



Safeguarding Code of Conduct

Introduction

Windle is an international development and humanitarian education organisation that harnesses the power of education to empower and inspire communities. Windle has over forty years of experience supporting refugees and people affected by conflict and marginalisation to access quality education and training in Eastern Africa. Today Windle operates in five countries: Kenya, Uganda, South Sudan, Sudan, and Somalia.

Together, we empower refugees and people affected by conflict and marginalisation to achieve their academic potential, and contribute to sustainable development, by acting as a lead provider of quality education and training. From managing primary schools to providing higher education scholarships and offering vocational training, we help people to succeed at every educational level. Every year Windle helps over a million refugees and people affected by conflict

Purpose

Windle intends that the highest ethical and professional standards apply to its safeguarding and child protection. This Code of Conduct is based on the safeguarding and protection policy framework and sets out the ethical standards expected of Windle employees providing services to children and vulnerable adults

All members of Windle staff are required to uphold the following Code of Conduct and any breach may lead to action under the disciplinary rules.

Our employees occupy a position of trust. In varying measure, each employee represents the organisation in his or her relations with others whether governments, partners and donors, clients, beneficiaries, suppliers, other employees or the general public.

Whatever the area of activity and whatever the degree of responsibility, the organisation expects each employee to act in a manner that will enhance the organisation's reputation. This code is designed to maintain a proper climate for ethical considerations within Windle and to provide a concise framework of practical guidance for all supervisors and employees of Windle.

Behavioural Attributes

Windle and its employees will exhibit best practice, and additionally, but not limited to:

- i) Comply fully with all legal requirements, domestic and foreign, applicable to Windle operation.
- ii) Ensure that all dealings between employees of Windle and donors, partners or public officials are to be conducted in a manner that will not compromise the integrity or reputation of any donor, partner or Windle.
- iii) Utilise all materials, supplies and other resources at their disposal carefully, economically and to the best interest of Windle.

Harassment

Windle is committed to providing and maintaining a work environment that supports the dignity of all individuals, and will make every effort to ensure that no one at Windle is subjected to any form of personal harassment at the workplace. Harassment is behavior that could be verbal, physical, deliberate, unsolicited and unwelcome. It includes unwelcome remarks, jokes or innuendoes about a person's body or attire, leering, practical jokes which cause awkwardness or embarrassment and acts which cause humiliation, insult or intimidation. All staff members of Windle should know that such conduct will not be tolerated at any level and will be subject to severe disciplinary action.

Sexual Harassment Policy

Windle does not tolerate sexual harassment at any level. Windle provides procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No person, employee or third party, regardless of his or her title or position, has the authority, whether expressed, actual, apparent or implied, to commit sexual harassment.

Sexual harassment includes use of language written or unwritten of sexual nature, direct or indirect request for sexual favours, verbal or physical conduct of a sexual nature where such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Examples include requiring a sexual act or favour to keep a job, to procure a job or raise, or to obtain a promotion.

Windle prohibits and does not tolerate any employee, manager or visitor, male or female, to harass an employee or non-employee participant in the workplace or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

- i) Material such as pornographic or sexually explicit posters, calendars, graffiti or objects;
- ii) Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, including sexual jokes, gestures, statements or stalking;
- iii) Intentional or malicious physical contact that is sexual in nature, including, but not limited to, touching, pinching, patting, brushing and/or pulling against another's body or clothes; and
- iv) Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempts to commit such acts or assaults.

This policy, as spelt out, determines what constitutes sexual harassment based on a review of the facts and circumstances of each situation. All employees, including supervisors and managers, will be subject to severe disciplinary action, up to and including dismissal, for any act of sexual harassment they are believed to have committed.

Procedure for Reporting Sexual Harassment

If you are sexually harassed, you must report the act of harassment to your immediate supervisor immediately. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, then you can direct your questions, problems, complaints, or reports to the HR Officer. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

Any manager, supervisor or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee will be subject to disciplinary action.

The complaint will be promptly and thoroughly investigated. Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Employees requiring further clarifications about this policy should contact the Executive Director for a confidential and frank discussion.

Fabricated or False harassment reports will attract severe disciplinary action against the party making the false allegation.

Equal Employment Policy

Windle is an equal opportunity employer and prohibits discriminatory practices. Discrimination against any individual based upon protected status, which is defined as age, marginalized group, colour, disability, gender identity or expression, genetic information, HIV/AIDS status, race, religion is prohibited.

Windle is committed to the principle of employment equity. Decisions concerning hiring, promotion, retention, training, development and compensation are to be based on the ability, skill, knowledge and experience required to perform the job. Family or personal relationships should in no way be taken into consideration when determining an individual's suitability for a position. Applicants who have a family or personal relationship with anyone who has or had an employment relationship with Windle will be considered solely on their own merits. Any person involved in the selection process who has a conflict of interest should excuse him or herself from the process.

All supervisory decisions involving an employee with whom a supervisor has a family or personal relationship that could lead to a real, potential or apparent conflict of interest must be referred to another supervisor or the next level of management. These decisions include promotions, salary increases, work assignments, training and development, overtime opportunities and performance appraisals.

All employees, managers, supervisors, and job applicants are guaranteed the same employment opportunities. No person or employee, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied, to discriminate against another employee of Windle.

Affirmative Action

Windle is committed to building a diverse team of staff through practising best practice in employment and promotion to ensure the highest quality workforce, to reflect human diversity, and to improve opportunities for minorities and women. The Windle embraces human diversity and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Conflict of Interest Policy

All employees are expected to be committed to meeting their duties to Windle and to contribute to Windle's business interest by conducting themselves in a fair and objective manner. A conflict of interest arises when an employee's personal or private interests interfere, or appear to interfere, with their objectivity, judgment or ability to act in the best interests of Windle. Employees should avoid acquiring any interests or participating in any activities that would tend to:

- i) Deprive Windle of the time or attention required to perform their duties properly; or
- ii) Create an obligation or distraction, which would affect their judgment or ability to act solely in Windle's best interest.

In certain instances, ownership or other participation in a competing or complementary business enterprise might create or appear to create such a conflict. Employees are required

to disclose in writing all business, commercial or financial interests or activities that might reasonably be regarded as creating an actual or potential conflict with their duties of employment.

If personal financial benefit is improperly gained by an employee, directly or indirectly, as a result of his or her employment or by the use or misuse of Windle's assets or property or of information that is confidential or proprietary to Windle, then the employee will be subject to the consequences of breaching this Code, must account to Windle for any benefit received, and may be subject to criminal or other legal action. Where in doubt or in need of interpretation, the employee shall, in the first instance, declare such interest to the Executive Director and seek guidance.

Confidentiality

Employees shall be required at all times, either during the continuance of their employment or thereafter, not to use to the detriment or prejudice of Windle or their associates except in the proper course of their duties, divulge to any person, any confidential information concerning the affairs of Windle, which might come to their knowledge during employment.

In the event of cessation of employment for whatever reason an employee shall return any documents related to the affairs of Windle or their client, which might be in their possession. Acceptance of an appointment letter constitutes an undertaking that the employee shall not remove or photocopy any such documents for their subsequent use.

All employees shall during the continuance of their employment be bound by confidentiality and this obligation shall continue to bind them after they have left the employment of Windle.

Press Policy

Unless expressly authorized by the Executive Director, no employee may relate any information, not already public, regarding Windle to any member of the press (newspaper, magazine, radio, television, Internet or on websites). This includes confirming or denying any statement made to an employee by another party. There is no exception to this policy. If contacted by the press, immediately refer calls to the Executive Director

Social Media Policy

Windle recognizes that employees may engage in social networking. Social networking, for purposes of this policy, includes all types of postings on the Internet, including, but not limited to, social networking sites, (such as Facebook, Instagram, or LinkedIn); blogs and other on-line journals and diaries; bulletin boards and chat rooms; micro blogging, such as Twitter; and the posting of video on YouTube and similar media. Social networking also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile or blog. This Policy applies to social networking while off duty. Employees who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on Windle's legitimate business interests.

If your social networking includes any information related to Windle, please do the following:

- i) Make it clear to your readers that the views expressed are yours alone and do not reflect the views of the organization, by stating, for example, "The views expressed in this post are my own. They have not been reviewed or approved by the organization."
- ii) Do not defame or otherwise discredit the organization's products or services, or the products or services of its vendors or competitors. Do not mention customers, business partners, or suppliers without prior approval.
- iii) Do not use the organization's logo, trademark or proprietary graphics, or photographs of the organization's premises or products.

- iv) Do not disclose personal or contact information, or post photographs, of co-workers or supervisors without their prior permission.
- v) Windle has spent substantial time and resources building its reputation and good will. These are valuable and important corporate assets. Before you engage in any social networking that identifies yourself as an employee of the Windle, or that identifies the organization, please consider whether you are damaging the organization's reputation. If you are uncertain, you should consult your supervisor or the Executive Director before posting.
- vi) You are more likely to resolve complaints about work by speaking directly with your co-workers, supervisor or other management-level staff than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to the organization or any of the other staff or be prepared to face disciplinary action.

Personal Gifts

Through upholding the expected high standards of conduct and honesty, staff shall not abuse their positions by accepting gifts for personal gain. Staff shall conduct themselves at all times in a manner that avoids suspicion of such behaviour. Any personal gifts, services or favours from suppliers or clients shall be reported to Executive Director who will decide the appropriate action to be taken.

In addition, employees shall not provide, directly or indirectly, on behalf of Windle, expensive gifts or excessive entertainment or other benefits to the organization's stakeholders.

Substance Abuse Policy

Windle is concerned about the safety and wellbeing of every employee. It recognizes that alcohol and drug abuse create potential health, safety, and security problems. Windle is committed to maintaining a work environment free from substance abuse.

The unlawful distribution, possession or use of a controlled substance on Windle premises is strictly prohibited. The possession and/or consumption of alcohol or any controlled substance in the workplace, or during associates or partner meetings or while on associates or partner premises are always strictly prohibited.

The Environment

Population on humanitarian agencies for their basic needs creates a particular ethical responsibility and duty of care on the part of humanitarian workers. Managers have special responsibility to ensure that there are proper mechanisms to prevent and respond to sexual exploitation abuse of power and corruption, and that there is no tolerance for such practices. This is especially necessary in view of the fact that: ~

- i) The lack of economic opportunities for displaced populations may oblige them to resort to commercial and exploitative sex as a way of generating income to meet basic needs.
- ii) Beneficiary communities have often come from an environment of gender-based violence in which distorted community structures and practices may compound the problem.
- iii) In refugee camps or settlements, the usual social protections are not in place or are no longer functioning, level of protection and security are generally poor, and justice and policing often do not exist. Without the proper safeguards being put in place, these patterns can continue and become exacerbated.

Sexual Relations with Beneficiaries

Humanitarian workers occupy positions of authority, power and control of resources and services. It is thus crucial that there should be concern over sexual relationships between them and beneficiaries, including even those which may be said to be proper and consensual. There should be no room at all for even the perception that abusive and exploitative relations could be taking place. Therefore, the agencies party to this Code in principle unanimously

favoured the position that sexual relationships between humanitarian workers and beneficiaries should be absolutely prohibited under any circumstances.

However, it proved difficult for several reasons to adopt this position. Crucially, thousands of workers who are themselves refugees are covered by the Code. Many of them have relationships including marriages with fellow refugees, which are proper and beyond reproach. The prohibition absolutely of sexual relations between beneficiaries and humanitarian workers who are refugees would deny them the opportunity of establishing normal and proper relationships within a natural environment for them.

Therefore, the following standards shall apply on this issue:

- i) Sexual relationships with beneficiaries which are consensual and proper shall not be considered to be improper or prohibited on the ground only that one or both of the persons concerned is a humanitarian worker as defined in this Code.
- ii) It is however reiterated that each and every standard in the Code of Conduct guarding against abusive or exploitative sexual relationships with beneficiaries will otherwise apply with equal force to such relationships.
- iii) Sexual relations between beneficiaries and other categories of humanitarian workers, particularly international staff, are as a minimum, strongly discouraged. They are strongly exhorted to conduct themselves as if such relationships are prohibited.
- iv) Any humanitarian worker who finds himself or herself involved in a relationship with a beneficiary, even if confident that it is consensual and proper, shall advise his or her head of agency or supervisor of the relationship.
- v) The heads of all the agencies party to this Code shall ensure that for all relationships covered in this part of the Code that come to their attention, appropriate measures are taken to guarantee propriety and the relevant standards of the Code are not transgressed.

Declaration.

The undersigned, by signing this document declares to have read this document and understood its intention, implications and consequences as to his/her behaviour required in Windle

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Name

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Signature

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Date