



**ESHET CHILDREN AND YOUTH DEVELOPMENT  
ORGANIZATION (ECYDO)**

**Anti-Corruption Code of Conduct**

October 2015

Addis Ababa

## **Foreword**

Eshet Children and Youth Development Organization (ECYDO) (formerly known as Eshet children and Youth Unity Association Ethiopia (ECYUA/Ethiopia)) was established in 2001 as Youth NGO with strong initiative of those young women and men living in the area, where in which the organization is currently operating. The dire social, economic and health situation of children and young people living in the area were among the major reasons that provoked the founders to establish the organization.

### **1.1. Legal Status**

- In 2009 Re-registered and operate the Federal Charities and Societies agency with Number 0095 according to the new Charities and Societies Proclamation 621/2009 as Ethiopian Resident's Charity Organization
- In 2004 it signed project agreement with the Addis Ababa Health Bureau as well as Social and NGO Affairs Office.
- In 2002 signed operational agreement with the Disaster Prevention and Preparedness Commission / DPPC/.
- In 2001 registered by the federal ministry of justice as a non-profit, local, non-governmental organization,
- In 2000 registered by the Addis Ababa City Administration as youth's association
- In 1995 registered by Addis Ababa City administration Culture and Information Bureau as a youth's club.

### **1.2. Vision**

ECYDO envisions seeing economically self-reliant, dignified, healthy and responsible Generation people in Ethiopia

### **1.3. Mission**

ECYDO strives to decrease new HIV infections and STIs, promote Sexual and Reproductive Health education and youth friendly services; alleviate socio-economic problems of children and young people, and promote environment protection through awareness creation, trainings, economic empowerment opportunities, networking and partnership, and promoting and reinforcing community based responses

### **1.4. Goal**

The goal of ECYDO is to improve the awareness level on HIV/AIDS and reproductive health, improve the social, economic and health situation of children and youth, and advance their participation in the development of arts, culture, science and environmental protection.

## 1.5. Objectives

- To strengthen the organizational management and leadership capacity of ECYDO so that it is able to provide quality, standardized and sustainable information and services to children and young people.
- To prevent or alleviate poverty and its causes from vulnerable young people and children who are lost their parents;
- To participating in the advancement of the economic and social development of young people and assist them to participate on environmental protection or improvement;
- To prevent HIV/AIDS and Reproductive health hazards among children and the youth;
- To participate the in the advancement of the arts, Culture, Heritage or science;

## 1.6 Core Values

**The core values of ECYDO are the following:**

- **Gender equity and equality:** ECYDO strongly promotes gender equity and equality in its overall interventions.
- **Participation:** ECYDO believes in active participation of stakeholders in the overall program of the organization including designing, developing, implementing, monitoring and evaluation of projects/programs. Active participation of stakeholders also involves decision making in every aspect of the program that affects their life.
- **Transparency and accountability:** All programs and activities of ECYDO are performed in a very transparent way and ECYDO is accountable to each and every of its acts. Stakeholders and any interested member of the general public are entitled to question any of ECYDO's performance and any other issues regarding the organization.
- **Volunteerism:** Volunteerism is the core of ECYDO's existence. Therefore, ECYDO recognizes the contribution of its volunteers and strongly encourages volunteerisms in its intervention areas.
- **Nondiscrimination:** ECYDO do not discriminate anyone one because of its color, ethnic background, religion, political affiliations, sex, social status, sexual orientation and or any other forms of discrimination. However, ECYDO will not work with individuals and or organizations involved in any form of child abuse, and/ or are associated with organizations befitting from child labor, child trafficking, child abuse and other such acts.
- **Integrity:** ECYDO expects its staff, volunteers, beneficiaries and other partners to work with honesty and transparency.

**Quality of services:** ECYDO works aggressively to provide quality information and services for children and young people. Quality is our unique trade mark. Quality of service for ECYDO is provision child/ youth friendly, well researched, participatory, standardized and sustainable information and services to its beneficiaries.

## **ECYDO Code for Preventing and Combating Corruption**

### **1. The Definition of Corruption**

In the context of this manual, corruption is defined as “the abuse of entrusted power for private and personal advantage.” This includes offering, giving, demanding or accepting gifts, loans or credits, rewards, commissions or any other benefit to or from a third party, as an incentive to do something which is dishonest, illegal or a breach of trust within the framework of normal business operations. Corruption includes the following criminal offences: bribing and accepting bribes, granting or accepting undue advantages or benefits, fraud and breach of trust, agreements which restrict competition, and money laundering.

### **2. The Goals and Areas of Application**

The Anti-Corruption Code of Conduct reflects the identity and values that ECYDO represents as well as its commitment to behave with integrity, to be responsible, to abide by the law, and to have high ethical and moral standards. It has the following concrete goals:

- To not only face corruption with preventative measures, but also to actively fight it. This applies to Talent Youth Association and its environment just as to its partners, sponsors and projects and their environments.
- To ingrain integrity into the identity and values of Talent Youth Association and its partners, sponsors and projects. It should be the personal concern of every staff member to protect and respect these values.

The Anti-Corruption Code of Conduct can only fulfil its goal, if it becomes a central fundamental value shared by all of the partners, sponsors and projects, with which ECYDO cooperates. For this reason, the Anti-Corruption Code of Conduct and its stipulated principles, rules, policies and procedures are binding for:

- All ECYDO’s staff, in the home office as well as in the coordinating offices abroad.

- All staff members working for any of the partners, sponsors or projects which are supported by ECYDO.
- Consultants and other freelancers who are not employed but work for ECYDO on the basis of contracts for services or freelance contracts.
- Board members and other ECYDO volunteers

These principles, rules, and policies and procedures are included in all work contracts, freelance contracts, partner contracts, or contracts for services.

### **3. Principles**

#### **3.1 Protection against Corruption**

We affirm and respect the right of people to be protected against the practice and consequences of corruption. This protection applies regardless of sex, skin color, religion, culture, education, social status or nationality.

#### **3.2 Transparency**

The greatest possible level of transparency is guaranteed with regards to the decision-making processes, the planned and actual use of resources, as well as to goals and their implementation. This also means that, on the one hand, project target groups will be informed about the goals, the budget and the achieved results. And on the other hand, it means that ECYDO's governance, partners, sponsors and projects will be given comprehensive reports about how funds are delegated and used.

#### **3.3 Loyalty**

All ECYDO staffs are expected to be loyal towards their employers or clients, as well as towards the concerns, values and interests of ECYDO. This includes constructive criticism, which is to be presented in an adequate manner. Staffs members can, in turn, expect their employers to check, weigh and analyses any accusations, rumors or allegations brought against them for their own protection. Abuse, however, must obviously be ruled out.

### **3.4 Confidentiality**

Confidential and sensitive data and information are to be treated in a confidential manner. The protection of personal information must be guaranteed.

### **3.5 Participation**

The principle of participation is a requirement within the framework of development cooperation. So by definition, the children, youth and other communities involved in certain programmes and projects, on the one hand, should actively participate in the planning and implementation of these projects. And on the other hand, staff should also be involved in the decision-making processes in an adequate manner and within the framework of their responsibilities and tasks.

### **3.6 The Responsibility to Report Corruption**

All staff members in ECYDO have the right to refuse to participate in activities - against their own will - in which they suspect corruption to be involved. They also have the right and the responsibility to report any activities involving corruption to which they are witness or become a victim of.

### **3.7 Reporting**

Reports about the work of the ECYDO's partners, sponsors and projects are given in a truthful, transparent and understandable manner. In addition, they are also expected to present in detail where their funds come from and how they are used. This will be regularly checked by an independent and professional party (e.g. a public accountant or auditor).

### **3.8 Abiding by the Law**

All ECYDO-related activities must respect the local civil and penal codes and the regulations on Charities, and societies proclamations. This applies in the same way to the respective statutes as well as to the (internal) rules and regulations, provided that they are compatible with this Anti-Corruption Code of Conduct.

## **4. Rules**

### **4.1 Active and Passive Bribery**

It is not permitted to give or receive bribes – neither in a direct nor indirect manner. Small gifts as well as gifts brought by guests are permitted e.g. when visiting projects or when etiquette requires a gift to be accepted. The respective superior, however, must be informed about all accepted gifts. In this context, invitations to meals are permitted as long as this is normal business practice.

### **4.2 Conflicts of Interest, Personal and Financial Connections**

Official and business relations are not to be used to achieve personal advantage. In order to avoid conflicts of interest, work should be strictly separated from private life. Should it nevertheless come to a situation of conflict of interest, the respective superiors are to be informed immediately. If the situation cannot be sorted out in a satisfactory manner, an ombudsman is to be informed and involved. Those in decision-making positions are only permitted to hire close friends, family members or relatives if these have passed a transparent application and selection procedure in which the final decision is clear and justified.

### **4.3 Internal Controls**

Internal controls and adequate internal control systems guarantee that procedures are carried out properly and in compliance with local laws and regulations. They also ensure that corrupting and corrupt behavior is prevented. This includes an independent monitoring, which is carried out by the ECYDO internal auditing department/auditor. The executive section/management is controlled and monitored in the same way by the board of directors.

### **4.4 External Inspections**

ECYDO's activities and economic management, as well as those of its partners and the sponsors and projects it supports are audited regularly by an independent party. This requires proper bookkeeping and financial statements, comprehensive financial reports as well as submitting an annual financial statement which will be reviewed and certified by an independent public accountant or auditor. Internal control mechanisms are also subject to inspection. The respective ECYDO-guidelines for partners, sponsors and projects state and describe the basic principles of accounting, the rendering of accounts, as well as writing financial reports and annual financial reports. At any given time, a person authorized by ECYDO can also carry out an inspection of the applications of funds on the partner, sponsor or project level.

#### **4.5 Efficiency and Goal Achievement**

All available resources (financial, personnel, assets) are to be used in a goal-oriented manner and in the most cost-effective way possible. If the rules of efficiency and effectiveness are violated at any time, the next superior should be informed and requested to help rectify the situation.

### **5. Sanctions**

#### **5.1 Investigations**

In case of confirmed irregularities or in the case of justified initial suspicion, a thorough investigation is to be initiated by those in charge.

#### **5.2 Compensation, Legal and Labor Law Related Consequences**

The guilty party is expected to replace and/or compensate the damages done as a result of their behavior. And if necessary, measures should be taken which are in accordance with local civil law. Furthermore, depending on the results of the investigation and within the framework of labor law, appropriate measures should be taken (e.g. giving warnings or dismissals without notice) and the guilty party should be prosecuted (to have charges pressed against them). Corrective action should be taken immediately with regards to the causes and mistakes which led to the confirmed irregularities.

#### **5.3 The Termination of Business Relations**

If partners, sponsors or projects do not participate and cooperate in the clarification of the corruption allegations, as well as in the removal and elimination of the confirmed grievances or deficiencies, and in initiating consequences based on civil law, labor law or if necessary penal law, then ECYDO reserves the right to immediately terminate the business relations and to discontinue assistance. MENA's partners, sponsors and projects have the same right if ECYDO does not act in accordance with its own code of conduct.

### **6. Evaluation**

The implementation of the code of conduct is to be evaluated regularly. If violations are found, they are to be named and the appropriate sanctions should be initiated immediately. ECYDO, its partners, sponsors and projects it supports have all pledged to do so.

## **7. Concluding Remarks**

This Anti-Corruption Code of Conduct covers a wide range of aspects related to integrity. It cannot, however, address all relevant or possible situations. In many cases, ECYDO, as well as partner, sponsor or project staff members will have to make decisions independently in order to protect their own integrity and to prevent and fight corruption. The following questions can be of help in the decision-making process:

- Are my actions in accordance with the law?
- How would my colleagues judge my actions?
- How would the public judge my actions?
- How would the press / media report about my actions?
- How would sponsors and donors judge my actions?
- Would it damage my employer's reputation and the work of ECYDO if my actions were to be publicly revealed?

There are also certain signs which could be indications of corrupting or corrupt behavior in others:

A sudden change in a person's behavior and attitude towards their colleagues, unusually strong resistance towards being relocated, or an inexplicable resistance towards a change in their job description can all be warning signals which should be taken seriously. Even more alarming is if regulations are often evaded, if any kind of financial documents go missing on a regular basis, if routine controls and inspections are avoided, if someone wants more and more responsibilities and competencies, or if documentation of decision making processes along with the reasons for these decisions disappear, etc.

Any kinds of anonymous tips, hints or rumors from outside should be treated as alarm signals and require careful assessment and examination in order to protect the accused and in order to be able to rule out abuse. In case of doubt, those concerned can contact the respective ombudsman within ECYDO.

## **ECYDO Code for Conflict of Interest**

Potential conflicts of interest and to provide ECYDO with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control. All capitalized terms are defined in Part 2 of this policy.

### **1. Conflict of Interest Defined.**

For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

- a. Outside Interests.
  - i. An Agreement or Transaction between ECYDO and a Responsible Person or Family Member.
  - ii. An Agreement or Transaction between ECYDO and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
- b. Outside Activities.
  - i. A Responsible Person competing with ECYDO in the rendering of services or in any other Agreement or Transaction with a third party.
  - ii. A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with [Organization Name] in the provision of services or in any other Agreement or Transaction with a third party.
- c. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
  - i. does or is seeking to do business with, or is a competitor of ECYDO; or
  - ii. has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from [Organization Name];
  - iii. is a charitable organization;
  - iv. Under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant

value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of [Organization Name].

## **2. Definitions.**

- a. A “Conflict of Interest” is any circumstance described in Part 1 of this Policy.
- b. A “Responsible Person” is any person serving as an officer, employee, or member of the board of directors of [Organization Name].
- c. A “Family Member” is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- d. A “Material Financial Interest” in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person’s or Family Member’s judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. (The board may wish to establish an amount that it would consider to be a “material financial interest.”)
- e. An “Agreement or Transaction” is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship by [Organization Name]. The making of a gift to [Organization Name] is not an Agreement or Transaction within the meaning of this document.

## **3. Procedures.**

- a. Before board or committee action on and Agreement or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the boards or committee’s discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to an Agreement or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for

purposes of the vote. The person having a conflict of interest may not vote on the Agreement or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the board of directors of [Organization Name] has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the board of directors.

- e. Responsible Persons who are not members of the board of directors of ECYDO, or who have a Conflict of Interest with respect to an Agreement or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to an Agreement or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect ECYDO's participation in such Agreement or Transaction.
- f. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

#### **4. Confidentiality.**

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of ECYDO. Furthermore, a Responsible Person shall not disclose or use information relating to the business of ECYDO for the personal profit or advantage of the Responsible Person or a Family Member or the Responsible Person's company.

#### **5. Review of Policy.**

- a. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to ECYDO. Each Responsible Person should also disclose to the board of directors any potential Conflict of Interest that may arise during the course of the year between the submission of annual disclosure forms. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to

the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

- c. This policy shall be reviewed annually by each member of the board of directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

## **6. Conflict Management**

### **6.1. Conflict Resolution**

Whenever a dispute arises among the ECYDO staff, it shall be resolved in a constructive manner, i.e. the solutions shall lead to positive changes. Employees who feel unfairly treated or who have complaints about a situation or about working conditions should notify the Executive Director immediately.

### **6.2. Staff Behavior**

ECYDO expects its employees to adopt attitudes and behavior that maintain the good image of the organization. ECYDO employees shall display an exemplary level of professionalism and integrity.

Furthermore, besides the usual rules every good employee needs to follow (respect, courtesy, punctuality), there are particular procedures of conduct for members of the organization which must be observed.

### **6.3. Political Activities**

Since ECYDO is a non-political organization, employees shall not participate in activities of a purely political nature on work premises or during working hours. It is also prohibited to use the organization's materials for these purposes.

### **6.4. Discrimination and Harassment**

Under the principles established by ECYDO, no employee, man or woman, has the right to put pressure on another, make intimate advances, give preferential treatment or show sexual favoritism at work.

## **7. Conflict of Interest**

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by ECYDO, employees shall respect the following guidelines:

- a) It is prohibited to use ECYDO property for illegal or unauthorized purposes.

- b) It is prohibited for any ECYDO employee having confidential information to disclose it without express authorization beforehand.
- c) Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- d) Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- e) Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.

The Board of Directors of ECYDO

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