



Africa
Children
Aid (NPC)

ORIGINAL

CODE OF CONDUCT

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ACA 004/1

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CODE OF CONDUCT

The Code of Practice sets out the expectations of **AFRICA CHILDREN AID** on all those who work for it – Board of Directors, members, volunteers, locums, representatives, and students known subsequently as volunteers unless otherwise stated.

AIMS AND OBJECTIVES OF AFRICA CHILDREN AID

1. Africa Children Aid is a **CHRISTIAN** Faith based Non-Profit Company.
2. All volunteers should uphold and seek to achieve the objectives of Africa Children Aid.
3. The conduct of volunteers should reflect the high-quality standards Africa Children Aid is striving for in its work with the public, and with all those who work for Africa Children Aid.
4. Our Christian beliefs and Ethics must always be honoured.
5. Africa Children Aid is committed to ensuring equality of opportunity for all volunteers and no discrimination against any person with relation to race, religion, culture, gender, class, disability, sexual orientation and HIV status will be held against them during the application process.
6. Africa Children Aid has a Christian foundation through all our programs, but no child, person or benefactor should be discriminated on with relation to race, religion, culture, gender, class, disability, sexual orientation, and HIV status.

PROFESSIONAL CONDUCT AND INTEGRITY

1. Volunteers shall avoid any act which may Africa Children Aid bring into disrepute or diminish Africa Children Aid and confidence of the public and stakeholders
2. Volunteers should maintain appropriate professional relationships with colleagues.
3. Where volunteers feel a colleague's behaviour, competence or integrity is defective or deficient, they should discuss this with that colleague.

4. If no satisfactory outcome is achieved, or it is a matter of serious concern, the complaint should be referred to the Manager.
5. It is the responsibility of volunteers to be aware of the social, legal, and professional consequences of any act but which may be professionally, morally, legally, or ethically questionable.
6. It is important that volunteers are reliable and punctual.
7. Volunteer's appearance must be appropriate. Volunteers must take note that what they wear is appropriate and not provocative.
8. The use of violence or abusive language/ behaviour is unacceptable.
9. Volunteers may not consume drugs or alcohol whilst volunteering with Africa Children Aid. Any exception to this rule must be approved by the Management.
10. South Africa is a Smoking Restricted country. Smoking is not allowed in most Public places. Designated smoking areas will be available at the base and most public areas. The Notice Relating to Smoking of Tobacco Products in Public Places (No. R. 975) was issued under the Tobacco Products Control Act and regulates designated smoking areas for places where such designated smoking areas are allowed.

PUBLIC PROFILE

1. Volunteers are expected to be committed to the aims and objectives of Africa Children Aid and promote the work and policies of Africa Children Aid in external contacts.
2. Invitations to speak on behalf of Africa Children Aid should only be accepted with prior permission of the Manager unless this is an integral part of the job and contained within a person's job description.

FINANCE

1. All financial transactions should be properly authorised and recorded and unnecessary or wasteful expenditure should be minimised. Wherever possible, external receipts for expenditure should be obtained.
2. All financial donations should be notified
3. All fees, payments and gifts received from external sources by any individual working for Africa Children Aid that are made as a result of that person's connection with Africa

Children Aid, should be given to Africa Children Aid unless otherwise authorised by Manager

RESOURCES

1. Any clothing, stationary, furniture and/or any other help to any child/person/ organization should be authorised and recorded
2. The use of resources must be monitored, and unnecessary or wasteful expenditure should be minimised. Record must be kept of all resources used or handed out.
3. All physical donations (clothing, linen, furniture, equipment etc) and gifts received from external sources by any individual working for Africa Children Aid that are made as a result of that person's connection with Africa Children Aid, should be given to Africa Children Aid unless otherwise authorised by Manager.
4. Any Gift addressed to a specific volunteer must be declared to Management.

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