

Alsawaid Alkhadara Organization (AAO)

AAO Ethics in the work

Controls of behaviour of the organization's employees, especially with children, women and all beneficiaries

- We respect gender equality in our works, all genders have equal rights, responsibilities and opportunities. Our value women and men are equal, in our organization women, children, youth and men are safer and healthier. And we respect all people, appreciate differences and challenge inequality in our programs and our workplace. We support women & girls, children and youth to increase their confidence, self-esteem and to change their own lives. We empower our staff to give their best and develop their potential.
- We are Accountable, board and leaders and employees are responsible for their actions and decisions. Who do they answer to and how? Organizations will generally be answerable to different stakeholders, women, children and youth. We create a climate of trust inside and outside the organization by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.
- To deal with all children, women and youth with respect and all beneficiaries.
- We offer a good & safe environment for all children, women, youth, parents, staff and AAO.
- Respect for cultural differences between individuals and groups.
- We encourage open communication between all children, youth, women, parents, staff and AAO, and the involvement of children, women and youth in decisions making that concern them.
- We take full responsibility and accountability for our actions and not put our self in a place of suspicion or danger in which a legal claim may be made against me.
- Work on a self-assessment on our behaviours, our language, and our relationships with children and women.

Sexual Exploitation and Abuse

No excuses, no Tolerance for Sexual Exploitation and Abuse.

If you see something or hear something, Please say something

- All must always deal with respect and dignity with all people.

- Sexual exploitation and abuse is Unacceptable behaviour in the United Nations and all National and International organization.
- Sexual exploitation and abuse threaten the lives of the people we serve and protect them.
- Sexual exploitation and abuse harm the discipline of societies and damage the reputation of organizations.
- It is forbidden to engage in any sexual activity with anyone under the age of 18, regardless of the age of majority or consent anywhere.
- It is forbidden to exercise any consideration for money, goods, services and employment or any.
- It is forbidden to engage in any other bad behaviour or sexual exploitation.



Alsawaid Alkhadara Organization -AAO



Individual code of conduct

Alsawaid Alkhadara Organization (AAO) expects from its employees' good behavior and respect for human rights and international humanitarian law as a general practice associated with impartiality and non-discrimination. As an individual who works for the Alsawaid Alkhadara Organization, you are its representative. Your behavior is reflected in the way the organization is accepted. Therefore, your behavior and opinion may be interpreted as the view of Alsawaid Alkhadara Organization, so it is necessary to follow this code of conduct:

Alsawaid Alkhadara employees must behave in a manner that reflects the following:

- Solidarity with the population in danger in the same humanitarian sense of the word
- Respect the target population and the host community in general
- The spirit of equality and mutual respect between them and their counterparts in the organization.

This applies Alsawaid Alkhadara employees during and outside working hours and inside and outside the work site boundaries:

- Show respect for the opinions (ideas), knowledge, ways of life, religions, beliefs and behavior of beneficiaries and employees.
- Strictly adhere to political, religious and ethnic neutrality at all times when the employee is on a mission and enforced by local and national laws as well as humanitarian law (unless it conflicts with my principles of Alsawaid Alkhadara humanity)
- Practice, behavior, and foolish opinion must be consistent with the mission, the goal, and the spirit of the Alsawaid Alkhadara organization.
- The employee must be diligent to realize and understand the requirements of his work, even in the unintended things in his behavior, words and actions so as not to result in unacceptable consequences.

Some legal restrictions that must be respected:

- It is strictly prohibited and in any circumstances to accept or provide material incentives from any party during the contracting period

- Not using Alsawaid Alkhadara logo, cards, and stickers. Any item bearing the Alsawaid Alkhadara logo is used only for Alsawaid Alkhadara Lending.
- Outside the framework of work or security necessity, all employees should minimize showing the identity of Alsawaid Alkhadara Organization.
- Alsawaid Alkhadara Organization requires all of its employees to use its property and premises responsibly. Any use that contradicts its credibility is unacceptable.

In addition to the legal restrictions and individual behavior of Alsawaid Alkhadara employees:

- No to exploitation, especially physical and sexual, in any form
- No to physical abuse and basic human rights
- No to not respecting the customs and traditions of the host country
- No to the use of prohibited drugs and narcotics

Alsawaid Alkhadara does not accept the flexibility of host country laws as an excuse for misconduct by foreign employees, if any.

Alarm whistle:

All employees of Alsawaid Alkhadara have the right to express their voice to the highest authority if this code is violated, this authority may be in the place of the board of directors or in the presidency of the organization, the general manager. And people are not blamed for that.

By signing this document, I acknowledge that I have read and understood the meanings, purposes and consequences of my/her behavior as requested by Alsawaid Alkhadara Organization.

Name: _____

Job/ post title: _____

Place of work: _____

Signature: _____

Date: _____

Accreditation of personnel affairs officer

Name: _____

Signature: _____

