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## *Code of Conduct for STAD Staff and Volunteers*

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As a staff member of Support Trust for African Development (STAD), I commit myself to:

1. Treat all refugees, host communities, and other persons of concern fairly, and with respect and dignity.
2. Uphold the integrity of STAD, by ensuring that personal and professional conducts are seen to be of the highest standard.
3. Perform official duties and conduct private affairs in a manner that avoids conflicts of interest, thereby preserving and enhancing public confidence in STAD.
4. Contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.
5. Promote the safety, health and welfare of all STAD staff as a necessary condition for effective and consistent performance.
6. Safeguard and make responsible use of the information and resources accessed by reason of being a staff member in STAD.
7. Prevent, oppose and combat all forms of exploitation and abuse of refugees and/or host communities.
8. Refrain from any involvement in criminal or unethical activities such as sexual exploitation, accepting of money or other items in exchange for goods, services or information, harrasment/intimidation, discrimination, physical or verbal abuse, favouratism in the workplace that contravene human rights or compromise the image and interests of STAD.

9. Wrong information can be worse than no information. I will deliver only factually correct information in the best interests of everyone. I will not pass on rumor, vague gossip or information that is not clear and verified. If not sure of the correct answer, I will refer the case to appointing authority -STAD management.
  
10. Show respect for all persons equally without any discrimination based on race, gender, religion, colour, national or ethnic origin, language, marital status, age, socio-economic status, disability, political affiliation, or any other grounds.
  
11. I hold myself accountable to all stakeholders - those we assist and those from whom we accept funding

### CERTIFICATION OF MY COMMITMENT TO THE CODE OF CONDUCT PLEDGE

I, \_\_\_\_\_, do hereby certify that I have read and understand the Code of Conduct and that I agree to comply with it, at all times. Failure to comply with the above code of conduct will result in disciplinary action.

*Date:* \_\_\_\_\_ *Signature:* \_\_\_\_\_