Code of Conduct

Education for Sustainable Development (ESD) is a non-profit, an Ethiopian Resident Civil Society Organization (CSO) established in 2007 and re-registered as Ethiopian Residence Charity Organization with a vision that ‘every child will be emerging and women will be economically and socially empowered to overcome poverty and with a mission to create, a brighter future for children, youth and women through education, skills training and women livelihood promotion in partnership with communities and other stakeholders.

The organisation is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the target community. All staff should ensure that the businesses of Education for Sustainable Development (ESD) such as applications for services, procurement or staff recruitment, are dealt with in an open, fair and impartial manner.

This Code of Conduct sets out the basic standard of conduct expected of all staff and the organisation’s policy on matters like acceptance of advantages and declaration of conflict of interest by staff in connection with their official duties. This Code also applies to temporary or part-time staff employed by the organisation.

- Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to the organisation and they should not be accepted without permission. Staff should decline the offer if the acceptance could affect their objectivity in conducting the organisation's business, or induce them to act against the interest of the organisation, or lead to complaints of bias or impropriety.

- Staff should avoid using their official position or any information made available to them in the course of their duties to benefit themselves, their relations or any other persons with whom they have personal or social ties. They should avoid putting themselves in a position that may lead to an actual or perceived conflict of interest with the organisation. Failure to avoid or declare any conflict of interest may give rise to criticism of favouritism, abuse of authority or even allegations of corruption. In particular, staff involved in the procurement
process should declare conflict of interest if they are closely related to or have beneficial interest in any company which is being considered for selection as the NGO’s supplier of goods or services. Staff who misuse their official position for personal gains or to favour their relatives or friends are liable to disciplinary action or even prosecution. Examples of misuse include a staff member responsible for the selection of suppliers giving undue favour or leaking tender information to his relative’s company with a view to awarding the contract to the latter.

- Staff are not allowed to disclose any classified or proprietary information to anybody without authorisation. Staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest. It should also be noted that unauthorised disclosure of any personal data may result in a breach of the Personal Data.

- Staff given access to any property of the organisation should ensure that it is properly used for the purpose of conducting the organisation’s business. Misappropriation of the organisation’s property for personal use or resale is strictly prohibited.

- Staff who wish to take up paid outside work, including those on a part-time basis, must seek the written approval of the organisation before accepting the job.

- It is the personal responsibility of every staff member to understand and comply with the Code of Conduct.

- All managers should also in their daily supervision ensure that their subordinates understand and comply with the standards and requirements stated in the Code.
Any staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other criminal offences, a report will be made to the appropriate authorities.

**Donors of ESD can be confident that:**

- The provided information regarding the programmes/projects is complete, accurate and comprehensible;
- The donors and beneficiaries are shown due respect
- All activities are performed with the aim of achieving maximum quality;
- Of the resources received, as much as possible is allocated to the intended purpose;
- Complete, honest and comprehensible accountability is provided
- concerning the allocation of resources and the activities performed towards achieving the objective

**Target groups/beneficiaries of ESD can be confident that:**

- Individual persons and the local culture and society are treated with respect;
- All activities towards realising project objectives are performed with the aim of achieving maximum quality, sustainability and impact;
- No distinction is made with regard to race, religion, nationality, gender or sexual orientation in the selection of beneficiaries;
- The interventions do not seek to promote any party-political or religious aims;
- Interventions and prioritisation of the interventions is based on the real needs and rights of the target groups/beneficiaries, and that they are actively participating herein;
- The interventions draw upon and strengthen, as much as possible, locally available capacities and resources.

**Staff members and volunteers/interns of ESD can be confident that:**

- Generally accepted rules and standards of good employment are observed;
- Proper conditions are created for their work;
They are suitably appreciated for their work.

Alliance/ Partner organisations can be confident that:

• Mutual respect is shown;
• There is a willingness to confer with regard to common interests;
• Efforts are made to coordinate and to collaborate in project- and partner support provided as well as monitoring and evaluation of partners;
• No negative comments are made about each other in public.

Every society/community where ESD operates can be confident that:

• Generally accepted norms and values are observed, both in terms of social behaviour and of the principles of the democratic constitutional state;
• At all times, the willingness exists and is expressed to confer and converse with relevant community groups about ESD’s functioning.