



Employees Code of Conduct

The management will require that staff conduct themselves in a manner that will not undermine the organization, community and other partners, by ensuring that Staff will not be allowed to participate in actions that will create potential conflict of interest at their place of work. Where such interest exists, the staff will declare to the other members of the selection his or her interest on the issue.

When working for YouthLink it is of great importance that the staff always help to preserve and strengthen the reputation of YouthLink. We expect that everyone is well aware of, respect and comply with the guidelines of our code of conduct. In the unlikely event that you should fail to comply with the code, YouthLink may take measures, including punitive action, based on contract or employment law.

Conflict of Interest

- i. YouthLink regards outright dishonesty in any form—including stealing, lying, misrepresenting facts, falsifying records, making unauthorized personal use of YouthLink property or doing unauthorized private work during YouthLink work time—as serious matters liable to disciplinary action.
- ii. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor
- iii. No staff shall attempt to gain economic or other profit for themselves, their family or their friends when awarding contracts, including short-term and regular employment contracts; any potential conflict of interest should be promptly and immediately disclosed to the Programmes Director
- iv. Any honoraria received by staff for participating in seminars, workshops, courses or other professional engagements should be disclosed to the Director .
- v. Staff are expected to exercise discretion in all matters of official business; official statements made on behalf of YouthLink in public fora and statements made to the media should first be cleared by the Programmes Director.

Interpersonal Relationships:

- i. YouthLink expects all staff at all times to have and display regard for, and sensitivity to, the cultures, customs and practices of community and to exercise discretion, courtesy and tact in public comments, refraining from interfering in the governmental and religious affairs of these communities.
- ii. Staff involved in a professional or interpersonal dispute or disagreement are expected to deal with such conflict in an open, constructive, honest and respectful manner. Where such a dispute cannot be resolved between those involved and is harmful to professional / work-related issues, an appropriate and competent authority will facilitate a resolution.
- iii. All staff should at all times demonstrate respect for the gender, race, culture, religion, national origin and other forms of personal identity of their colleagues. YouthLink prohibits any conduct that could be construed as intimidation, harassment or discrimination, sexual or otherwise.

Gifts, Entertainment and Favours

Employees or a member of his or her immediate family must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Organization has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their positions with the Organization might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Staff may accept gifts of nominal cost—less than \$50 in fair market value—or meals and social invitations that are in keeping with good business ethics.

Organization Funds and Other Assets

Employees who have access to YouthLink funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Finance and Administration policies and procedures. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise



The Programme Director or the board chair so that the Organization can promptly investigate further.

When an employee's position requires spending Organization funds or incurring any reimbursable personal expenses, that individual must use good judgment on the YouthLink's behalf to ensure that good value is received for every expenditure.

Organization funds and all other assets of the YouthLink are purposed for the organization only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

Breaches of this Code:

This code of conduct has been drawn up to provide a source of guidance to the YouthLink employees. It is not a contractual document and can be amended at any time by the YouthLink. All staff must comply with both the provisions of this code and the YouthLink policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

Declaration

I have read and agree to comply with the Code of Conduct during my employment in YouthLink. I understand that violations of the Code of Conduct may lead to my employment being terminated, that it may jeopardize my opportunity for further assignments for YouthLink, and that, in some cases, it may even lead to prosecution.

Date:

Signature:

Name: