



Resource Development Foundation (RDF)

Code of Conduct

October 2023

Purpose

RDF's Code of Conduct commits to dignify and respect all it's Staff and Associated Concerns to treat each other and the beneficiaries including children, women, young people, Persons with Disability (PWDs) and the communities that RDF works with. RDF's Code of Conduct is designed to ensure compliance with related Policies, full disclosure of suspected or alleged breaches of the expected standards of conduct, and to maintain the professional standing of the organisation so that it can achieve it's mission, vision and values. All employees at the time of joining with RDF will read carefully, agree and sign this document.

Application and Scope the Code of Conduct

1. This Code of Conduct is binding on all Resource Development Foundation (RDF) Staff and Associates. RDF Staff and Associates will be required to sign an acknowledgement to show that they have read and understood the Code of Conduct. This Code of Conduct is part of RDF's Human Resource Policy (HR Policy) to ensure the implementation of the disciplinary measures of the organization.
2. RDF Staff and Associates are individually and collectively responsible for complying with this Code of Conduct:
 - a. As an employee of RDF, each member is an ambassador of the organization and his/her acts and behaviour can enrich or obstruct the organizational reputation both inside or outside the organization.
 - b. The management or leadership level of staff within RDF are delegated by RDF with greater responsibilities regarding transparency and accountability, and to create working environments that support RDF Staff and Associates so that the organization can uphold these standards of conduct.
 - c. If you work or travel internationally for us your conduct will also be more visible and subject to scrutiny, as will be that of your accompanying household members.
3. This Code should be read in conjunction with local legislation (where possible), however should the Code of Conduct demand a higher standard than the local laws then this Code will prevail.
4. This Code should also be read and understood in conjunction with the following associated Policies, as may be amended from time to time:
 - HR Policy
 - Policy on Safeguarding of Children and Young People
 - Policy on Sexual Harassment.
 - Anti-Fraud Policy
 - Grievance Policy
 - Whistleblowing Policy



Declarations:

RDF's work is based on deeply held values that are embedded in our culture and are the guiding principles behind all our decision-making. We frequently work in complex and insecure environments, and in situations where we are in positions of power and trust (in relation to the children, young people and beneficiary communities we work with, with other organizations and one another). We must under no circumstances abuse this power and trust. As a employee of RDF, I hereby declare that;
I will respect others:

1) I will:

- a. Respect the rights of all people without discrimination.
- b. Always act fairly and honestly and will treat people with dignity and respect.
- c. Maintain RDF's professional reputation, upholding and complying with RDF and Global policies and standards.

I will not:

- d. Take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others.

2. I will work actively to safeguard the rights of children and young people:

- 2) I will work actively to protect the rights of the children and others.

I will:

- a. Adhere to the abide by all the policy documents of RDF and will remain open and honest in my dealings with children and young people, their families, and communities participating in programmes, projects, processes, events and activities.

I will not:

- b. Engage in any form of sexual activity or develop physical/sexual relationships with any project participants. I will do no harm to anyone involved with RDF's activities (including through financial dealings) directly or indirectly.
- c. Withhold information about any criminal convictions, charges or civil proceedings relating to child abuse, either prior to or during the course of my employment with RDF.

3. I will maintain high standards of personal and professional conduct while working for Resource Development Foundation (RDF)

I will:

- a. Ensure that my behaviour does not jeopardise RDF political and religious nonalignment.
- b. Be open and honest in dealings with RDF.
- c. Declare any criminal convictions or any criminal charges against me.

- d. Adhere to any professional code of conduct applicable to my role and profession.
- e. Ensure the proper use of RDF's resources and prevent them from theft, fraud or other damage.
- f. Seek to ensure that my conduct does not bring Plan International into disrepute.

I will not:

- g. Pursue personal or family gain or advantage in my dealings with or on behalf of RDF.
- h. Accept bribes, significant gifts, undue favours of financial value or other services offered as a result of my employment with RDF or in respect of our help, goods, or services of any kind.
- i. Enter into any business relationship on behalf of RDF without authorization from my line manager.
- j. Behave in a way which creates unnecessary risk to my security or the security of others.
- k. Possess or profit from the sale of illegal goods or substances.
- l. Use RDF's computer equipment, mobile phones, video and digital cameras or other equipment to view, download, create or distribute inappropriate material, including but not limited to material which is pornographic, defamatory, abusive, sexist, racist or otherwise exploitative.
- m. Exchange money, employment, goods or services for sex, including sexual favours or any other forms of humiliating, degrading, or exploitative behaviour.
- n. Release any private or confidential information relating to RDF or its Staff, Associates or beneficiaries to others unless it is a requirement of my job or I am legally required to do so.

4. I will report any concern or incident relating to this Code of Conduct following the organization's "Whistle Blowing Policy".

The Chief Executive Officer is responsible for ensuring the implementation and monitoring of the Code of Conduct. Failure to adhere to RDF's Code of Conduct and the standards of behaviour it promotes and requires could result in disciplinary action (including, potentially, your dismissal or termination of all relations with RDF including contractual and partnership agreements). In some cases the matter may be so serious that it will lead to criminal prosecution or we may choose (and in some cases be obliged) to report to any relevant professional or government authorities.

Signed by the employee

Signature of the Head of HR & Admin