**DECLARATION WITH REGARDS TO GENERAL CODE OF CONDUCT**

the ant has developed a Code of Conduct to uphold and promote the highest standards of ethical and professional conduct among all the Ants affiliated to the organization. The objective of the Code is not to punish or sanction but to raise awareness and provide guidance for each affiliated person’s conduct. The document is intended to protect affiliated persons of the ant from unintended allegations of inappropriate behaviour towards children, women and fellow colleagues.

This declaration is prepared to ensure that the Ants have carefully read and are aware about the implications of provisions cited in the Code of Conduct and other concerning policies adopted by the organization as well as the State. The declaration is to be signed by everyone employed by, contracted by or in some other formal relationship with the organization and is relevant to all locations where it has presence.

**Ensuring respectful and responsible Conduct.**

As an Ant I commit to adhere to the principle of “Do no harm”

I am aware that as an employee/associate of the ant I continually represent the organization in my work and life. I acknowledge that my attitude and behavior have a significant impact on the children and colleagues in the ant’s activities and its reputation. I will therefore be mindful of my conduct both within and outside the organization. In particular, I shall adhere to the local laws that apply where I live and work and that I shall act according to the organization’s core values.

In my interactions with all children, youth, colleagues and persons affiliated to the ant I am committed to be empathetic and non-violent in action, language and gestures. I will respect the basic rights of all, regardless of gender, age, ability, health, language, ethnicity, race, colour, religion, caste, sexual orientation and any other aspects of identity or personal characteristics. I will act fairly, honestly and respectfully and will treat all children, youth, colleagues and affiliated persons with sensitivity, empathy, tolerance, dignity and respect. I will respect the national law and local culture, traditions, customs and practices in line with the law of the land. Therefore, I will not take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others.

If my role is that of a supervisor, I also understand that I have additional responsibilities to model the good behaviour promoted through the code in order to create an environment in which good conduct can flourish. I will ensure that my team is aware of the code and are supported in putting it into practice, and I will manage misconduct appropriately and actively address breaches of the code.

**Professional Conduct concerning Children:**

I am concerned about the situation of children in general and will endeavor to promote their welfare and contribute to the development of each individual child to his / her full potential.

I will contribute to the creation of a loving and caring atmosphere for children. I will treat children with respect, justice and understanding and extend to them the benefit of moral guidance, self-discipline and appropriate instruction.

I am aware of being a role model for children and youth and therefore commit to displaying respectful and responsible behaviour. I recognise equal opportunity and will treat all children equitably, including the promotion of gender equality.

**Safety:**

I will always uphold the trust and confidence placed in me by the organisation to protect children and serve their best interests.

I will conduct myself in a way that safeguards children and youth from all forms of discrimination, abuse, mistreatment and neglect. I will strongly support our values and promote children’s development.

I will not hire children as ‘house help’ (domestic workers) or for any work that is likely to be hazardous or interfere with the child’s education, or that may be harmful to the child’s, physical, mental, social, spiritual or moral development.

I will make sure that my work with children is visible to others and generally will not spend excessive time alone with children and away from others. Only when it is appropriate due to the nature of my role (e.g. counselor) I will spend longer periods of time confidentially with children, though in open sight. I shall not have children that are the ant’s program participants to stay with me in my home (overnight or for extended periods) especially when there is no other responsible adult around.

I will report all concerns regarding actual or potential child abuse, mistreatment or any other violation of the Child Safeguarding Policy according to our reporting and responding system. I shall do this trusting that I shall be protected and supported by the organisation.

I will keep data about the children and youth in the ant programs confidential (e.g. information on their family background, health status, etc). This principle of confidentiality also extends to former participants in the organisation services and their siblings, and applies beyond the point at which Ants cease their employment with the ant.

**Professional Conduct concerning Colleagues:**

**Power and Position**:

I will use my position for the benefit of the organisation when dealing with government officials, donors, sponsors, suppliers and other people affiliated to the ant. I will avoid any conflict of interest arising from personal interests and/or obligations I might have towards third parties the organization has business relations with.

I am aware that children, youth and adults look up to me as a person in authority. I must not use that position for my own benefit or for the benefit of my family or friends.

This means I must not enter into any sort of business relationship on behalf of the ant with family members, friends or other personal contacts for the supply of any goods or services to the organization or to the village families.

I understand that I must not ask for or invite any personal payment, service or favour from others, especially beneficiaries of the ant projects in return for our help, support, goods or services of any kind. If any fee/ money is to be ever received, i shall do so only against a formal receipt and deposit it to the accounts department. I shall not accept bribes or significant gifts (except small tokens of appreciation) from governments, participants in the ant program, donors, suppliers or others which have been offered as a result of my employment.

When involved in local political and religious – even if off-duty hours - or in community activities, I commit to ensuring that the ant’s mission and objectives are not compromised, and that the organization is not brought into disrepute.

I will not work under the influence of intoxicating substances such as alcohol or any other substances that significantly impair my ability to do my job. Even the smell of previous day’s consumption will not be found when i am on duty.

I will ensure good and constructive working relationships with all colleagues. I will not allow any personal relationships with my fellow ants to have a negative impact on my work, other ants or the working environment in general.

**Use of Resources**:

I will administer resources entrusted to me by the organization in a transparent and prudent manner and in compliance with established controls that ensure optimum use of all our material and human resources.

Ants are the most important resource in the ant. I shall not behave in a way that creates unnecessary risk to my health, safety and security, or to that of others with whom I work.

I will use all computers and other information technology responsibly and refrain from inappropriate usage, especially that relating to the creation, viewing, downloading or distribution of any inappropriate or offensive material, **including, but not restricted to, abusive images, pornography of children and adults**

I will perform my job in an environmentally responsible manner in order to be a good role model for children and youth in this regard, and to pass an intact and healthy environment to the next generations.

**Use of Information**:

Given that my position in the ant involves trust and confidence, I will exercise prudence in disclosing information outside the normal requirements of my job. I shall not communicate any sensitive or potentially damaging information to external bodies or individuals, including media representatives, without appropriate authorization.

When sharing general information about children and colleagues (for example, data, pictures, etc.) I will do so with full respect and consideration for their privacy and dignity and possible danger that may accrue to them.

Each of my actions matter! I realize that any violation of this Code can have serious implications on the lives of beneficiaries and for the organisation. Therefore, the organization will respond to violations as deemed appropriate, regardless of position, status or personal relationship, and in accordance with national and local legislation and/or the terms and conditions of service defined within the organisation. Consequences may include disciplinary action, up to and including dismissal, and if criminal in nature a referral to the national authorities, e.g. police or other relevant agencies.

**Signature and Commitment:**

I have carefully read and clearly understood the policies on Sexual Harrassment at Workplace, Child Safeguarding, Whistleblower, Gender Equality and Code of Conduct. I am aware that the ant expects me to uphold the standards of behaviour described in organizational policies. I fully appreciate its context and contents. By signing this declaration, I commit myself, in unison with the entire organization, to aspire for and maintain the required conduct as a precondition of my service to the ant.

I have received and hereby sign a copy of this document; a copy of the signed document will be filed in my personnel file.

|  |  |
| --- | --- |
| **Name:** | **Date:** |
| **Signature:** | **Location:** |