

ORGANISATION FOR COMMUNITY SOCIAL SUPPORT AND
RESEARCH IN DEVELOPMENT (OCSSRD)



OCSSRD
Saving Communities

CODE OF CONDUCT

[Signature]

KIDDU EDWARD
BOARD CHAIRPERSON

04.04.2023

P.O. BOX 59, Lyantonde-Uganda

Contact: +256 786 789046/ +256 751 663902

Email: info@ocssrd.org, tumwinemoses2017@gmail.com

Website: www.ocssrd.org

[Signature]

TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

Introduction

The Code of Conduct outlines the key responsibilities of all OCSSRD personnel in relation to respect for the welfare and rights of the people with whom we work with in the development and humanitarian context. It is designed to assist personnel to better understand their obligations so as to prevent; Sexual Exploitation and Abuse (SEA), all forms of harassment, fraud and corruption, security breaches and unethical business practices.

Therefore, all OCSSRD personnel shall at all times:

1. Respect and promote fundamental human rights without discrimination.
2. Treat all communities with whom we work with fairly and with respect, courtesy, dignity and according to international Laws and Standards.
3. Promote the implementation of the Code of Conduct by contributing towards the creation and maintenance of an environment that prevents sexual exploitation and abuse, abuse of power and corruption.
4. Report immediately any knowledge, concerns or substantial suspicions of breaches of the code to her/his supervisor and/or senior management following procedures established by the organization's disciplinary committee which is expected to take prompt investigative action.
5. Be aware that failure to disclose or knowingly withhold information about any reports, concerns or substantial suspicions of breaches of this Code of Conduct constitutes grounds for disciplinary measures.
6. Feel protected by OCSSRD's commitment to providing a safe environment through which to voice a concern, without fear of reprisal or unfair treatment as articulated in OCSSRD's HR Policy and Procedures Manual.
7. Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in the execution of their jobs.

KIDDU EDWARD
BOARD CHAIRPERSON

TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

8. Cooperate, when requested, with any investigation into alleged breaches related to this Code.

Sexual exploitation and abuse

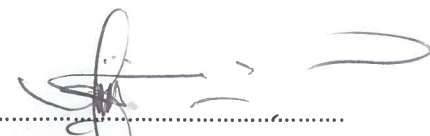
Sexual exploitation and abuse is one form of Gender-Based Violence. Sexual Exploitation and Abuse can occur in any development or humanitarian setting

This involves all forms of sexual exploitation and abuse including sexual contact with a child. In accordance with the definition in the UN Convention on the Rights of the Child, a child is any person under the age of 18.

OCSSRD personnel shall while on duty and off duty:

1. Understand that sexual exploitation and abuse by personnel involved in development and humanitarian work constitute acts of gross misconduct and are therefore grounds for termination of employment.
2. Never engage in any sexual activity with a child/children regardless of the age of the majority or age of consent locally. Sexual activity with children is prohibited. Mistaken belief in the age of a child is not a way to defend oneself.
3. Not accept, solicit or engage in the "buying of or profiting from sexual services. This is applicable to personnel both within and outside of working hours.
4. Never exploit the vulnerability of any target group in the context of development and humanitarian work especially women and children or allow any persons to be put into compromising situations
5. Know that the exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or


KIDDU EDWARD
BOARD CHAIRPERSON


TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.

6. Never abuse a position to withhold development or humanitarian assistance or give preferential treatment, in order to solicit sexual favors, gifts, payments of any kind of advantage.

Harassment

OCSSRD personnel shall never commit any act or form of harassment as it results in physical, sexual or psychological harm or suffering to individuals, especially women and children. OCSSRD does not tolerate any form of workplace violation such as harassment (including sexual, gender and racial harassment), bullying and discrimination, that is, any unwelcome comment or behavior that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behavior that fails to respect the dignity of any individual.

OCSSRD personnel shall:

1. Treat everyone with dignity and respect in the workplace. Speak with civility and kindness, listen carefully and consider other's wellbeing.
2. Never commit any act or form of harassment as it causes physical, sexual, psychological or emotional harm or suffering to individuals, especially women, children and people with disabilities
3. Never engage in any behavior, deliberate or otherwise, that makes the recipient feel persecuted, vulnerable and powerless
4. Understand what constitutes harassment, recognize early signs of sexual, gender and racial harassment (among others) and take swift action to prevent and resolve

.....
KIDDU EDWARD
BOARD CHAIRPERSON

.....
TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

5. Understand what constitutes harassment, recognize early sign of sexual, gender and racial harassment (among others) and take swift action to prevent and resolve.
6. Violent, harassing or discriminatory behavior of any kind directed towards another person in the workplace or in the communities with whom OCSSRD works is unacceptable and shall not be tolerated. This includes the communities where OCSSRD works.

Fraud and Corruption

OCSSRD has a zero – tolerance approach to fraud and corruption as articulated in the OCSSRD's Anti Corruption Policy. OCSSRD personnel shall never take advantage of their position when working with communities, partners or other stakeholders.

OCSSRD personnel shall:

1. Not contribute to corruption by giving bribes or receiving them, either in form of money or other benefits, which are intended to give one an advantage in relation to others.
2. Promote a culture of honesty and openness among OCSSRD personnel and management
3. Be transparent in all work related financial transactions
4. Never steal, misuse or misappropriate funds or property, ensuring that financial and other resources are used solely for the intended purposes. This applies also to any other income generated such as any interest received/earned on the funds.


.....
KIDDU EDWARD
BOARD CHAIRPERSON


.....
TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

5. Never engage in “non-arm’s length transactions”, forgery, money laundering, taking of commissions and influencing tender processes for improper benefit and theft.
6. Create a work environment where communities and personnel can safely and confidentially raise and report all serious concerns about suspected fraud and corruption.
7. Never knowingly support individuals or entities involved in illegal activities.
8. Never deliberately destroy, falsify, alter or conceal evidence material to any investigation or make false statements to investigations in order to materially influence or impede investigations into corrupt, fraudulent, coercive or collusive allegations.
9. Conduct all business in accordance with internationally accepted practices and procedures and uphold the highest standards of accountability and transparency in relation to finances, management and governance, where relevant.

Unethical business practices

OCSSRD personnel shall:

1. Always follow transparent, accountable and honest practices when receiving cash donations from the public earmarked for humanitarian or development purposes.
2. Never use or accept a bribe in the form of money, goods and or services to secure a contract for services when dealing with suppliers in any OCSSRD work

.....
KIDDU EDWARD
BOARD CHAIRPERSON

.....
TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

3. Never take part in activities that generate personal, organizational or collective profit such as buying or selling things when such activities may affect or appear to affect OCSSRD's credibility or integrity
4. Never share in budget leftovers as kickbacks, cuts or discounts for personal or organizational benefits
5. Declare any known or potential conflict of interest to their employer (e.g. direct relationship with service providers or suppliers of goods for OCSSRD
6. Never accept any gifts or other favors that may influence the performance of personnel functions or duties. Gifts are defined as but not limited to services, travel, entertainment, material goods, among others.
7. Always pay compulsory state taxes and comply with national and international laws and standards.
8. Always strive for the highest health, safety and environmental standards in all OCSSRD work
9. Ensure, where possible that goods purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
10. Never use or distribute known unsafe products or supplies in any development setting.

Competing activities

OCSSRD personnel shall;

1. Not carry out work nor directly or indirectly conduct competing activities for another organization
2. Not undertake assignments or activities that can affect their work negatively.

If any personnel intends to undertake an assignment or spare time job of a

.....
KIDDU EDWARD
BOARD CHAIRPERSON

.....
TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

more extensive nature, consult with his/her supervisor before doing so and secure the approval of management.

3. In case an employee receives any kind of remuneration for doing something in the name of OCSSRD for example giving a lecture, the remuneration shall go to OCSSRD.

Pornography

OCSSRD personnel shall:

Keep the workplace clear of all pornographic material and not use technical equipment i.e computers, phones provided by the organization for looking at pornographic material or disseminating it. All dealings with pornography are totally prohibited including outside the workplace.

Alcohol

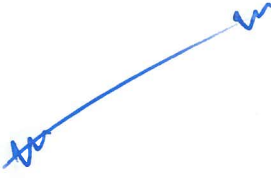
OCSSRD personnel shall:

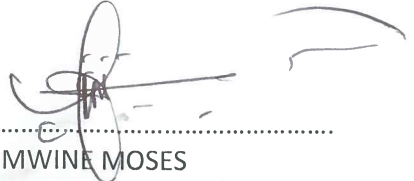
Have a restrictive approach to alcohol and the consumption of alcohol. During work, consumption of alcohol is only permitted in exceptional cases: official dinners and similar events. In connection with driving, consumption of alcohol is totally prohibited.

Security breaches

OCSSRD places the security and safety of all personnel and those with whom we work as a top priority and will strive to do all that it reasonably can to ensure that personnel are secure as they go about their work. Security is an individual as well as an organizational responsibility.

- Never use or possess weapons or ammunition of any kinds while on duty


KIDDU EDWARD
BOARD CHAIRPERSON


TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

- Never drive a vehicle while on duty under the influence of alcohol or any illegal substance and comply with the laws of the country in which they are working in relation to bot.

Complaints and Disciplinary Procedures

Violation of this Code of Conduct will not be tolerated and may in accordance with relevant legislation lead to internal disciplinary actions, dismissal or even criminal prosecution.

All OCSSRD personnel have a responsibility to handle and respond to any allegations of misconduct they receive. Breaches of the Code of Conduct should be reported immediately to senior management in line with OCSSRD's HR manual. False accusations will be subject to disciplinary action.

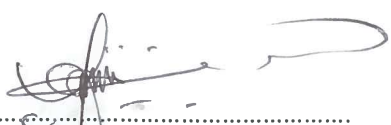
Reporting on sensitive issues

Reporting can sometimes involve sensitive issues. An employee who files an Incident Report always has a right to protection when there's a need for confidentiality and to make sure that the reporting procedure will be as protected as possible. OCSSRD encourages all employees to report and alert on incidents to state their name in an Incident Report. Anonymous reports are difficult to follow up.

Understanding and signing the Code

The employee, Volunteer, Intern and anyone in temporary placement has read, understood and is in agreement with the content of this document. The signatory accepts the consequences of any violation of any of the above provisions under this Code of Conduct Annex 2.

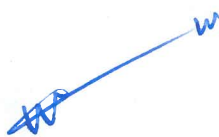

.....
KIDDU EDWARD
BOARD CHAIRPERSON


.....
TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

Annex 1: Key terms and definitions

- **Abuse of power:** Abuse of power includes any abusive behavior (physical, psychological, sexual or emotional) by a person in a position of authority and trust against someone in a position of vulnerability and/or dependency.
- **Bullying** is an aggression expressed psychologically and emotionally rather than physically. The term is used to describe a repeated pattern of negative intrusive violent behavior against one or more targets and comprises constant trivial fault-finding criticism, refusal to value and acknowledge, undermining, discrediting and a host of other behaviors.
- **Discrimination:** Discrimination means exclusion of treatment of, or action against an individual based on social status, race, ethnicity, color, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.
- **Child:** A person under age 18 (a child according to the definition in the Convention for the Rights of the Child, CRC)
- **Corruption:** “is the offering, giving, soliciting or acceptance of an inducement or reward which may improperly influence the action of any person.”
- **Fraud** is an intentional distortion, deceit, trickery and perversion of truth or breach of confidence, relating to an organization’s financial, material or human resources, assets, services and/or transactions, generally for the purpose of personal gain or benefit. Fraud is a criminal deception or the use of false representation to gain unjust advantage.


KIDDU EDWARD
BOARD CHAIRPERSON


TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

- **Harassment:** Harassment means any unwelcome comment or behavior that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behavior that fails to respect the dignity of an individual. Harassment can be committed by or against any member of the community with whom we work, partners, employee, vendor or other individual visiting or doing business with an agency (see definition of sexual harassment further below).
- **Gender based violence (GBV):** “Any harm that is perpetrated against a person’s will: that has a negative impact on the physical or psychological health, development, between males and females, among males and among females. Although not exclusive to women and girls, GBV principally affects them across all cultures. Violence may be physical, sexual, psychological, and economic or socio cultural. Gender – based violence may manifest in numerous ways: domestic violence, battering, rape and marital rape, female genital mutilation, torture, trafficking and forced prostitution, dowry related violence, marriage and in certain cases, violence perpetrated or condoned by the state.
- **Sexual abuse:** Sexual abuse is actual or threatened physical intrusion of sexual nature, including inappropriate touching by force or under unequal or coercive conditions.
- **Sexual exploitation:** Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including but not limited to, profiting monetarily, sexually or politically from the sexual exploitation of another. In these situations, the potential victim believes she/her has no other choice than to comply; this is not consent and it is exploitation. Exploitation is using one’s position of authority, influence or control over resources, to pressure, force or manipulate someone to do

45
KIDDU EDWARD
BOARD CHAIRPERSON

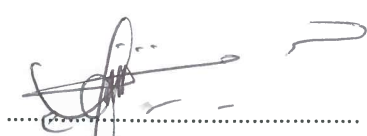
04.04.2023
TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

something against their will or unknowingly, by threatening them with negative repercussions such as withholding project assistance, not approving an employee's work support requests, threatening to make false claims about an employee in public, etc.

- **Sexual harassment:** Sexual harassment means any unwelcome sexual advance, comment, expressed or implied sexual demand, touch, joke, gesture, or any other communication or conduct of a sexual nature, whether verbal, written or visual, by any person to another individual within the scope of work. Sexual harassment may be directed at members of the same or opposite sex and includes harassment based on sexual orientation. Sexual harassment can occur between any one or more individuals, employee or beneficiary, regardless of their work relationship.
- **Survivor or victim:** The person who is or has been sexually exploited or abused. This term implies strength, resilience and the capacity to survive.
- **Protection:** Ensuring that individual basic human rights, welfare and physical security are recognized, safeguarded and protected in accordance with international standards.
- **Workplace violence:** Any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work. These behaviors would originate from customers, co-workers at any level of the organization. This would include all forms of harassment, bullying, intimidation, physical threats / assaults, robbery and other intrusive behaviors (ILO) etc.


KIDDU EDWARD
BOARD CHAIRPERSON

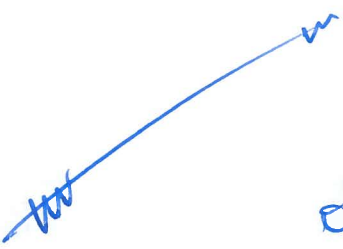

TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023

Annex 2: Understanding and signing the Code

The employee, volunteer, Intern or temporary placement below has read, understood and is in agreement with the content of this document. The signatory accepts the consequences of any violation of any of the above provisions under this Code of Conduct.

Signature	Employer's representative's signature
Name in print	Name in print
Date and place	Date and place


.....
KIDDU EDWARD
BOARD CHAIRPERSON


.....
TUMWINE MOSES
BOARD SECRETARY/ EXECUTIVE DIRECTOR

04/04/2023