

Code of Ethics and Professional Conduct

Introduction

As we work to achieve our ambition and vision of a safer world, we should always remain true to our core mission, aims and values. This Code of Ethics and Professional Conduct sets out the rules and outlines the social norms, responsibilities and proper practices that should guide the actions of all APOPO members.

By '**members**', we mean all paid staff, members of the board of directors, volunteers and interns, students or anyone working on behalf of APOPO. In sum, all members shall adhere to the requirements established in this document.

It is intended to provide guidance in the face of ethical dilemmas, to protect against damaging situations and to ensure that no member will use possible unequal power relationships for their own benefit. The rules and guidelines contained in this Code of Ethics and Professional Conduct - together with additional policies and procedures (such as, but not limited to the APOPO Child Protection Policy (see Appendix 1)), contract terms and conditions - provide a framework within which all members, regardless of location, should regulate their conduct.

Whilst recognizing that local laws and cultures differ considerably from one country to another, this Code does not exempt anyone and in accordance with relevant employing affiliate's policies and procedures, any breach may result in disciplinary action (incl. in some instances: dismissal), and in some cases, could lead to criminal prosecution.

APOPO ethical principles and behavioral standards

APOPO expects its members to maintain a high standard of conduct and work performance so to assure that the organization maintains its good reputation with donors, partners, the local communities, and suppliers. At all times, members must act with honesty, integrity, diligence and transparency in order to contribute to a good, positive and healthy work environment for all.

Ethical principles:

- Integrity
- Honesty
- Diligence
- Transparency
- Solidarity

Behavioural standards:

- Treat all people they encounter with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse;
- Promote and respect fundamental human rights, social justice and human dignity;
- Promote and respect the equal rights of both genders;
- Promote and respect the environment;
- Show respect for the religious beliefs, customs, habits and local culture of the people they work with and act accordingly;
- Oppose any criminal or unethical activities;
- Be responsible for the correct use of information, equipment, money and resources to which they have access through their affiliation;
- Uphold the integrity and reputation of APOPO by ensuring that professional and personal conduct is always consistent with APOPO's values and standards.
- Strictly observe local laws and regulations, including those governing security, traffic regulations, and currency.
- Abstain from undertaking any public, professional, or commercial additional activities that might be in conflict with the mission or the general rules and regulations of the organisation. If in doubt, prior permission should be obtained from a superior level.

Professional conduct: guidelines for the work environment

While at work, or representing the organization, all members shall:

- Abstain from the use of illegal substances, hereunder narcotics;
- Avoid the abuse of alcohol and intoxication;
- Avoid inappropriate sexual activity or behaviour and/or abstain from purchasing or accepting sexual favours;
- Avoid people exploitation and/or engage in any act that could reinforce the vulnerability of local persons, women, and children especially;
- Refuse any financial or material gifts or promise of such gifts or other inducements as this can be interpreted as corruption. Gifts as tokens of regard or gratitude, which are offered in accordance with local custom or etiquette may be exceptions and are to be reported to a superior level. In general, discretion must be used by all members, also in relation to communicating any incidents or other events that may be witnessed;
- At no time use or carry arms or ammunition or other objects that call into question the neutrality of APOPO's organization. Consequently, staff members should maintain a neutral dress code, dress in a manner appropriate to the assignment and avoid giving any impression of having military status;
- When abroad, obey the security instructions of the APOPO - or partner office in the respective country and keep the local APOPO or partner office informed of his/her movements and whereabouts in the country;
- Work safely at all times so to protect the health, safety, security and welfare of all members such as employees, volunteers, contractors;
- Work collaboratively with all other members. This entails taking directions from supervisors/managers and cooperating to achieve the organization's goals;
- Exercise necessary discretion and caution in regard to political or military matters in official or private communications, including telephone calls, radio messages, cables, e-mails, and letters;
- Abstain from publishing articles or research findings related to the mission without prior clearance from a superior and from APOPO Headquarters;
- Except with authorization, ensure that actions do not result in financial or other liability for APOPO.
- Avoid wearing garments supplied by APOPO or using official APOPO vehicles when off duty, except if prior permission is granted.

APOPO members must always act as a good representative of the organisation, establish relations and working methods that will strengthen confidence in the organisation. The member must act as a positive role model and must be aware of the fact that violations of APOPO's ethical guidelines may have serious consequences for APOPO's beneficiaries, donors, employees, and other stakeholders.

Both employees and organizational members must therefore exercise the moderation and discipline called for by the prevailing circumstances. They are obligated to be observant and cautionary, and, in the event of breach of the code of personal conduct, APOPO shall have access to legal redress. The member may be given verbal and/or written warning, and/or termination depending on the severity of the breach.

In the event that the member causes damage to APOPO's property while under the influence of alcohol or drugs, he/she shall be fully liable for damages. Should a member use any APOPO property improperly or recklessly, he/she may be held responsible for damages incurred.

Breaches regarded as serious misconduct:

The following behaviour or actions are considered serious acts of misconduct:

- Action or speech which is humiliating, neglectful, insubordinate, dishonest, threatening, degrading, bullying, exploitive, illegal or racist;
- Sexual activity with clients, or with children or other vulnerable persons to whom is owed a duty of care;

- Sexual relationships which are based on an unequal power dynamic or with a counterpart who can confer benefit. Examples of such misconduct, without limiting the foregoing, include the exchange of money, employment, goods or services for sex;
- Use of sex trade workers;
- Intentional misuse of the APOPO logo;
- Acceptance of bribes;
- Breach of applicable Belgian, foreign, national or international law intended for the protection of children, the integrity and safety of the person, or property;
- Exercising any professional activity without valid certification(s);
- Engaging in, or being associated with, any business or activity which is, or may be, in conflict with the interests of APOPO;
- Disclosing without authorization, directly or indirectly, to any person or organization, the private affairs of APOPO including, but not limited to, trade secrets, supplier lists, or personal information of clients, volunteers or staff;
- Surfing/reading inappropriate websites and/or electronic message boards; sending inappropriate e-mail including, but not limited to, sites/subjects that advocate principles or beliefs not in keeping with the Fundamental Principles, that advocate illegal activities, or are sexual/pornographic in nature, using APOPO computers/systems.
- Committing any type of fraud (See Appendix 2)
- Theft or misuse of APOPO company assets (See Appendix 3)

Such behaviour, on or off duty, may result in dismissal and/or other sanctions.

APOPO confidant
confidant@apopo.org

If a member suspects or detects any form of code of conduct breach, he/she needs to take immediate action and report such concerns to his/her immediate supervisor or to the confidant.

I hereby confirm that I have read and understood APOPO's ethical guidelines and acknowledge that should I breach any of the stated instructions, conditions or requirements, I may be subject to sanctions.

Name

Signature

Date

Appendix 1: APOPO Child Protection Policy

A child: The UN Convention on the Rights of the Child defines a child as everyone under 18.

Child protection: The protection of children from violence, exploitation, abuse and neglect. Article 19

Introduction

With this Policy APOPO sets out the rules, outlining the social norms, responsibilities and proper practices for members when interacting with children.

All members of APOPO, including senior managers and the board of directors, paid staff, volunteers and interns, students or anyone working on behalf of APOPO, shall adhere to the requirements established in this document. We wish to make it clear that violation of these guidelines may have consequences for the individual member concerned in the form of sanctions as reflected in the general rules and regulations of APOPO.

Vision

Child protection is a high priority for APOPO and plays a part in everything we do. In fact, our main goal is to protect children and their families from the impacts of landmines and the threat of TB.

When addressing these humanitarian goals, APOPO may enter into contact with children. In our mine action activities, APOPO may find itself interviewing local children when undertaking non-technical surveys in the field, in order to define a hazardous area in a specific region. In our mine risk and TB risk education activities, children may be our main audience. APOPO is strongly committed to safeguarding the well-being of all these children and young people with whom our staff come into contact.

Purpose

The purpose of this policy is to:

- Protect children and young people who receive APOPO's services. This includes the children of adults who use our services;
- Provide members with the overarching principles that guide our approach to child protection.

Inspiration

APOPO's policy on child protection has been drawn up in line with APOPO's core values and on the basis of law and guidance that seeks to protect children, especially the United Convention of the Rights of the Child 1991 (CRC).

The CRC is an international treaty that legally obligates nations to protect children's rights. Articles 34 and 35 of the CRC require states to protect children from all forms of sexual exploitation and sexual abuse. This includes outlawing the coercion of a child to perform sexual activity, the prostitution of children, and the exploitation of children in creating pornography. States are also required to prevent the abduction, sale, or trafficking of children.

Principles of good practice for the protection of children

APOPO believes that a child or young person should never experience abuse of any kind. APOPO has a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

APOPO recognizes that:

- The welfare of the child is paramount, as enshrined in the United Nations Convention of the Rights of the Child 1991;
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

In order to guarantee the welfare of all children APOPO has contact with, APOPO advises that:

- Generally, two or more adults, including at least one female adult, should supervise all activities where children are involved and remain present at all times. If an adult must be alone with a child, it should be in a place where they can be easily seen, or a door should be kept open and a supervisor should be informed.
- APOPO members may not kiss, fondle, hold, hug or touch children in an inappropriate or culturally insensitive manner. To avoid misunderstanding, it is recommended that a child be asked for permission before touching or holding their hand.
- APOPO members should behave in a manner that displays concern for their perception and appearance in regard to their language, actions and relationships with the children.
- APOPO members need to be aware that some children, because of the circumstances or abuse they have experienced, have learned “suggestive” or manipulative behaviour and have accepted sexual activity, to some degree, as part of everyday life. APOPO members must remember that the responsibility to behave and respond appropriately lies with the personnel and volunteers and act accordingly.
- APOPO members should avoid situations that place them in compromising or vulnerable positions. They also need to see that these children are referred for appropriate counselling if they display these types of behaviours. The responsibility for protection of children lies with adults. Children should not be expected to make adult decisions.

While in the capacity of representing, working for, or acting on behalf of the organization, APOPO members may not:

- Take unaccompanied children to their home;
- Arrange meetings with children outside of working hours;
- Have contact with children through social media, e.g. Facebook or Twitter;
- Give transport to individual young people, especially for long journeys.

The member must act as a positive role model and must be aware of the fact that violations of APOPO's Child Protection Policy may lead to legal redress. The member may be given verbal and/or written warning, and/or termination depending on the severity of the breach.

I hereby confirm that I have read and understood APOPO's Child Protection Policy and acknowledge that should I breach any of the stated instructions, conditions or requirements, I may be subject to sanctions.

Name

Signature

Date

Appendix 2: Fraud

Fraud is generally defined by law as a false representation of a matter of fact —whether by words or by conduct, by false or misleading allegations, or by concealment of what should have been disclosed — that deceives and is intended to deceive another so that the individual will act upon it to her or his legal injury.

Put simply, fraud is an act of deception intended for personal gain or to cause a loss to another party.

Examples include, but are not limited to:

- *Corruption*: conflicts of interest, bribery, illegal gratuities, and economic extortion.
- *Theft of cash assets*
- *Theft of non-cash assets*: false asset requisitions, destruction, removal or inappropriate use of records and equipment, inappropriate disclosure of confidential information, and document forgery or alteration.
- *Fraudulent statements*: financial reporting, employment credentials, and external reporting.
- *Fraudulent actions* by customers, vendors or other parties including bribes or inducements, and fraudulent (rather than erroneous) invoices from a supplier or information from a customer.

To reduce the risk on fraud, staff should always ensure the accuracy of all APOPO's business and financial records. These include not only financial accounts, but also other records such as donor reports, time records, expense reports and submissions such as expense claim forms, purchase authorization forms etc. Ensuring accurate and complete business and financial records is everyone's responsibility; not just a role for accounting and finance personnel. Accurate record keeping and reporting reflects on our reputation and credibility.

To reduce the risk on fraud, members should always record and classify transactions in the proper accounting period and in the appropriate account and department. Estimates must be supported by appropriate documentation and based on best judgment. Members needs to ensure that all reports to regulatory authorities are full, fair, accurate, timely and understandable. Members should never falsify any document or distort the true nature of any transaction.

APOPO stands for a **zero tolerance for any form of fraud or/and corruption.**

If a member detects any form of fraud or corruption, or if there is suspicion of fraud or corruption, he/she needs to take immediate contact with the line manager, the finance manager and the confidant.

APOPO finance manager
finance@apopo.org

APOPO confidant
confidant@apopo.org

I hereby confirm that I have read and understood APOPO's Fraud Policy and acknowledge that should I breach any of the stated instructions, conditions or requirements, I may be subject to sanctions.

Name

Signature

Date

Appendix 3: Company assets

Protection

APOPO expects its members to protect the assets of APOPO and to use those assets in the manner intended. Members should not use assets of APOPO for personal benefit or for the benefit of anyone other than APOPO. For example, occasional personal phone calls or e-mails from the workplace are acceptable. Excessive personal calls or e-mails is misuse of assets.

Theft

Theft of assets, whether physical theft such as unauthorized removal of products, equipment or information, or theft through embezzlement or intentional misreporting of time or expenses, may result in termination of the employment contract and criminal prosecution. Workplace theft of assets belonging to other members will be treated in the same way.

Illegal activities

Members should not engage in personal activities during work. They should not use computers, laptops, beamers or other equipment of APOPO for illegal or unethical activities such as gambling, pornography or other offensive subject matter. Loans from APOPO to members are prohibited.

Disclosure of non-public information

APOPO members should safeguard nonpublic information of APOPO which includes everything from contracts, strategic plans, staff information... They should not disclose nonpublic information to anyone outside APOPO. When engaging in social media activities, staff should be truthful, accurate and respectful and do not make unauthorized disclosures.

If a member detects any misuse of assets, or if there is suspicion of misuse, he/she needs to take immediate contact with the line manager, the finance manager and the confidant.

APOPO finance manager
finance@apopo.org

APOPO confidant
confidant@apopo.org

I hereby confirm that I have read and understood APOPO's Company Assets Policy and acknowledge that should I breach any of the stated instructions, conditions or requirements, I may be subject to sanctions.

Name

Signature

Date