



Code of Ethics

Preamble:

WE, the directors, staff and volunteers of the Canada Africa Partnership Network, operating under the legal name CAP Network Inc (hereafter referred to as “CAP Network”);

GUIDED by our common commitment to helping African communities resist, survive and overcome HIV & AIDS pandemic in Africa;

RECOGNIZING the importance of good governance and ethical practices to our ability to work effectively and efficiently towards the achievement of this vision;

CONSCIOUS of the impact of any unethical practice by any individual on the reputation and credibility of the CAP Network;

HEREBY commit ourselves to this Code of Ethics which shall guide all our decisions, communications and actions made in our respective roles with CAP Network:

1. Ethical Principles

- 1.1. Promotion of human rights and respect for the equality, rights and dignity of all people who make up the organization and/or interact with CAP Network on any level
- 1.2. Commitment to gender equality at all levels of CAP Network’s operations (*see related Policy on Gender Equality*)
- 1.3. Protection of all people who make up the organization and/or interact with CAP Network on any level from sexual exploitation or sexual abuse
 - 1.3.1. Sexual exploitation refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another
 - 1.3.2. Sexual abuse refers to an actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions
 - 1.3.3. Any experience, observation or report of sexual exploitation or abuse must immediately be report to the CAP Network Managing Director who will work with impacted local partners or projects to investigate the incident in a manner that respects the privacy and rights of both complainant and respondent.
 - 1.3.4. All actions responding to sexual violence, abuse or exploitation will use a survivor-centred approach, empowering the survivor in decision-making as much as is possible.
 - 1.3.5. CAP Network will maintain a zero-tolerance policy for sexual misconduct, abuse and violence; following an investigation any and all persons responsible shall be

immediately removed from any position or participation in CAP Network's organization or projects.

- 1.3.6. CAP Network expects a similar zero-tolerance approach from all project partners and may cease collaboration if incidents are not properly managed or appropriate action is not taken.
- 1.3.7. All project partners are similarly required to ensure all staff, volunteers and participating stakeholders are aware of their rights and are provided with the contact details of the appointed individual to whom complaints should be directed – this individual is required, per our intermediary agreements, to inform the CAP Network Managing Director immediately.
- 1.4. Respect for the physical environment and commitment to keeping the environmental footprint of CAP Network's activities to a minimum at all levels of operations (*see related Environmental Policy*)
- 1.5. Maintaining a culture of transparency and accountability particularly in the receipt and management of funds
 - 1.5.1. Fundraising There shall be openness, honesty and transparency exhibited in the fundraising process, expenditure and accounting for the funds
 - 1.5.2. Financial Reporting - All financial reporting shall reflect an honest and accurate accounting of sources and use of funds
 - 1.5.3. Open Communications – CAP Network shall be a good steward of donor funds and will provide donors with reports on the use of funds; CAP Network will ensure that all project stakeholders received regular and relevant reporting on the impact of projects in their communities
- 1.6. Respecting Personal Privacy (*see related privacy policy*)
- 1.7. Avoiding corrupt and unethical practices including:
 - 1.7.1. Accepting or soliciting bribes - No individual may promise, offer or give any benefit to any decision-making authority in order to improperly effect actions or decisions, nor will any individual accept such benefits intended to influence their decisions/actions within their role at
 - 1.7.2. Embezzlement and/or theft - No individual shall steal or misuse any CAP Network resources, be it funds, physical assets and/or time and labour of CAP Network staff and volunteers
 - 1.7.3. Exploiting a conflict of interest - No individual shall use their affiliation with CAP Network to obtain personal benefits to themselves or to a member of their family
 - 1.7.4. Favouritism, nepotism or clientelism - No individual shall assign appointments, services or resources on the basis of familial ties, race, religion or any other preferential grouping
 - 1.7.5. Extortion - No individual shall coerce through any means a person or group to pay money or other assets or favours in exchange for an action
- 1.8. Maintaining a high standard of professionalism in all interactions, dealing with people honestly and with full integrity

- 1.9. Respect for the autonomy, independence and diversity of all partners
- 1.10. Instilling and contributing to a culture of dialogue and sharing of resources, information, expertise and experiences

2. Institutional Practices

2.1. Policy Review and Declaration - All staff, volunteers and Directors of the organization will be provided with a copy of this Code of Ethics along with related Policies on Gender and HIV, Environment and Privacy at the commencement of their work with CAP NETWORK and will be required to sign a declaration indicating their commitment to upholding the ethical principles outlined herein.

2.2. Board of Directors Monitoring and Oversight

2.2.1. The Board of Directors shall undertake an annual review of the Ethical Principles and Institutional practices to monitor overall compliance and to identify areas of improvement

2.2.2. The Board of Directors shall include a review of the Code of Ethics and compliance measures as part of annual Performance Review of the Executive Director

2.3. Financial Controls

2.3.1. Two authorized signatories shall be required for all financial transactions on behalf of CAP Network

2.3.2. CAP Network will conduct an annual financial audit with an independent Accounting Firm and shall publish the resulting Audited Financial Statements for public access on its website

2.3.3. The Executive Director shall work with a qualified accountant to review financial transactions on a monthly basis

2.3.4. The Executive Director will provide quarterly budget reports to the Board of Directors

2.3.5. Annual budgets shall be drafted by the Executive Director with input from the bookkeeper and Treasurer. Draft budgets will be presented to the Board of Directors for review and approval prior to the beginning of each fiscal year.

2.3.6. Appropriate documentation, including receipts, ledgers, invoices etc., shall be filed with records of all financial transactions

2.3.7. Accurate and complete budgets will be maintained for all designated funds received, including grants and donations from individuals

2.3.8. Where required CAP Network will open bank accounts at accredited Financial Institutions – all accounts will require two signatories for transactions – and will duly reconcile bank statements with internal records

2.4. Communications

2.4.1. Governing policies of the organization shall be published on the CAP NETWORK website and provided by email or mail upon request

2.4.2. Annual Reports and Financial Statements will be published for public access on the website

- 2.4.3. All communications shall accurately represent the work of our partners on the ground and provide a complete and honest picture of CAP Network activities
- 2.4.4. CAP Network shall provide accurate and timely reports to all funders regarding the use of their funds (where report templates are not provided by the funder or donor, CAP Network shall send an interim report within six months of the receipt of funds and a final report at the end of the funding period)
- 2.4.5. CAP Network will be clear in its fundraising materials regarding the planned use of funds raised and shall provide such details in thank you letters accompanying all donor tax receipts
- 2.4.6. All donors shall be provided with the opportunity to receive regular updates and communications from CAP Network through either mail or email
- 2.4.7. CAP Network donors are welcome to visit any and all CAP Network project sites providing notice of planned visit is provided

2.5. Enforcement Measures

- 2.5.1. Anyone who believes a staff, volunteer or Director is not upholding the Ethical Principles outlined above should immediately report the activity in question to their supervisor. If concerns relate to the supervisor, report should be made to the Executive Director. Should concerns relate to the Executive Director, the report shall be made to the Board of Directors.
- 2.5.2. All reports of misconduct shall be kept confidential
- 2.5.3. Supervisors shall conduct a full inquiry into all reported misconduct and report their findings to the Executive Director (note: should the Executive Director be in anyway implicated, findings should be reported to the Board Chair)
- 2.5.4. Unless covered by the measures outlined above for sexual misconduct or abuse, findings of misconduct in contravention to the Ethical Principles may result in:
 - 2.5.4.1. Required training or termination of volunteer roles
 - 2.5.4.2. Request for resignation of a Board Director
 - 2.5.4.3. Disciplinary action and/or termination of employment of staff, depending on severity of misconduct

2.6. Responsibilities

- 2.6.1. All volunteers, interns, CAP Network staff, board directors, locally hired project staff and subcontractors must:
 - 2.6.1.1. Read and familiarize themselves with the full Code of Conduct and commit to upholding all principles
 - 2.6.1.2. Take all reasonable measures to ensure that other stakeholders interacting with CAP Network activities and projects uphold the principles
 - 2.6.1.3. Report all incidents of behaviour that are not in keeping the principles
- 2.6.2. All leaders and managers within CAP Network, our Affiliates and Project Partner organizations are duty bearers and must:

- 2.6.2.1. Ensure all staff, volunteers, interns, local project staff and subcontractors under their supervision are informed of the Code of Conduct, understand the principles and comply with all principles
- 2.6.2.2. Ensure all staff, volunteers, interns, local project staff and subcontractors under their supervision are aware of their rights and have the contact information needed to report experience or observation of any misconduct, including sexual violence, exploitation or abuse.

3. Declaration:

This form is to be executed by all Directors, Volunteers, Staff and Subcontractors of CAP Network as evidence of the shared commitment to the principles outlined in this Code of Ethics as adopted by the Board of Directors.

I _____ the undersigned, having reviewed CAP NETWORK Code of Ethics, hereby declare my commitment to upholding the ethical principles and institutional practices as outlined.

I have placed my hand and signature, this ____ day of _____, 20__ ,
at _____, (place).

Signature

Relationship to CAP NETWORK