YOUTH EMPOWERING COUNCIL – YECO

CODE OF CONDUCT DOCUMENT
JUNE, 2014 - VERSION 001

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About Youth Empowering Council – YECO

Youth Empowering Council (YECO) is non-profit oriented, non-political organization founded in 2014 with the aim of assisting Somali youth recover from shocks and crises through engagement and capacity building.

A group of youth who are intellectuals are founded YECO when they felt the need for the local organization who works peace building, democracy, women and youth empowering and empowering children through sports and other games.

We focus on youth and women empowering, peace building, education, IDPs engagement and empowering children "children with disabilities and children in IDPs" through sports.

Vision statement

Create opportunities for the youth affected by violence, missed school for the lack of facilitation, deprived and dropouts.

Mission statement

Giving a chance to less educated and less fortune youth through self-employment or preparing them do simple jobs based on training and capacity building provided in partnership with stakeholders.

Our Goal

Our goal is to deliver high impact, effective programs and culturally competent capacity building programs to Somali people particular youth, child and women.

Core values

YECO is committed to:

- Work with efficiently and long-term sustainability
- Value the principle of social justice, empowering of Somali youth, child and women
- Solve youth conflicts, building peace and deep true-ship among Somalia youth
- Believe in the power of committed youth individuals and organizations who want to contribute to a sustainable development.

Everything that YECO does is driven by our core values.

Introduction

Purpose

At Youth Empowering Council – YECO we want to do what is right not just what is allowed. When we do the right things and believe the right way, our stakeholders will trust and value us. In return, we can all take pride in the organization we work for.

This code of conduct "the code" describes the way we aspire the work at Youth Empowering Council – YECO and guides us our relationships. It contains our purpose and values and sets the standards for how we should behave and how we should make decisions. The code help us to build long term relationship with our beneficiaries, donors, partners, government and other stakeholders. The code doesn't address all situations that may arise. It sets out general principles, rather than, a complete set of detailed rules that cover all situations. When we are ensure of what to do and how to act. Its our duty to look for a guidance.

Guidance can be found in other internal rules, for instance in board directors, executive director instructions, guidelines or local government rules.

Should any question arise to the interpretation of a particular principle or situation seek help and advice from a manager or relevant specialist.

Basis of the code

This code is based on the relevant legal requirements and internationally agreed upon standards, primarily the ten principles of United Nation's global compact that spring from the international agreements. The UN's universal declaration of human rights, the international labor organizations conventions, the UN convention against corruption and the Rio declaration on environment and development.

Scope

All people working for Youth Empowering Council – YECO, whether permanent or temporary employed, subcontracted or volunteering are subject to the code including board. The code applies to all locations in which Youth Empowering Council – YECO operates and to all staff working on behalf of Youth Empowering Council – YECO within those locations.

Managerial responsibility

In the responsibility of each manager to ensure that the code is known and conformed to by all staff members within his/her respective area of responsibility and to act in manner that sets a proper example.

Our code

We take ownership for acting professionally and with integrity

- We conduct our activities responsibly and honestly
- We keep our promises and deliver on time
- We manage risks prudently
- We ask questions and seek guidance if we have concerns or doubts about what is the right thing to do

We comply with laws, regulations, standards and internal laws

- We are familiar with and follow the rules, requirements and processes that apply to our specific roles, responsibilities and functions.
- We recognize and strive to comply with not only the letter of the law but also with the spirit of the law.
- We don't commit or induce anyone to commit illegal activities, for example financial misreporting and misconducting or economic or financial crime.
- We take responsible actions to verify compliance before we make decisions. In any doubts we seek guidance and advice prior to make decisions.

We consider the impact of our decisions on all our stakeholders

- We care how our decisions, directly or indirectly affect our beneficiaries and our stakeholders.
- We are conscious of our role to support the long-term sustainable growth of the communities in which we operate.

We are passionate about threating our beneficiaries fairly

Our interventions are designed to meet the needs to identified the beneficiaries groups and programmes are targeted accordingly:

- We provide clear, fair and not misleading information to our beneficiaries
- Our advice is suitable and takes account of the beneficiaries needs and circumstance

- We encourage feedback from our beneficiaries and identify and handle compliant in a timely, fair and consistent manner
- We pay particular attention to safeguarding then interests of vulnerable communities

We avoid or manage conflict of interest

- We are consciously that conflict of interest can arise aspects in our work
- We actively identify the situations where conflict of interest might occur and do utmost to prevent them
- If a conflict of interest situation has occurred or seems likely to occur we know which action to take and handle it accordingly
- We don't participate in transactions if a person interest or close relation with a third party may influence the outcome of the transaction or our decision making general
- We don't engage in external activities, regardless if it is in the role as staff member, private individual or any other role that give raise to a conflict of interest that might compromise our ability to perform our role at Youth Empowering Council – YECO.

We communicate clearly and truthfully

- We are open and proactive in our communication without revealing sensitive relations, our competitive position or be in breach of the legislation
- We don't deliberately mislead or deceive others my misrepresentations or partial truths
- We are all brand ambassadors that represent our organization and we understand the impact of our individual actions, in real life and online. Have on Youth Empowering Council – YECO's reputation.

We collaborate and threat each other with respect and dignity

- We listen to and value the inputs from other both within and outside of Youth Empowering Council – YECO, also when they express views which may differ from ours and we understand how different views enrich our solutions
- We reach out and help each other and understand the value of teaming up to create the best results for our beneficiaries
- We recognize and celebrate colleague's contributions, achieved through desired behavior

- We have a proper tone of voice and respect each other's boundaries and integrity

We promote and value equality and diversity

- We know that diversity of people contributes to a more affective and sustainable growth for Youth Empowering Council – YECO. We make better decisions by getting a broader perspective on our challenges
- We offer a work place in which differences are both respected and appreciated and where all our people feel included
- We employ, assess, promote and compensate based on competences information which may harm beneficiary and performance, not on bias or personal preference
- We reject all forms of discriminations e.g: based on disability, ethnicity, religion, parenthood, age and gender.

We are qualified and competent

- We ensure that we have the right competencies to deliver in our role
- We take ownership for our own continuous development through formal and informal learning and complete the mandatory trainings
- We support and coach colleagues in their development and provide timely and constructive feedback on their behavior and performance
- We share relevant knowledge and experience both within our team and across the organization
- We set clear expectations to our leaders via our Leadership Principles and hold our leaders accountable for incorporating them into everyday business

We ensure a safe and healthy workplace

- As an organization, we seek to provide a safe, healthy and productive environment that nurtures people's wellbeing leading to successful results.
- We take precautions to prevent workplace accidents and injuries, by understanding the risks in our daily work environment
- We take responsibility for our own safety, healthy and well-being and for contributing to a sound balance between work and leisure time in order to sustain high health performance
- We contribute to a positive and stimulation work environment and do not tolerate any form of harassment, bullying or similar violations

We support and respect human rights

- We support fundamentally and internationally recognized human rights in all area of operation and have a responsibility to ensure our activities do not negatively impact human rights
- We take action to remedy adverse human rights impact involving the organization and to minimize the risk that we complicit in human rights abuses
- We are committed to take voluntary action in order to support the protection and fulfilment of human rights, paying special attention the rights of vulnerable groups

We uphold labor rights

- We ensure that our staff members have a contracts in place and the terms of employment and termination are provided in a language they understand
- We uphold the effective abolition to a child rights e.g: labour performed by children or minors under the minimum working age.

We care for the environment

- We employ a precautionary approach to substances, processes and activities that have environmental impact
- We under take environmental risk assessments in preparation of relevant new projects and activities that involve a physical impact on the environment
- We support and encourage the use and development environmentally friendly technologies, products and services looking to contribute sustainable development

We have zero tolerance for bribery and corruption

- We never engage in facilitation payments, trading in influence and political donations
- We report issue that may relate bribery or corruption

We commit to control and manage financial crime risks

- We protect Youth Empowering Council – YECO from being used to facilitate the movement of criminal proceeds like for example money for laundering, funding of terrorist acts, violating sanctions regulations, fraud, tax evasion or act bribery corruption

- We manage financial crime risks in our daily activities across the organization consistent with Youth Empowering Council – YECO's risk appetite and compliance risks

We protect Youth Empowering Council – YECO's assets

- We protect our material and immaterial assets for example people, premises, brand and information
- We only use Youth Empowering Council – YECO's assets for legitimate purposes
- Secure handling of information includes that we protect it against, unauthorized, accidental or malicious disclosure, modification, destruction and that we maintain confidentially, integrity and availability of it according to its classification, regardless of whether technical means are used or not.

We have courage to speak up

- We all have the right and responsibility to speak up, if we see our suspect that something is illegal or unethical, we voice our concerns and report our observations
- When we speak up, we do it in good faith
- We have the courage to ask questions, challenge established truths and we engage open conversations with our managers on business and conduct concerns
- We not intimidate and retaliate `against any colleague or others who raise a concern in good faith or against those who assist with enquires or investigations of such violations.

The code in practice

Violation of the code

In Youth Empowering Council – YECO we live by our values and our code, appropriate action are taken against staff members who violate the code, other internal rules, laws or regulation. Breaches may result in for instance reprimands or warnings, and in severe cases dismissal. Suspicion of crime is reported to the police.

Concerns about a perceived violation of the code may be raised orally or in writing to an immediate manager, other manager or compliance officer.

Concerns can be raised in the following three ways:

- Openly: staff members does not require confidentiality
- Confidentially: the staff members his/her name on condition that it is not disclosed without his/her name consent. This is standard practice unless anything else is agreed upon
- Anonymously: the staff members does not reveal his/her name at all

It is important that concerns about possible violations of the Code are raised promptly. Failure to raise a concern can lead Youth Empowering Council – YECO being exposed to unacceptable operational and financial risks, as well as reputational risks.

All concern will be evaluated for further investigation and handled with due care. The designated investigators shall ensure that key findings are communicated to the internal units, to stop and to prevent further misconduct.

Training

All staff members are required to under take annual risk and compliance training, which includes an assessment to confirm understanding of the Code. Newly hired staff members are required to pass mandatory trainings, amongst other covering the Code.

Monitoring and reporting

As the owners of the Code, the YECO compliance committee has the overall monitoring responsibility and will provide at least annual Code of Conduct reports to the Board of Directors.