

Codes of Ethics

1. Overview

Well Being Africa (WBA)'s values are engrained in integrity, service, empowerment, respect, and teamwork and its objectives have respect for ethical principles. These principles direct the activities of the organisation, its officials, and its employees.

WBA is committed to protecting its employees, partners, funders, affiliates, and the organisation from illegal or damaging actions by individuals, either knowingly or unknowingly. WBA will not tolerate any wrongdoing or indecency at any time, and it would take appropriate measures to act quickly in correcting any violation of the ethical code.

2. Purpose

The purpose of WBA's codes of ethics is to establish a culture of honesty, and trust and to ensure that the expectations of its employee, clients, and funders are treated with fairness and due diligence. This ethics policy serves to guide WBA's operations and ensure ethical conduct. Also, the codes inform our partners and funders of the dealings of WBA.

3. Scope

The codes of ethics apply to the management and senior executives, employees, contractors, consultants, temporary staff, and other workers at WBA.

4. Ethics guidelines

Management's commitment to ethics

- i. The management and senior executives of WBA must model best practices in official matters, and deal with honesty and integrity.
- ii. The management and senior executives must operate an open-door policy and welcome suggestions and concerns from employees.
- iii. Executives must disclose any conflict of interests regarding their position within WBA.

Employees' commitment to ethics

- i. The employees of WBA would treat everyone with fairness and mutual respect, promoting a team environment and avoiding the appearance of unethical or compromising practices.
- ii. All employees would apply efforts and intelligence in maintaining ethical values.
- iii. Employees must disclose any conflict of interests regarding their position within WBA.
- iv. Employees will assist WBA to ensure clients, partners, and funders' satisfaction by providing quality services and timely responses to inquiries.
- v. Employees should be cautious of behaviours that may be considered illegal, non-compliant with WBA policies, contradict WBA's values, disregard stakeholders/partners/funders, and undermine the integrity of WBA.
- vi. Effective ethics is a team effort involving the participation and support of every WBA employee. Therefore, all employees should familiarize themselves with the codes of ethics.

Organisational awareness

- i. WBA shall reward the promotion of ethical conduct within the interpersonal communications of employees.
- ii. WBA shall promote a trustworthy and honest atmosphere to strengthen the concept of ethics within the company.

Maintaining ethical practices

- i. WBA conducts its activities honestly and ethically wherever it operates with attention to integrity, objectivity, professionalism, and confidentiality.
- ii. WBA support the importance of the integrity message starting from the top. Every employee, manager, and director needs to consistently maintain ethical behaviours.

- iii. WBA constantly improves the quality of its services, and operations and creates a reputation for honesty, fairness, respect responsibility, integrity, trust, and sound judgement.
- iv. Officers, directors, and employees at WBA shall encourage open dialogue, get honest feedback, and treat everyone fairly, with honesty and objectivity.
- v. WBA maintains a best practice disclosure committee that ensures that ethical code is delivered to all employees as well as addresses every concern regarding the code.
- vi. No bribes, tips or other similar remunerations shall be given to any person or organization to attract or influence programme activity.

Unethical behaviour

- i. WBA avoids the intent and appearance of unethical or compromising practise in relationships, actions and communications with stakeholders, partners, funders, and associates.
- ii. WBA does not compromise its principles for any short-term advantage.
- iii. WBA does not tolerate harassment or discrimination of any sort.
- iv. No unauthorized use of the organisation's property, intellectual property, and technical information integral to the success of the operations of WBA will not be tolerated.
- v. WBA shall not permit impropriety at any time, and it will act ethically and responsibly under the laws.
- vi. WBA's employees shall not use corporate assets or business relationships for personal use or gain.
- vii. Officers, directors, and employees shall avoid using their official contacts to advance their private business or personal interests at the expense of the organisation, its funders, partners, or affiliates.
- viii. Officers, directors, and employees shall avoid gifts, gratuities, fees, bonuses, or excessive entertainment to attract or influence programme activity.

Handling material information

- i. Until any material information has been publicly released by the WBA, an official and employees can not disclose it to outsiders except those within the organization whose positions require the use of the information.
- ii. Officers, directors, and employees of WBA will often handle or have possession of propriety, confidential or project-sensitive information and must take appropriate steps to assure that such information is strictly safeguarded. This information could be for WBA or on behalf of any of its clients or affiliates.
- iii. Branded, confidential and sensitive information about WBA, its funders, partners, or affiliates should be treated with sensitivity and discretion and only be disseminated on a need-to-know basis.
- iv. Officials and employees that have access to any property or other resources of WBA would ensure that it is properly used solely for the organisation's interests.

Sponsorship

- i. WBA is accountable to its sponsors for the use of their funding.
- ii. WBA ensures that all sponsorship and sponsored items are used solely for the purpose for which they are provided.
- iii. The sponsor's consent shall be obtained if a sponsored item is to be used for a purpose other than the originally stated purpose for which it is obtained.
- iv. Officials and employees of WBA shall ensure adequate transparency on the use of funding to the sponsors.

Fundamental human rights

- i. WBA promotes the rights of its project beneficiaries especially women, girls, and children as recognised and expressed in international conventions.

- ii. Relating to children, WBA recognises that a child is a person in his or her own right, therefore WBA promotes children's right to basic nutrition, shelter, basic health care services and social services.
- iii. Relating to women, working in partnership with the Solidarity for African Women Rights (SOAWR) to advance the promotion and protection of women's rights in Africa.

Sustainable development

- i. WBA designs its projects with sustainability in mind such that intervention impact continues after the completion of the project.
- ii. WBA's project interventions are always in alignment with United Nations's sustainable development goals towards achieving a better and more sustainable future for all.
- iii. WBA designs its projects with the responsibility of protecting the environment thereby contributing to sustaining our planet, communities and economy.

Compliance with codes of ethics

- i. It is the responsibility of every official and employee of WBA to understand and comply with the Code of Ethics of WBA, by conscientiously avoiding any conflict of interest, making a declaration, and seeking prior permission from the management.
- ii. The management would ensure that officials and employees understand and comply with the standards and requirements of the code of ethics.
- iii. Violation of the code of ethics by officials and employees is subject to disciplinary action. In cases of other criminal offences, a report will be made to the appropriate authorities.