



CODE OF CONDUCT FOR PARTNERS

(NOVEMBER, 2024)



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1. INTRODUCTION

1.1 SCOPE

This Code of Conduct document applies to all our partners and potential candidates (individuals or organizations) who want to partner with the Foundation. All partners are supposed to adhere to every wording of this document. It is an obligation on all our partners to sign and abide by what is stipulated in this document.

1.2 OVERVIEW

This document describes the Foundation guidelines by which all partners should conduct themselves and work towards the mission and vision of the Foundation.

Thus, this document contains relevant information as follows: maintain dignity and respect, integrity and professionalism, maintain confidentiality, embrace equality and non-discrimination, maintain accountability, maintain transparency, maintain health and safety environment, embrace cultural diversity, maintain efficient use of resources, training and development, Collaboration and teamwork, compliance of laws and personal conduct.

1.3 PURPOSE

The purpose of this document is to foster mutual working relationship with our partners, and working together with common interest in providing humanitarian supports to our Foundation whose vision is to help orphans, street and vulnerable children across in Sierra Leone and to give them better lives.

This document is mandatory for all individuals and organizations who want to become partners of the UCC Scouts Foundation, Sierra Leone. It is compulsory for all partners to sign their agreement and adhere to this conduct of conduct document.

Therefore, UCC Scouts Foundation believes that partners adherence to this document can help create a safe, respectful and effective environment for all –other partners, the orphanage children, staff members and the broader community members.



2. CODE OF CONDUCT FOR ALL PARTNERS

All partners shall adhere to the following code of conduct as ratified by the Foundation:

2.1 MAINTAIN RESPECT AND DIGNITY FOR ALL AND AVOID ANY FORM OF DISCRIMINATION, HARASSMENT OR ABUSE

Partners should treat all children, other partners, staff and community members with dignity and respect. Also, maintain a zero-tolerance policy for any form of discrimination, harassment, or abuse.

2.2 DEMONSTRATE INTEGRITY AND PROFESSIONALISM AND AVOID CONFLICT OF INTEREST

Partners should demonstrate integrity and professionalism in all actions and decisions, and should avoid any conflicts of interest and disclose any potential conflicts to the relevant authority of the Foundation.

2.3 RESPECT THE WORK OF THE FOUNDATION AND MAINTAIN CONFIDENTIALITY OF INFORMATION

All partners should respect the work of the Foundation and maintain confidentiality of the Foundation's information. Also, partners should ensure that any information about the orphanage children is only shared on a need-to-know basis and with appropriate consent.

2.4 PRIORITIZE THE SAFETY AND WELL-BEING OF THE ORPHANAGE CHILDREN AND THEIR RIGHTS IN ALL ACTIVITIES AND DECISIONS

Partners should prioritize the safety and well-being of the orphanage children in all activities and decisions. Moreover, partners should report any suspicion or evidence of child abuse or neglect immediately to the Foundation or designated child protection officer.

2.5 PROMOTE AND UPHOLD THE PRINCIPLE OF EQUALITY AND NON-DISCRIMINATION AT ALL TIMES

Partners should promote and uphold the principles of equality and non-discrimination at all times dealing with the Foundation. Also, partners should ensure that all children have equal access to services, support, and opportunities regardless of their background or characteristics.

2.6 BE ACCOUNTABLE FOR YOUR ACTIONS AND DECISIONS

Partners should be accountable for their actions and decisions at all times and should cooperate fully with any investigations or audits conducted by the Foundation.

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2.7 MAINTAIN TRANSPARENCY AND PROVIDE OR SHARE ACCURATE DATA AND INFORMATION AT ALL TIMES

Partners should maintain transparency in all dealings with the Foundation. Moreover, partners should provide or share truthful information in reports, communications, and documentation of the Foundation's resources.

2.8 MAINTAIN HEALTH AND SAFETY REGULATIONS AND CONDUCTIVE WORKING ENVIRONMENT

Partners should adhere to all health, safety regulations and guidelines appropriate for a healthy working relationship with the Foundation. Partners also should ensure a safe and conducive working environment for other partners, the orphanage children, staff members and the broader community.

2.9 RESPECT AND VALUE CULTURAL DIVERSITY AND PROMOTE INCLUSIVE ENVIRONMENT FOR ALL

Partners should respect and value cultural diversity of other partners, the orphanage children, staff members and the broader community. Partners should as well promote an inclusive environment that celebrates cultural differences.

2.10 BE RESPONSIBLE AND EFFICIENT IN USING THE FOUNDATION'S RESOURCES

Partners should make use of the Foundation's resources responsibly and efficiently. With that, partners should avoid any misuse of the Foundation's resources.

2.11 FOSTER COLLABORATION AND SUPPORTIVE WORK ENVIRONMENT FOR ALL

Partners should foster a collaborative and supportive work environment for all –other partners, the orphanage children, staff members and the broader community. Also, partners should work together with colleagues or other partners, staff members and the community to achieve the Foundation's goals.

2.12 COMPLY WITH ALL APPLICABLE LAWS, POLICIES AND CODE OF CONDUCT OF THE FOUNDATION

Partners should comply with all applicable laws, policies, and the code of conduct set for partners by the Foundation, and report any legal or policy violations to the appropriate Foundation's authority.

2.13 MAINTAIN HIGH STANDARD OF PERSONAL CONDUCT

Partners should maintain high standard of personal conduct both within and outside the Foundation, and avoid any behavior that could bring the Foundation into disrepute.



AGREEMENT

I, have read and I agree to be a partner and abide by this code of conduct of the UCC Scouts Foundation, Sierra Leone.

I hereby agree to provide any information that is useful to the Foundation to help move its mission and vision forward and if in any way I breach this agreement, the Foundation has the right to terminate my partnership.

Date: / /

Signatory:

Sign: *M. Juchhoff*

Sign:

Sign:

Date: 27.11.2024

Date:

Date:

MARCEL JUCHHOFF
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ALUSINE SESAY
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Date Drafted: NOVEMBER, 2024

Date Ratified: