

Code of Conduct

Africa-Asia Impact (AAI) – Code of Conduct

Version 1.0 — For all staff, partners, volunteers, consultants, and suppliers

1. Purpose

This Code of Conduct sets the expectations for ethical, professional and responsible behavior for everyone representing Africa-Asia Impact (AAI).

It applies to all AAI staff, board members, volunteers, contractors, partners, suppliers, field teams, and anyone acting on behalf of AAI.

The Code reflects AAI's values of integrity, dignity, inclusion, climate responsibility, and respect for human rights.

2. Scope

This Code applies to:

- AAI staff and board members
- local partners and partner staff
- consultants, volunteers, and interns
- implementing partners, suppliers, and subcontractors
- community facilitators and youth leaders engaged by AAI

Compliance is mandatory.

3. Core Principles

All representatives of AAI agree to:

- act with honesty, integrity, and professionalism

- respect all people regardless of gender, ethnicity, age, ability, religion, sexual orientation, or identity
- follow all AAI policies, including: PSHEA, Gender Equality, Child Protection, Disability Inclusion, Good Governance and Anti-Corruption, Climate Policy, Anti-Terror & Sanctions Screening
- promote a safe, inclusive, and respectful work environment
- avoid any action that harms AAI’s reputation, beneficiaries, or partners

4. Respectful Work Environment, Staff Well-being & Duty of Care

AAI is committed to creating a safe, respectful, supportive and psychologically healthy work environment for all staff, partners, volunteers and community-facing personnel.

All AAI staff and representatives must:

- promote a culture of care, dignity, and professionalism across all operations
- treat colleagues, partners and community members with respect, empathy and courtesy
- contribute to a positive, inclusive, and supportive team culture
- avoid behavior that creates stress, fear, humiliation, or hostility
- respect colleagues’ work–life balance, personal boundaries and right to privacy
- avoid unnecessary contact outside working hours unless essential for safety or operations
- support colleagues who face high workloads, difficult cases, or field-related stress
- ensure supervision that is non-intimidating, fair and based on mutual respect
- recognize signs of burnout, overload or distress, and seek support when needed
- not misuse authority over subordinate staff, volunteers, or community members
- no staff member may instruct, advise, or pressure colleagues or beneficiaries on how to dress, behave, or live according to personal or religious expectations. AAI rejects all forms of gendered or religious moralizing, towards staff or community members.

Managers have additional responsibilities to:

- prevent overwork and monitor workload distribution
- maintain safe working conditions, especially in field environments

- ensure clear, fair, and respectful communication
 - provide constructive feedback without blame or humiliation
 - uphold confidentiality when staff share concerns
 - support staff well-being during challenging tasks, travel, or community interactions
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5. Professional Behavior

AAI staff and partners must:

- behave respectfully towards colleagues, partners, and community members
 - avoid aggressive, threatening, or humiliating behavior
 - never abuse a position of power or trust, including situations where a staff member supervises, evaluates, mentors, or has authority over another person, such as community volunteers, village resource persons, or junior or subordinate staff.
 - maintain confidentiality of sensitive information
 - ensure truthful, accurate communication internally and externally
 - declare conflicts of interest
 - use AAI resources responsibly (vehicles, funds, equipment, data)
 - respect local cultures while upholding human rights principles
 - avoid political advocacy on behalf of AAI without authorization
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6. Protection from Sexual Harassment, Exploitation and Abuse (PSHEA)

All AAI personnel must:

- strictly avoid any form of sexual harassment, exploitation, or abuse
- avoid sexual activity with beneficiaries or anyone receiving assistance
- never exchange money, employment, or benefits for sexual favors
- avoid relationships where power imbalances exist
- report any safeguarding concerns within 24 hours
- ensure confidentiality and non-retaliation

Reference: *AAI Policy on Protection from Sexual Harassment, Exploitation and Abuse (PSHEA)*.

7. Child Protection

All AAI representatives must:

- act in the best interest of children
- avoid any behavior that could be abusive, harmful or inappropriate
- follow the two-adult rule where possible
- avoid taking photos, videos, or personal information about children without consent
- report any suspected child abuse immediately

Reference: *AAI Child Protection and Prevention of Child Labor Policy*.

8. Anti-Corruption, Integrity, and Financial Conduct

AAI maintains a zero-tolerance approach to corruption.

Representatives must not:

- request, accept or give bribes
- misuse funds, assets, or resources
- manipulate procurement or financial documentation
- engage in fraud, forgery, or favoritism
- participate in conflicts of interest
- conceal financial irregularities

All concerns must be reported through AAI's confidential channels.

Reference: *AAI Good Governance and Anti-Corruption Policy*.

9. Terrorism, Sanctions and Due Diligence

No AAI staff, partner or supplier may:

- support, fund or be associated with terrorist groups

- cooperate with individuals or entities on UN, EU, OFAC or DFID sanctions lists
- engage with extremist or radicalized groups

AAI screens all partners and suppliers against international sanctions lists.

Reference: *AAI Anti-Terror and Sanctions Compliance Policy*.

10. Climate, Environment and Biodiversity Responsibility

All representatives commit to:

- avoid environmentally harmful activities
- support climate awareness and nature protection
- use resources responsibly
- reduce emissions where possible
- report environmental damage or risks

Reference: *AAI Policy on Biodiversity Protection, Climate Awareness and Environmental Responsibility*.

11. Data Protection and Confidentiality

All AAI partners must:

- protect personal data and sensitive information
 - store information securely
 - never share data externally without authorization
 - ensure confidentiality of whistleblowers and complainants
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12. Social Media and Public Communication

Members of AAI must:

- avoid posting confidential or harmful information
- behave respectfully and professionally online
- avoid representing AAI's views without authorization

- not engage in political, religious, or controversial debates in AAI's name
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13. Non-Retaliation and Whistleblower Protection

AAI guarantees:

- confidential reporting channels
- zero retaliation against whistleblowers
- safe reporting for staff, partners, and community members
- restricted access to information so identities remain protected

Reports can be submitted to: confidential@africa-asia.dk

AAI ensures *no action will be taken that reveals who reported.*

14. Duty to Report

All AAI staff and partners must report:

- safeguarding concerns
- corruption or financial misconduct
- PSHEA violations
- breaches of this Code
- terrorism/sanctions risks
- environmental harm

Failure to report may itself be considered misconduct.

15. Consequences for Violations

Violations may result in:

- disciplinary action
- removal from project activities
- termination of contract

- reporting to donors or authorities
 - recovery of misused funds
 - permanent exclusion from AAI partnerships
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16. Compliance Declaration

All AAI staff, partners, contractors, volunteers and suppliers must sign a declaration that they:

- have read and understood this Code
 - will abide by all AAI policies
 - accept the duty to report concerns
 - accept non-retaliation rules
 - accept screening requirements
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End of Document

Africa-Asia Impact (AAI)

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