

## GLOBAL CODE OF CONDUCT

The following code of conduct will apply to all AMREF staff worldwide and will help to establish a global AMREF culture. AMREF has already established an [Ethical Code](#); a [Global Fraud Prevention Policy](#), a [Child Protection Policy](#) and a [Gender Policy](#), all of which support this code of conduct.

### General principles

1. **Neutrality:** AMREF is an independent and neutral non-governmental organization (NGO) that is not related to any political or religious opinions or groups. Staff must note to respect and state this neutrality and should not express any personal, political or religious statements or ideas in relation to their work for AMREF.
2. **Equal opportunity and non-discrimination:** AMREF is an equal opportunity employer and will give fair consideration to all employees and applicants for employment. AMREF does not permit discrimination of any kind against any person on grounds of colour, creed, age, race, religion, gender, sexual orientation, disability, political opinion, culture, national extraction, marital status or medical condition.
3. **AMREF does not tolerate corruption in any form:** Gifts and hospitality must not influence or appear to influence the recipients' judgment to a business decision. "Hospitality" includes meals, refreshments, entertainment and comforts provided in the normal course of business meetings and business-related events. "Gifts" include anything of value other than hospitality.

Within the guidelines stated above, the following are the specific company policies for giving or accepting gifts and hospitality:

- a) Cash gifts are prohibited;
  - b) No employee may receive benefits, gifts or commissions from a supplier in return for advice or purchases by the Foundation, or for any other activity of the supplier;
  - c) No employee may accept any discount on any personal purchase of the supplier's product if the discount can be construed as being offered because of the business relationship;
  - d) Employees must avoid entering into any arrangements which inhibit the process of open competition;
  - e) Hospitality may be accepted if it does not exceed the hospitality that could be returned in the normal course of business entertainment or would be paid for by the Foundation as a reasonable business expense if a customer did not pay for it, e.g., your supervisor may approve the expense if you submitted a claim for reimbursement;
  - f) Client or supplier offers of expense paid trips to client or vendor sites, seminars, exhibitions or other outings should be reviewed with the Director General or their designate before the offer is accepted.
  - g) Employees may not participate in situations which may influence or appear to influence their judgment in dealing with clients or suppliers who may transact business with the Foundation;
  - h) Any type of bribe is prohibited. The Director General or his/her designate must approve favours given to all employees;
  - i) Any social support given by the Foundation must be specific and approved by the Director General or his/her designate. This may be limited to schools and hospitals.
4. **Fraud prevention:** Employees of AMREF must not engage in any illegal activity and must not, in the performance of their duties, commit any act of fraud, whether or not adverse to the interest of the Foundation ([see annex 6](#)).

5. **Child protection policy:** The UN Convention on the Rights of the Child (1989), Article 19 requires all people “to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse”. Members of AMREF have a common commitment to the prevention of child abuse and the protection of children. AMREF already has a [child protection policy](#) approved by the Board, which all staff must read and understand.
6. **Substance abuse:** AMREF prohibits the use, possession, distribution, purchase or sale of illegal drugs, narcotics, inhalants or other unlawful substances and materials, as well as the unauthorised use of alcohol on AMREF’s premises or while AMREF employees are engaged in AMREF’s business.
7. **Harassment:** Harassment on the basis of any other protected characteristic will not be tolerated. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his/her age, race, religion, gender, sexual orientation, disability, political opinion, culture, national extraction, marital status or medical condition and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (iii) otherwise adversely affects an individual’s employment opportunities.

At AMREF, sexual harassment, whether verbal or physical, is also unacceptable and will not be tolerated. For purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favours, and any other verbal, visual, or physical conduct of a sexual nature when:

- a) Submission to or rejection of this conduct by a person is used as a factor in decisions affecting hiring, evaluation, retention, promotion, or other aspects of employment; or
  - b) Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creates an intimidating, hostile or offensive work environment.
8. **Global identity and positioning (behaviours):** The HR aspect of the global identity and positioning recognizes that consistency in ways of working, supporting the One AMREF goal, not just the what (business objectives) but the how business objectives are being met (behaviours) is important for lasting change in health and for optimum productivity of staff. Key positive behaviours include: Respect, Teamwork, Commitment, Trust, Communication, Integrity, Transparency and Continuous Improvement/Innovation. These positive behaviors are being defined further as part of performance management and staff are urged to have a clear understanding of each of them.
  9. **Copyright:** Unless otherwise negotiated, AMREF is the inherent copyright owner of the data and documentation, including photos that any staff member may produce, gather, review and/or analyse on behalf of AMREF, irrespective of whether or not such data and documentation have been published. Furthermore, such data may not be published without the specific approval of the management.
  10. **Disclosure of information:** Staff members shall exercise the utmost discretion in regard to all matters of business. Confidential information that is known to them because of their work for AMREF shall not be disclosed to any third party, internally or externally, without the prior authorisation of the appropriate authority.
  11. **Personal relationships:** Personal relationships will not be permitted where it interferes with performance of duties and in cases of direct reporting. AMREF will only employ a relative of a

staff member when there is no actual or perceived conflict of interest in doing so. The relative of a staff member may be appointed provided that the usual recruitment procedures have been followed and based on the assumption of appropriate disclosure. Under no circumstances may a staff member be assigned to a position which is directly supervised or directly administered by the staff member to whom he/she is related or vice versa.

12. **Non-smoking policy:** All AMREF offices promote the non-smoking policy within their premises. Thus smoking is prohibited in AMREF premises.
13. **Special duties of AMREF staff members**
  - a) In accepting appointment by AMREF, with its terms, conditions, guarantees and emoluments, staff members **agree to abide** by AMREF code of conduct, policies and procedures.
  - b) Commitment: by agreeing to work for AMREF, staff members shall undertake to uphold **the highest standards of personal and professional behaviour** and to ensure that AMREF's integrity and reputation shall not be jeopardised by their actions; this includes theft, fighting and other unprofessional or undesirable behaviour.
  - c) All staff are expected to adhere to AMREF's values as part of our identity:
    - Health as a human right
    - Gender equity
    - Pro-poor
    - Non-discrimination
    - Trust and transparency
    - The realisation of potential
    - Professional standards.
  - d) Employees shall maintain a **high level of safety awareness** at work, comply with all safety and health rules and avoid (safety and health) risks as much as possible.
  - e) To maintain the confidence of our customers and colleagues, **avoid conflicts of interest**. A conflict of interest is a situation where one's private interest or outside economic interest interferes with one's duties and responsibilities to AMREF; and/or raises a reasonable question about such interferences.
  - f) Our collective personal conduct portrays the corporate image of AMREF. As part of staff employment responsibilities, everyone is expected to maintain a **good working relationship** with colleagues and those having business with AMREF and the community members whom it is our duty to serve.
  - g) Employees should **dress appropriately** for business out of respect for our colleagues, clients, partners and the communities that we serve.
14. **Compliance:** AMREF believes that compliance to this code of conduct is crucial for effective work processes, internal relationships and to maintain AMREF's reputation as a reliable partner and good employer.

AMREF also believes that **reporting gross misconduct or violation of this code of conduct** is a way of improving the organisation. Employees are encouraged to report violation of this code of conduct (anonymously) to their respective line manager, the senior management of AMREF or Board member, or any authorised person or confidential adviser, who shall undertake the

necessary steps to resolve the issue, if necessary with the help of the respective HR manager.

AMREF guarantees that employees will not experience any harmful consequences while reporting abusive situations.

**I confirm that I have read, understood and agree to abide by The Code of Conduct and Ethics of AMREF.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_