

# NWOYA CHARITY FOUNDATION (NCF)



## CODE OF CONDUCT

Nwoya Charity Foundation  
Transforming Lives • Giving Hope

Effective: 1<sup>st</sup> January 2023



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## TABLE OF CONTENTS

ACRONYMS / Abbreviation.....	3
Executive Summary .....	4
1. INTRODUCTION.....	5
2. SCOPE.....	5
3. CODE OF CONDUCT.....	5
3.1. Professional behavior .....	5
3.2. Personal Behavior.....	6
3.3. Private work, Corruption, Conflict of Interest and Coercion.....	7
Reporting Channel .....	8
Consent and Acknowledgment .....	9



## ACRONYMS / Abbreviation

NCF	-	Nwoya Charity Foundation
ED	-	Executive Director
HR	-	Human Resources
IT	-	Information Technology
IASC	-	Inter-Agency Standing Committee



## Executive Summary

At the heart of our organization's mission is a commitment to integrity, respect, and service. This **Staff Code of Conduct** outlines the values and standards that guide our behavior as we work together to deliver on our goals and serve our communities with excellence.

As staff, we are entrusted with the responsibility of upholding the highest ethical standards in all that we do—both within our organization and in our interactions with stakeholders, partners, and the public. This Code sets clear expectations regarding professional conduct, accountability, confidentiality, conflict of interest, and mutual respect in the workplace.

It is not only a tool for ensuring compliance but a reflection of our collective values. It supports a work culture that promotes trust, safety, transparency, and performance. Adhering to this Code is essential for maintaining our credibility and effectiveness.

I urge every team member to read, understand, and embrace this Code of Conduct. Let it be a daily reminder of the kind of organization we strive to be—ethical, inclusive, and committed to excellence.

Together, let us lead by example.

**Richard Okello Lukiko**

Executive Director

E: [ed@nwoyacharity.org](mailto:ed@nwoyacharity.org)

Nwoya Charity Foundation



## 1. INTRODUCTION

Nwoya Charity Foundation (NCF) is committed to maintaining a work environment built on integrity, respect, accountability, and professionalism. This Code is designed to ensure that each staff member understands their role in upholding these values, fostering a culture of trust, collaboration, and ethical behavior. The Code applies to all staff, regardless of role or level, and is intended to support consistent and fair decision-making, both in day-to-day activities and in complex situations. It provides guidance on professional behavior, ethical conduct, respect for others, use of organizational resources, and compliance with policies and laws.

By adhering to this Code, each employee contributes to a positive workplace culture and helps protect the reputation and effectiveness of the organization. All staff are expected to read, understand, and comply with the Code of Conduct, and to seek clarification whenever needed.

## 2. SCOPE

This Code of Conduct applies to all employees of NCF, including full-time, part-time, temporary, and contract staff, regardless of position or location. It also extends to volunteers, interns, and consultants who are engaged in activities on behalf of the organization. The standards outlined in this Code apply during working hours, at all organizational premises, and at any location where work-related activities occur, including field operations, meetings, trainings, and events. It also covers online or digital interactions conducted in the course of organizational duties.

All individuals covered by this Code are expected to act in accordance with its principles at all times while representing the organization. Failure to comply may result in disciplinary action, up to and including termination of engagement.

## 3. CODE OF CONDUCT

### 3.1. Professional behavior

All staff of NCF are expected to uphold the highest standards of personal and professional behavior. The following principles form the core of our Code of Conduct:

#### 3.1.1. Integrity and Honesty

Staff shall act honestly and with integrity in all organizational matters. Misrepresentation, fraud, or any form of dishonesty is strictly prohibited.

#### 3.1.2. Respect and Fair Treatment

All individuals shall be treated with dignity and respect. Discrimination, harassment, bullying, or any form of unfair treatment will not be tolerated.

#### 3.1.3. Professionalism and Accountability

Staff must conduct themselves professionally at all times and be accountable for their actions. Punctuality, reliability, and commitment to duties are essential.

#### 3.1.4. Confidentiality





Staff must maintain the confidentiality of sensitive organizational and client information, both during and after their engagement with the organization.

#### **3.1.5. Conflict of Interest**

Staff must avoid situations where personal interests' conflict with organizational responsibilities. Any potential conflict should be declared immediately.

#### **3.1.6. Use of organizational resources**

All resources, including finances, property, and information, must be used responsibly and solely for organizational purposes.

#### **3.1.7. Compliance with laws and policies**

Staff must adhere to all applicable laws, regulations, and internal policies governing their conduct and responsibilities.

#### **3.1.8. Health, Safety, and Security**

Staff must promote and maintain a safe, secure, and healthy working environment for themselves and others.

#### **3.1.9. Reporting misconduct**

Staff are encouraged to report any suspected violations of this Code. Retaliation against those who report concerns in good faith is strictly prohibited.

### **3.2. Personal Behavior**

As a staff of NCF, I commit myself to:

- 3.2.1. Harassment in any form, including sexual harassment, is strictly prohibited. Harassment refers to a pattern of hostile language or actions expressed or carried out against an employee over time. Sexual harassment refers to any sexual or gender-related behavior that is not desired by the person who is the victim of it and that violates his or her dignity.
- 3.2.2. Abide by the principles of Protection from Sexual Exploitation and Abuse in a Humanitarian Crisis, articulated by the Inter-Agency Standing Committee (IASC), which prohibit acts of sexual exploitation and abuse, and call for particular responsibility and care towards children and vulnerable adults. I understand that any proven case of exploitation and abuse, whether of a sexual or non-sexual nature, is grounds for immediate dismissal.
- 3.2.3. Follow NCF Child Protection and Safeguarding of Vulnerable adults Policy Framework that prohibits sexual activity with children (persons under the age of 18) regardless of the age of majority or the age of consent locally. Mistaken belief in the age of a child does not serve as a defense for such behavior.
- 3.2.4. The purchase of sexual services and the practice of sexual exploitation are prohibited. Sexual exploitation is understood as abuse of authority, trust or a situation of vulnerability for sexual ends in exchange for money, work, goods or services.

- 3.2.5. Entering into a sexual relationship with a direct beneficiary of NCF assistance and protection programs or with a member of his or her immediate family, and using one's position to solicit sexual services in exchange for assistance and/or protection provided by the NCF are prohibited.
- 3.2.6. Abuse, neglect, exploitation and violence against children (boys or girls below 18 years of age) is prohibited. NCF employees must ensure that children's safety and well-being is protected at all times, and must prevent and respond to child abuse, neglect, exploitation and violence. In all actions concerning children, the best interests of the child shall be a primary consideration.
- 3.2.7. Recognize that sexual relationships between NCF staff and the people they serve, regardless of age, are strongly discouraged since they may be based on inherently unequal power dynamics.
- 3.2.8. Report when concerns or suspicions regarding sexual abuse or exploitation by a fellow NCF worker arise, whether in a NCF environment or elsewhere.
- 3.2.9. Adhere to NCF's strict prohibition against possessing or being under the influence of illegal substances either within or outside the workplace environment. The same prohibition applies for being under the influence of alcohol in the workplace or while representing NCF.
- 3.2.10. Never bring offensive weapons to the workplace or carry them while conducting NCF work or representing NCF which is grounds for dismissal, unless approval is clearly stated in one's job description.
- 3.2.11. Use NCF IT facilities for professional purposes. The use of IT facilities for private purposes is permitted as long as such use: – does not affect professional activities or imply any additional cost for NCF; – does not involve downloading any software, images, sound or video; – does not involve excessive storage of private data or messages or management of private files on NCF systems; and – does not violate this Code
- 3.2.12. Employees must use only those IT tools provided or authorized by NCF for all electronic exchange of information that pertains to NCF. It is forbidden to send or store information requiring special handling using IT facilities whose security is not guaranteed by the NCF.
- 3.2.13. Respect NCF position on prohibition of any threat or act of violence, physical or verbal, either within or outside the workplace environment. Any substantiated case, will result in disciplinary sanction.
- 3.2.14. Behave in a way that does not jeopardize my security or the safety of my team.
- 3.2.15. Ensure that my conduct neither reflects negatively on NCF nor impacts nor undermines my or others' ability to undertake the role for which I am employed.

### **3.3. Private work, Corruption, Conflict of Interest and Coercion**

**I agree to:**

- 3.3.1. Avoid activities outside the formal work setting (e.g., additional time-consuming employment or volunteer work) that would create a conflict of interest with your NCF duties and responsibilities or detract in any way from my NCF work assignments.
- 3.3.2. Not exchange money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, which are prohibited by NCF. This includes exchange of assistance that is due to beneficiaries.
- 3.3.3. Not create business relationships between NCF and members of my own extended family or friends or any private businesses in which I have a financial interest that may lead to a conflict of interest. If I become aware of a potential conflict of interest, I must immediately discuss this matter with my supervisor.
- 3.3.4. Neither offer to nor accept from the people NCF serves, from partners or contractors any favors, bribes or other forms of personal enrichment under any circumstances. Small tokens of appreciation may be offered or received, but I must inform my supervisor of any such gifts.
- 3.3.5. Neither seek nor accept instructions from any other authority external to NCF that could jeopardize the scope or implementation of NCF's work.
- 3.3.6. Be accountable for the property and funds of NCF entrusted to me and to those whom I supervise in NCF. I understand that, if I am proven to have been involved in theft or fraud or if I have mishandled NCF assets, funds or records, I will be liable to pay compensatory damages and will be subject to dismissal.
- 3.3.7. Report behaviors of other staff when I have reasonable suspicion of breaches of the standards of the Code of Conduct

### Reporting Channel

Several reporting channels are available:

- **Email address:** [hr@nwoyacharity.org](mailto:hr@nwoyacharity.org)
- **Letter:** Executive Director / Human Resources, NCF, Kal, Ceke Ward, Anaka Town Council, Nwoya District, P.O. Box 170740, Kampala Uganda
- **Phone:** Employees can also make a direct phone call on +256784004631
- **In person:** Employees can make appointment with the HR/ED or their line manager to make complaint

### Note:

- ✓ The employees of NCF who report potential misconduct or who provide information or otherwise assist in an inquiry or investigation of potential misconduct will be protected against retaliation.
- ✓ NCF may take disciplinary measures against employees found to have violated/concealed violations of the Code of Conduct, including termination of employment.



### **Consent and Acknowledgment**

I, hereby acknowledge that I have received, read, and understood the NCF Staff Code of Conduct.

I agree to comply with the standards, policies, and expectations outlined within this document and understand that any violation may result in disciplinary action, up to and including termination of employment or engagement.

I also understand that it is my responsibility to seek clarification on any part of the Code that I do not understand and to uphold the values and principles of [Organization Name] at all times.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorization:

Dinah Lemigato Kua [Name & Sign]

Chairperson, Board of Directors

Date: 01/01/2023