



# **Code of Conduct**

## **For**

# **World Action Fund**

## **In**

# **Uganda**

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## **Introduction:**

In 16<sup>th</sup> May 2014 World Action Fund (WAF) registered as a local NGO in Uganda, the Code of Conduct (CoC) which has been specifically designed to ensure better CoC implementation within international humanitarian and national NGO policy frame work.

## **Preamble**

**The Code of Conduct** is a set of shared norms, principles and values that aims to guide the conduct of NGOs in Uganda and international humanitarian law.

### ***General Principles***

1. We are committed to comply strictly with international humanitarian principles and human rights law.
2. Our work is based on the principle of **DO NO HARM** and it focuses on responding to emergencies, to chronic needs, reducing the impact of disasters and climate change, and dealing with the root causes of poverty, meeting basic needs, and enabling communities to become resilient and self-sufficient.
3. We are accountable to those whom we seek to assist, to those providing the resources, and to legal authorities.
4. We are transparent in our dealings with the government and community partners, the public, donors and other interested parties.
5. We are independent and we strive to maintain our autonomy according to Ugandan and international law, and to resist the imposition of conditionality or corrupt practices that may compromise our missions and principles.
6. We will not discriminate against any individual or group on the grounds of gender, political affiliation, ethnic origin, religious belief, physical disability or sexual orientation.

### ***Operating principles***

7. The focus of our work is to contribute to the empowerment of communities for the improvement in the quality of life of the people of Uganda.
8. We respect the Constitution and laws of Uganda and work within them.
9. We will not engage in any partisan political activities within Uganda.
10. We respect the dignity of the people of Uganda: their cultures, religions and customs.
11. We work with the poor and marginalized people of Uganda based on need alone, and not on any political, ethnic and tribal, or religious basis.
12. We ensure that our assistance is transparent and strive to involve beneficiaries and their communities in the planning, implementation, monitoring, and evaluation of programmes.
13. We recruit staff on the basis of suitability and qualification for the job according to the law, not on the basis of political, ethnic, religious, race, gender or personal interests.
14. We are performance-oriented to achieve the best possible results based on targets and achievements agreed with those we work for/with and those we mobilize resources from; we welcome objective evaluation of our work.
15. We seek to assist people and communities to solve their own problems. We encourage and enable the development of self-reliance and advance the right of people to fully participate in decisions that affect their lives.

16. We are committed to effectiveness and to maximizing the positive impact of our programs. We avoid duplication of services and coordinate with all stakeholders.
17. We exercise to the best of our capacity a responsible and responsive approach to the care of the physical and natural environment and to the proper management of Uganda's ecosystems in all our activities.
18. We monitor and evaluate the impact of our programs and clearly communicate findings with affected stakeholders.
19. We develop and maintain sound procurement and financial policies, audits, and systems in order to manage our accounts.
20. We maintain and make available public reports on governance, finance and activities upon request by relevant and interested parties.
21. We carry out our activities consistent with our stated missions.

## **Reporting and Ethic Violation**

The function of the ethics is to identify potential issues and to mitigate or remedy matters. In circumstances in which there is an allegation that is potentially criminal in nature. Sexual exploitation and advances, human trafficking is of grave consequence of human violation and punishable by law, any employee who gets involved shall be reported to the relevant laws and his or her contract with World Action Fund shall be summarily terminated without any additional benefit, and the state shall start its prosecution processes there forth. This code of conduct is signed by all employed alongside with the employment contract.

## **Annex to Code of Conduct**

### **1. Code of Conduct Revision Purpose:**

This Code of Conduct of World Action Fund is inclusive of all NGOs involved in Uganda and to ensure its compliance with the current environment and needs of NGOs.

### **2. Definitions:**

**NGO:** a domestic or foreign non- governmental, non- political and not-for-profit organization.

**Not-for-profit:** an NGO cannot distribute its assets, earnings or profits as such to any person rather than beneficiaries. However, there may be paid employees or activities generating revenue which will be used solely for the stated purposes of the organization.

**Impartiality:** we offer assistance to people based on need and irrespective of race, religion, gender or political affiliation.

**Transparency:** a lack of hidden agendas and conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision making or minimum degree of disclosure to which agreements, dealings, practices, and transactions are open to all for verification.

**Accountability:** we are committed to regularly evaluating the effects of our activities. We assume the responsibility of accounting for our actions to our beneficiaries, donors and other interested stakeholders.

**Neutral:** we do not take sides in armed conflicts, we provide care on the basis of need, and we push for independent access to victims of conflict as required under international humanitarian law.

**Independence:** We conduct our own evaluations on the ground to determine peoples' needs. Our programs are designed based on identified needs and not on political rhetoric or fads.

**Complaint:** a statement, expression of pain, dissatisfaction, or resentment from beneficiaries, community members, partners and members of a signatory NGO, network organizations, staff members of the signatory NGO, or any other stakeholders against a signatory of the code of conduct.

**International humanitarian law and international human rights law:** two distinct but complementary bodies of law. They are both concerned with the protection of the life, health and dignity of individuals. (ICRC)