



TRANSCULTURAL PSYCHOSOCIAL ORGANIZATION

CODE OF CONDUCT FOR EMPLOYEES OF AND OTHERS REPRESENTING



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1. Introduction

1.1 Transcultural Psychosocial Organization's mission statement:

Transcultural Psychosocial Organization (TPO) started in 1994 while affiliated to Netherlands International NGO-HNTPO; it became an autonomous in Uganda as National Organization in 2001 allowing TPO to replicate some of its promising practices acquired elsewhere in Uganda and Somalia in community-based child protection work and community based mental health & psychosocial support. TPO has been active in the great Lake region for close to 20 years now working with communities affected by conflict in Uganda, Somalia, South Sudan, Kenya, Nepal, D.R.Congo and Burundi. Our two-pronged approach includes both direct service delivery and capacity building interventions. Our interventions are all guided by a community-oriented approach that places emphasis on identifying and utilizing existing traditional structures and infusing western concepts into local knowledge for which TPO DRC has conducted and expanding these both to Nigeria.

TPO has a long-standing collaboration with UNICEF spanning over 15 years. In DRC and Uganda, we are the key UNICEF partner for child protection materials development and capacity building. While in Somalia we recently concluded a 5-year engagement with UNICEF where we supported the AMISOM Peacekeeping operations to integrate child protection responses into their operations. Also, in Somalia under the same partnership agreement, we have built the capacity of over 12 local Somali organizations to design, implement and monitor psychosocial support and child protection interventions. In Kenya in 2008, TPO was contracted by UNICEF to build capacity across all four provinces to respond to the child protection concerns arising in the aftermath of the post-election violence. However, In DR Congo TPO has capacitated 49 community-based organization and 251 child protection committee, 40 peace clubs, 42 child friendly space activities. We trained 501 teachers in Community based mental health & psychosocial support within schools and establish children's club both technically and materially.

VISION

A society where Vulnerable and Marginalized people enjoy mental health, Social and Economic Wellbeing and lead harmonious, mutually, supportive and productive lives.

MISSION STATEMENT

Mission Statement: TPO as an INGO that works in partnership with communities, civil society and the private sector and government to empower communities improve their mental health and socio-economic wellbeing in a sustainable way.

Who is bound by the Code of Conduct?

This code will be binding upon all those who work in or visit a Transcultural Psychosocial Organization Programme Area and upon all those who work at or represent Transcultural Psychosocial Organization.

This is regardless of whether or not they have signed an employment contract. This means that it applies to all

- Transcultural Psychosocial Organization management and staff
- Partners who have signed a partner agreement
- Consultants and others undertaking short-term assignments or visits for Transcultural Psychosocial Organization
- Employees
- Governing Board
- Interns, volunteers, instructors and consultants that work at or for TPO to the extent that they represent Transcultural Psychosocial Organization in their work. This applies when the expected period will exceed 10 days or instances.
- Volunteers, instructors and consultants that work less at or for TPO will be informed in written on the Code of Conduct. It will be stated that they can only represent us when they agree to stick to the content.

For convenience, all such persons are in this text referred to as “staff” or “signatory”. Each signatory is required to be knowledgeable about the Code and all related policies and internal controls applicable.

2. The Codes of Behaviour**2.1 General values**

Signatories shall carry out their duties in accordance with Transcultural Psychosocial Organization's mission statement, with the highest standard of professional responsibility and integrity. The signatories shall at all times act with respect for the dignity of those the organisation aims to assist, for those with whom the organisation collaborates in the pursuit of its objectives as well as with any other people they interact with.

2.2 Representation

2.2.1 Signatories should remember that they are representing the organization at all times and should therefore not indulge in behaviour that may compromise the integrity or professionalism of the organization.

2.2.2 No signatory will use alcohol or drugs when this has a negative impact on the quality of the work, image of the organization or security situation.

2.3 Respecting laws and culture of the country

2.3.1 Signatories are obligated to familiarize themselves with and respect the laws of the country in which they are working.

2.3.2 Signatories are required to familiarize themselves with and respect local culture, structures, beliefs, and customs, as long as these are not in contradiction with international human rights norms and humanitarian law.

2.4 Child Protection

In reference to child protection issues and issues related to adult-child relations the following behaviour is NOT permitted by Transcultural Psychosocial Organization:

- Racism, homophobia, sexism, and/or religious discrimination of children;
- Shouting and bullying of children;
- Hitting or any form of physical abuse of children;
- Physically restraining children during programme activities or at any other time unless the staff member has had appropriate training and another responsible adult is present as a witness;
- Assisting children with tasks of a personal nature which are not part of their job description and/or which the child is capable of fulfilling themselves;
- Allowing a child or young person with whom you work to stay overnight in their house and/or to sleep in the same bed;
- Spending considerable amounts of time alone/unsupervised with a child or young person with whom you work. Where possible and practical two adults should be present during workshops and other children's activities. Where this is not possible staff should seek alternatives such as the presence of adult community members;
- Developing physical or sexual relationships with children;
- Developing relationships of an inappropriate nature with children, which could in any way be deemed abusive or exploitative;
- Showing preferential treatment of some children to the detriment or exclusion of others;
- Using language with children or offering advice which is offensive, abusive, or threatening in any way;

- Displaying general behaviour, which is against good practice or is potentially abusive.

2.5 Abuse of position

2.5.1 Signatories will not abuse their position in the organization in any way. Abuse of power includes but is not limited to: favouritism, nepotism, corruption, all forms of exploitation, including sexual. Some specific instances are highlighted in the articles below.

2.5.2 No signatory is permitted to have sexual relations or any relation with any beneficiary, that could be deemed to be abusive, be they considered minors or adults by the standards of the country of assignment.

2.5.3 No form of sexual harassment is permitted.

2.5.4 No signatory will extract or attempt to extract money or other benefits of any kind in return for employment and/or project participation.

2.5.5 No signatory will extract or attempt to extract money or benefits of any kind in return for funding a specific (partner) organization.

2.5.6 No signatory will favour or support any beneficiaries privately without consent of the Executive Director.

2.6 Staff relations

2.6.1 All signatories will contribute to a constructive working atmosphere by refraining from improper behavior towards colleagues. Improper behavior includes but is not limited to violence, discrimination, sexual harassment, mobbing or verbal abuse.

2.6.2 All signatories are asked to give careful consideration to entering into romantic relationships with a superior or subordinate as these, by their very nature, are unequal. In such cases, therefore, a reassignment of duties may be deemed necessary by management.¹

2.6.3 In the event that the romantic relationship involves the signatory's direct line manager both individuals have a duty to discuss this with a member of senior management staff and/or the Executive Director.

2.6.4 Any signatory entering into a romantic relationship with another staff member is strongly encouraged to discuss this and any possible implications for the organization/programme with their direct Sector Head.

2.6.5 Any signatory entering into a romantic relationship with a staff member of a partner organization or other organization or institution that is important for Transcultural Psychosocial Organization is strongly encouraged to discuss this and its possible implications with their direct sector head.

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2.7. Payment or acceptance of bribes and/or other official charges

2.7.1 As a basic principle Transcultural Psychosocial Organization does not condone the payment of bribes. These include, but are not limited to, illegal charges imposed for the release of goods from customs, “taxes” levied by local authorities in addition to the legal maximum, or illegal charges imposed by local authorities in exchange for mission registration, programme approval or work permits.

2.7.2 No signatory will accept a bribe of any kind.

2.8 Security policy

All signatories are aware of the security policy and its implications and will follow the local security plan/guidelines and security instructions.

2.9 Transcultural Psychosocial Organization premises

2.9.1 All signatories must use Transcultural Psychosocial Organization Premises and assets with a sense of responsibility and in accordance with established rules. Use of those assets in such a manner that may compromise Transcultural Psychosocial Organization's credibility or security is unacceptable.

2.9.3 The Transcultural Psychosocial Organization Staff's houses are for Transcultural Psychosocial Organization employees only. Permission must be obtained from the Executive Director for stays by non -Transcultural Psychosocial Organization employees (or by the Admin Coordinator if the Executive Director is requesting said permission). .

2.9.4 To the extent that personal (non work related) use of the internet is allowed at all at work, it should never interfere with the job.

2.9.5 At work it is not allowed to visit sites with pornographic, discriminating, violent or criminal content, unless this is necessary for the job.

2.10 Confidentiality

All signatories will take care to ensure that confidential information is properly protected and not disclosed to third parties.

2.11. Media

2.11.1 All signatories may only contact the media on behalf of Transcultural Psychosocial Organization or act as a spokesman after having the explicit permission of the authorized staff member. When it applies to local media, the authorized staff member is the Executive Director. In all other situations, the authorized staff member is the Executive Director responsible for press relations.

2.11.2 When dealing with the media, signatories will cooperate with the media to ensure that the general public is accurately informed about the Transcultural Psychosocial Organization programme and the context in which the programme takes place.

2.11.3 When dealing with the media, signatories will see to it that the media approach and portray the beneficiaries of our programmes in a respectful manner and in

accordance with Transcultural Psychosocial Organization's ethical guidelines on communications.

2.12 Transcultural Psychosocial Organization logo

2.12.1 When the Transcultural Psychosocial Organization logo is used, the guidelines regarding the use of the logo should be followed.

3. Breaching the Code

3.1 Reporting on a breach of the Code of Conduct

3.1.1 All signatories have a duty to report suspected or confirmed breaches of the Code of Conduct.

Breach of CoC in the office

Reports should be addressed to the Admin Coordinator of the breacher and the Executive Director of. The latter will discuss all violations of the code with the Admin Coordinator. Depending on the gravity of the breach, the Programs Coordinator will be informed.

Breach of CoC outside a office

Reports should be addressed to the Sector Coordinator of the breacher. The Sector Coordinator will discuss all violations with the Country Director.

In case the signatory who breaches the code is a consultant, the applicable Programs Coordinator will be involved as well.

Depending on the gravity of the breach, the Executive Director will be informed.

If the signatory who breaches the code has one of the above mentioned positions him or herself, the Board should be informed instead.

Reports should contain:

- The name(s) of the individual(s) against whom the allegation is being made;
- The name of the individual making the allegation;
- What was seen/said;
- The date and location of the event;
- The names of any witnesses to the event. Witnesses must be informed by the report writer of their inclusion in the report.

The anonymity of the individual(s) making the allegation(s) will be protected.

3.1.2 Retaliation of any kind against any person who has reported an observed or suspected violation of the Code of Conduct in good faith is prohibited.

3.1.3 Intentionally or negligently making false allegations of a breach of the Code of Conduct against a signatory is prohibited.

3.1.4 In the case of a breach of one of the codes concerning child protection as mentioned in article 1.3 the report should also be submitted to the child's parents/guardians.

Any signatory against whom such an allegation has been made should be removed from their position immediately and from all contact with the child/group in question until the allegation has been fully investigated and resolved.

Where it is believed that the child is at serious risk of further harm the local social services department or equivalent should also be alerted. Before this decision is taken the Programs Coordinator must be advised of the details of the situation.

Where the breach is sufficiently serious the law enforcement authorities will be consulted.

3.2 Consequences of breaching the Code of Conduct

3.2.1 For Transcultural Psychosocial Organization employees, this document is directly linked to the contract of employment. Any employee who fails to comply with the Code of Conduct will be subject to disciplinary action, up to and including dismissal from employment.

The breacher is consultant

Admin Coordinator will advise on the nature and extent of the action to be taken and the Programs Coordinator-or in severe cases the Executive Director will decide upon this. .

The breacher is an employee

Admin Coordinator will advise on the nature and extent of the action to be taken and the sector Head -or in severe cases the Executive Director- will decide upon this.

3.2.2 For signatories that are no Transcultural Psychosocial Organization employees this document is directly linked to any other contract or agreement of cooperation. Failure to comply with the Code of Conduct might lead to breaking the contract or agreement that exists between Transcultural Psychosocial Organization and the signatory.

3.2.3 Where the laws of a country have been broken by the signatory s/he may also be subject to criminal or civil proceedings. In such cases legal advice on the matter will be sought.

3.2.4 Where an individual unintentionally breaches the Code of Conduct and, realizing this, informs his/her Sector Head and the Executive Director if it concerns a breach, this will be taken into account when deciding on what, if any, disciplinary action will be taken.

By signing this document, the undersigned declares to have read it in full and understood its intention, implications, and possible consequences for his/her behaviour as representative of Transcultural Psychosocial Organization. Any signatory who has questions about any aspect of this Code of Conduct and its potential implications for him/her has the responsibility of discussing it with his/her manager and/or Admin Coordinator.

Name:_____

Place:_____

Signature: _____

Date:_____