



# SOCIAL, ETHICAL AND ENVIRONMENTAL CODE OF CONDUCT

## **Summary :**

- Preamble
- Objectives of the Code of Conduct
- Reference texts
- Fundamental commitments and principles :
  - ✓ Respect the integrity and reputation of the Organization Amis de l'Afrique Francophone Bénin (AMAF-BENIN) by ensuring that my professional and personal behavior is clearly in accordance with the values and standards of the AMAF-BENIN Organization.
  - ✓ Treat each person with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse
  - ✓ Fulfill my duties and conduct my private life in such a way as to avoid any possible conflict of interest with the action of the AMAF-BENIN Organization.
  - ✓ Take responsibility for the use of information, equipment, funds and resources to which I have access due to my employment within the AMAF-BENIN Organization.
  - ✓ Protect the health, safety and well-being of all employees, volunteers and suppliers of the AMAF-BENIN Organization.
  - ✓ Promote human rights, protect the environment and oppose criminal or immoral activities
- Annex : References to fundamental texts

### **Preamble :**

Amis de l'Afrique Francophone-Benin (AMAF-BENIN), is an Organization promoting women's rights and development in general which considers Sustainable Development as a key element of its strategy.

Drawing on the founding values of the Organization, such as respect, integrity, creativity, adaptability and civic responsibility, the AMAF-BENIN Organization works on the basis of an action plan of long term on a social and environmental level.

Aware of the responsibilities arising from its position as a contributor to development, involved in its duty of vigilance and due diligence, the AMAF-BENIN Organization is part of a structured approach to social, ethical and environmental responsibility, materialized by this Code of Conduct.

### **Objectives of the Code of Conduct :**

The main objective of this Code of Conduct is to promote ethical service practice based on collaboration and partnership. The AMAF-BENIN Organization favors an approach of progress and continuous improvement within its social and environmental sphere of influence.

By asking its staff to comply with the commitments of this Code of Conduct and to enforce them within the Organization, AMAF-BENIN wants to promote working conditions that respect human rights, social progress and protection of the environment throughout its chain of intervention.

This Code of Conduct is addressed to all employees (regardless of the nature of their employment contract) and to all corporate officers and members of management who must defend the principles and values expressed in this document.

### **Reference texts :**

This Code of Conduct is based on adherence to fundamental principles described in several founding texts (see Appendix) : the Universal Declaration of Human Rights, the fundamental conventions and recommendations of the International Labor Organization (ILO); the UN Guiding Principles on Business and Human Rights; the Organization for Economic Co-operation and Development (OECD) guidelines for multinationals; the principles of the UN Global Compact.

### **Fundamental commitments and principles :**

The AMAF-BENIN Organization respects and asks its staff members to commit to respecting the fundamental principles.

As a National Organization, we are part of a strategic network of organizations working together in Africa, Europe and the Middle East to find lasting solutions to poverty, injustice and degradation. the environment. Together we share a vision, principles and, to a large extent, ethical working practices. We are all driven by the values of the same brand, the same ambition and the same commitment. We have come together as an international confederation because we believe we can strengthen our impact by working closely together.

Together, we are working towards a world in which everyone can live with dignity, satisfy their basic needs, assert their fundamental rights and have control over their own lives. We also work for a favorable environment where natural resources are conserved and used in a sustainable manner.

In everything we do to achieve our vision of a just world free of poverty, we must remain true to our mission, our aspirations and our core values. This code of conduct will help you by guiding you through any ethical dilemmas you may encounter. By presenting standards and values to respect, it tells you what to do in a complex and risky situation for you and for the AMAF-BENIN Organization. It also aims to prevent staff members from taking personal advantage of possible unequal power relations.

The rules and guidelines set out in this Code of Conduct, together with the policies and procedures of the Affiliate that employs you and your terms of employment (specified in your employment contract or collective agreement, if applicable), constitute the framework within which all staff members of the AMAF-BENIN Organization, wherever they are, undertake to exercise their functions and adapt their conduct. They are also valuable allies of the AMAF-BENIN Organization in the implementation, monitoring and application of these standards.

No one is exempt from following this code. In accordance with affiliate policies and procedures, any violation may result in disciplinary action (including termination, in some cases) or even legal action.

By accepting your position, you undertake to accomplish your tasks and missions and to adapt your conduct in accordance with the requirements of this code. You thus contribute to the excellent performance and reputation of the AMAF-BENIN Organization. This code describes what the AMAF-BENIN Organization expects from its staff members and what they are entitled to expect from the AMAF-BENIN Organization.

We recognize that local laws and customs differ significantly from country to country. The AMAF-BENIN Organization is a national Non-Governmental Organization (NGO), and this code of conduct has therefore been developed based on international and United Nations standards and the laws in force in Benin.

This code falls under international human rights law applicable regardless of the country where a member of staff performs their duties; this code is interpreted in compliance with Beninese legislation.

As a staff member of the AMAF-BENIN Organization, I undertake to :

**1. Respect the integrity and reputation of the AMAF-BENIN Organization by ensuring that my professional and personal behavior is clearly in accordance with the values and standards of the AMAF-BENIN Organization :**

I will endeavor to maintain and strengthen public confidence in the AMAF-BENIN Organization by taking responsibility for my actions, professional and personal, and by ensuring that I manage the authority conferred on me by my position within the AMAF-BENIN organization with appropriate restraint.

While complying with the requirements of this Code of Conduct, I will also pay attention to local customs and culture, even if the norms and values of the cultural context differ from those set out in the Code of Conduct. I will request (and receive), if necessary, assistance and advice from the AMAF-BENIN Organization.

I will not work under the influence of alcohol; I will not use and I will not be in possession of illicit substances in the places of intervention, premises, vehicles and accommodation of the AMAF-BENIN Organization.

## **2. Treat each person with respect and dignity and challenge all forms of Sexual Exploitation, Abuse, and Harassment (PSEAH), intimidation and discrimination:**

The staff members of the AMAF-BENIN Organization are in a privileged position of authority and trust vis-à-vis our partners and the communities from which we come and with which we work. In carrying out my duties within the mission of the AMAF-BENIN Organization, I recognize the importance of not abusing my position of authority or unequal power relations in any way.

Given the role I play in the mission of the AMAF-BENIN Organization which aims to fight against injustices and poverty, I will respect the rights of all, including women and children, and I will contribute to maintaining a work environment characterized by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships with others and my behavior do not constitute exploitation, abuse or corruption, and I will not engage in any form of sexual exploitation and/or abuse of anyone, regardless of or his age.

In accordance with international standards, I will not have sexual relations with children (i.e. anyone under the age of 18), nor with beneficiaries (in exchange for assistance or for any other reason) , taking into account the unequal balance of power at the level at stake and the fact that such behavior could harm the integrity and credibility of the actions of the AMAF-BENIN Organization.

I will not offer money, job offers, employment, goods or services in exchange for sexual favors or any other form of behavior of a humiliating, degrading or servile nature, it being understood that this rule aims to challenge acts of sexual exploitation and/or abuse.

I will make every effort to report to my superiors, or through established channels of confidential communication, any behavior of this type or any irregularity at work on the part of colleagues.

## **3. Fulfill my duties and conduct my private life in such a way as to avoid any possible conflict of interest with the action of the AMAF-BENIN Organization :**

I will declare any financial, personal or family interest (or close intimate relationship) in official activities, which could have an impact on the action of the AMAF-BENIN Organization (e.g. market for goods/services, employment or promotion within of the AMAF-BENIN organization, partner organizations or beneficiary groups).

I will inform the AMAF-BENIN Organization of any intention to present myself as a candidate or to assume any other official function within a political party or public office, in order to determine whether this would create conflicts, apparent or real, with my functions within the AMAF-BENIN Organization.

Although giving or accepting gifts is a normal cultural practice, I will not accept monetary or inappropriate gifts from governments, recipients, donors, suppliers, and anyone else given to me because of my employment within the AMAF-BENIN Organization. If offering and accepting donations is a normal cultural practice, I will ensure that donations do not exceed reasonable limits and are consistent with purchasing policies. I will report these donations to my hierarchy and, if necessary, will give them to the AMAF-BENIN Organization.

I will ensure that assistance from the AMAF-BENIN Organization is not offered in exchange for any service or favor from anyone.

I will act against all forms of corruption and will not offer, promise, give or accept any bribe.

**4. Take responsibility for the use of information, equipment, funds and resources to which I have access due to my employment within the AMAF-BENIN Organization.**

I will exercise discretion when handling sensitive or confidential information.

I will request authorization before communicating on behalf of the AMAF-BENIN Organization with third parties and will avoid any unintended harmful repercussions for me or for the AMAF-BENIN Organization.

I will make good use of the money and property of the AMAF-BENIN Organization (e.g.: vehicles, equipment, accommodation, etc. provided by the AMAF-BENIN Organization, computers, including the use of the Internet, intranet and email).

**5. Protect the health, safety and well-being of all employees, volunteers and suppliers of the AMAF-BENIN Organization.**

I will carry out appropriate risk assessments and respond accordingly.

I will follow local safety management guidelines and inform management, on my own initiative, of any changes to these guidelines..

I will behave in a way that avoids any risk to the safety, health and well-being of others and myself, including Partner Organizations and beneficiaries.

**6. Promote human rights, protect the environment and oppose criminal or immoral activities.**

I will ensure that my conduct is consistent with the human rights protection framework to which the AMAF-BENIN Organization subscribes.

I will make every effort to protect the natural environment and adopt sustainable behaviors and practices in my work.

I will help to avoid any form of criminal or immoral activity.

I will inform the AMAF-BENIN Organization of any criminal conviction or any criminal charge prior to my employment, in which the AMAF-BENIN Organization may have a legitimate interest.

I will also inform the AMAF-BENIN Organization of any criminal accusation brought against me during my employment with the AMAF-BENIN Organization, which may hinder my ability to carry out my duties subject to national legislation.

As a staff member of the AMAF-BENIN Organization, I will adhere to the following policies and procedures (see list below), which support the above standards :

- Child protection policy ;
- National security policy and guidelines for security management ;
- Disciplinary policy ;
- Anti-bullying and harassment policy ;
- Policy on sexual diversity and rights related to gender identity ;
- Health and safety protocol.

Ask your administrative manager or supervisor for any other applicable policies.

By accepting my position, I undertake to accomplish the tasks and missions entrusted to me and to adapt my conduct in accordance with the requirements of this code. I thus contribute to the excellent performance and reputation of the AMAF-BENIN Organization.

Full Name ..... Signature.....

Date.....

## **Annex : Reference texts**

- Universal Declaration of Human Rights (UN, 1948)
- Conventions fondamentales de l'Organisation Internationale du Travail (OIT) :
  - ✓ The convention (C087) on freedom of association and protection of the right to organize, 1948.
  - ✓ The Right to Organize and Collective Bargaining Convention (C098), 1949.
  - ✓ The Forced Labor Convention (C029), 1930.
  - ✓ The Abolition of Forced Labor Convention (C0105), 1957.
  - ✓ The Minimum Age Convention (C0138), 1973.
  - ✓ The Worst Forms of Child Labor Convention (C0182) 1999.
  - ✓ The Equal Remuneration Convention (C0100), 1951.
  - ✓ The Discrimination (Employment and Occupation) Convention (C0111), 1958.
- Other ILO Conventions :
  - ✓ Occupational Safety and Health Convention, 1981 (C0155).
  - ✓ Migrant Workers Convention, 1949 (C097).
  - ✓ Protection of Wages Convention (C095), 1949.
- Guiding Principles on Business and Human Rights (UN, 2011)
- Pacte Mondial ou Global Compact (ONU, 2000)
- OECD Guidelines for Multinational Enterprises (OECD, 2011)