



**THE SAMSODIEN  
FOUNDATION**  
BEYOND CARE



**1 October 2020**

## INTRODUCTION

The Samsodien Foundation NPC (“TSF”) is a non-profit organisation (“NPO”) registered as a Public Benefit Organisation (“PBO”) that partners with organisations, volunteers, beneficiaries and society.

TSF is obliged to ensure and guarantee that in all areas of operation and work; that TSF, employees and partners comply with the defined and established **Code of Conduct**, that qualifies the expected behaviour and interaction with organisations, beneficiaries and society.

TSF advocates human and democratic rights. These rights are central to our work ethic and behaviour with all who work, collaborate or benefit from us as well as respecting the rights of our positions, decisions and actions. We believe that if any of us do not act in a way that is consistent with our values and principles, this represents a flaw within our organisation.

TSF recognises the often complex and insecure environments that challenges our ability to achieve our goals. These challenges are directly linked to our reputation and the high standards of conduct required from employees, volunteers and partners of TSF in daily operations.

If you are employed, volunteer or partner with TSF you have a responsibility to create and uphold environments to support each other to maintain high standards in addition to help correct behaviours that violate this Code. It is deemed a common perspective and purpose of rights that we strive to maintain exemplary behaviour to ensure effective, efficient and reliable work for TSF. It is of utmost importance that resources are use appropriately and efficiently for the purposes intended.

We commit to living this Code of Conduct by individual application and communication to any corresponding internal incidents of abuse or concern that becomes known in our activities.

## GUIDELINES

### 1. Mutual Respect

- 1.1. We will respect the basic rights of all human beings, regardless of their gender, age, ethnicity, religion, language, sexual orientation, disability, status of health or other aspect of their identity.
- 1.2. We commit to act fairly and honestly and treat all people with dignity and respect.
- 1.3. We will not participate in situations of discrimination, harassment, intimidation or exploitation or infringe on the rights of others.

### 2. Personal and Professional Conduct

- 2.1. I will always maintain high personal and professional conduct in my work and will not abuse my position or behave in a manner that compromises my ability to do my job or discredit TSF.
- 2.2. I will not exchange money, employment, goods or services for sexual or any other favours.
- 2.3. I will not personally employ or involve anyone under the age of 18 years of age or involve them in jobs that interfere with their health, development or studies.
- 2.4. I will not consume any substance in a way that will impact and affect my ability to do my job or the reputation of TSF.
- 2.5. I will not participate in or obtain profits from the sale of illegal goods or substances.
- 2.6. I will not accept personal payments or bribes from any organisation, donor or partner.
- 2.7. I will disclose all gifts received irrespective of amount or value on the TSF Gifts Register.
- 2.8. I will not enter into any commercial relationship with or on behalf of TSF, with family, friends, or any other organisation, personal or

professional without proper disclosure according to the Conflicts of Interest Policy of TSF.

- 2.9. I will not use the IT equipment of TSF to download or create or distribute any inappropriate material including controversial racial, derogatory material and pornography.

### **3. Resources and Assets**

- 3.1. I will manage financial and material resources of TSF in an efficient manner to prevent ensure efficient utilisation and prevent theft, fraud, and other damages.
- 3.2. I will disclose any material information to my Line Manager that I become aware of that may prejudice the organisation in any way.

### **4. Staff and Other Representatives**

Staff and other representatives of TSF should never:

- 4.1. Make suggestions, offer advice or use language that may be described as inappropriate, offensive or abusive.
- 4.2. Having inappropriate or sexually provocative physical behaviour.
- 4.3. Act for the purpose of shaming, humiliating, belittling or especially degrading minors, or committing any type of emotional punishment or mistreatment.
- 4.4. Discriminate or show preferential treatment towards in person due to gender or any other form.

Any situation that does not respect the contents of this Code must be reported to the immediate Line Manager and the Human Resources Manager who will determine the actions to be carried out in each case.