of the organisation. "Private interests" means both the financial and personal interests of the staff or those of their connections including:

- family and other relations;
- personal friends;
- the clubs and societies to which they belong; and
- any person to whom they owe a favour or are obligated in any way.

All Staff during activities, procurement or services of the organisation will declare their interest or failure to avoid or declare any conflict of interest may give rise to criticism of favouritism, abuse of authority. The allegations of corruption especially when they are closely related to or have beneficial interest in any company, which is being considered for selection as the organisation supplier of goods or services. The staff should make a declaration in writing to his supervisor.

In addition to the conflict of interest, a staff who misuse their official position for personal gains or to favour their relatives or friends are liable to disciplinary action or even prosecution. Examples of misuse include a staff member responsible for the selection of suppliers giving

undue favour or leaking tender information to his relative's company with a view to awarding the contract to the latter.

Child Protection Policy

The organisation recognises that in situations of poverty and humanitarian crisis and/or conflict, children can be extremely vulnerable. For this reason, ACID-Ghana acknowledges that it is a fundamental duty of the NGO to protect children engaged within its programmes and activities from any forms of abuse and exploitation.

PSEA (Protection from Sexual Exploitation and Abuse) Policy

ACID-Ghana puts particular stress on the fact that any sexual exploitation and abuse are in violation of the organisation Code of Conduct and Safeguarding Policy. ACID-Ghana does not tolerate any form of sexual exploitation and abuse. This includes bullying or any range of non-sexual abuses of power perpetrated by the organisation staff and partners against any individual regardless of age, gender, sexuality, disability, religion or ethnic origin. The organisation commits to do all that is necessary in order to prevent its programmes from engaging in sexual abuse or exploitation caused by the organisation staff or partners against beneficiaries and members of the community.

Whistleblowing Policy

The organisation appreciates the important duty to report any known or suspected cases of abuse, exploitation, harassment or other forms of unacceptable behaviour as they are in direct breach of the organisation Code of Code of Conduct and Key Policies. The organisation also acknowledges the duty to investigate any complaint or concern raised by the organisation employees through the channels described in the Whistleblowing Policy.

Handling of Classified or Proprietary Information

The organisation Staff are not allowed to disclose any classified or proprietary information to anybody without authorisation. Staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest. It should also be noted that unauthorised disclosure of any personal data may result in a breach of the Personal Data (Privacy) policy of the country.

Property of the Organisation

The organisation staff given access to any property of the organisation should ensure that it is properly used for conducting the organisation's business. Misappropriation of the organisation's property for personal use or resale is strictly prohibited.

Gambling

The organisation staff must not engage in frequent or excessive gambling with persons who have business dealings with the organisation as well as among colleagues, particularly with subordinates. If on social occasions where refusal of gambling is considered unsociable, the amount of money involved should not be significant. Gambling in the organisation's premises is strictly forbidden.

Outside Employment

The organisation staff, who wish to take up paid outside work, including those on a part-time basis, must seek the written approval of the organisation before accepting the job. Applications for outside work should be made to Executive Director for consideration. Approval will not be given if the outside work is in conflict with the interest of the organisation.

Compliance with the Code

- It is the personal responsibility of every staff member to understand and comply with the Code of Conduct.
- All managers should also in their daily supervision ensure that their subordinates understand and comply with the standards and requirements stated in the Code. Any problems encountered as well as any suggestions should be channeled to Executive Director for consideration and advice.
- Any staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other criminal offences, a report will be made to the appropriate authorities.