



CODE OF CONDUCT FOR VOLUNTEERS AND STAFF

Adopted under section 6.1 of the NeGI Bylaws

Adopted 2025

1. Purpose

This Code of Conduct outlines the expected behaviors, responsibilities, and ethical standards for all NeGI staff and volunteers. It serves to promote accountability, transparency, professionalism, and respect in the pursuit of NeGI's mission.

2. Scope

This Code applies to:

- All full-time and part-time staff members.
- All volunteers, interns, or contracted people.
- Representatives acting on behalf of NeGI in any official capacity.

3. Core Values

All staff and volunteers shall uphold the following values:

- **Integrity:** Be honest and truthful in all actions and communications.
- **Respect:** Treat all people with dignity regardless of age, gender, race, religion, ability, or status.
- **Excellence:** Strive for high performance and commitment to quality service.
- **Accountability:** Take responsibility for actions, decisions, and results.
- **Confidentiality:** Maintain the privacy of all sensitive or personal information entrusted to you.

4. Personal and Professional Conduct

Staff and volunteers shall:

- Comply with all organizational rules, policies, and local laws.
- Perform duties with competence, diligence, and dedication.
- Avoid conflicts of interest or personal gain from NeGI activities.
- Report any suspected fraud, abuse, harassment, or misconduct.
- Uphold the image and mission of NeGI in all online and offline communications.

5. Relationships with Beneficiaries

When engaging with children, youth, or vulnerable groups:

- Show compassion, patience, and understanding.
- Never exploit, harass, abuse, or manipulate beneficiaries.
- Do not initiate romantic, sexual, or inappropriate relationships.
- Maintain appropriate boundaries in all mentorship and support roles.
- Report suspected abuse or risk immediately to the safeguarding team.

6. Use of Resources

- Use NeGI property, funds, and equipment responsibly.
- Avoid waste, misuse, or personal appropriation of organizational assets.
- Ensure accurate and honest documentation of activities and finances.

7. Communication and Social Media

- Use respectful language in all public and internal communications.
- Refrain from sharing unauthorized photos, data, or information online.
- Avoid spreading misinformation or engaging in political or divisive debates under the name of NeGI.

8. Dress Code and Appearance

- Maintain a clean, modest, and professional appearance during official duties or events.
- Wear any designated attire when required, especially in school or formal engagements.

9. Prohibited Conduct

The following actions are strictly prohibited and may lead to disciplinary action or termination:

- Discrimination or harassment of any kind.
- Alcohol or drug use during official duties.
- Theft, fraud, or bribery.
- Sexual misconduct.

- Sharing confidential data without permission.

10. Reporting and Complaints

- Any breaches or misconduct should be reported to a supervisor, the HR team, or the National Coordinator.
- Reports may be submitted anonymously and will be handled with confidentiality and care.

11. Disciplinary Measures

Violations of this Code may result in:

- Verbal or written warnings.
- Suspension from duties.
- Termination of contract or volunteer status.
- Legal action where applicable.

12. Acknowledgment and Compliance

Each staff member and volunteer must sign an acknowledgment of this Code before beginning duties.

Name: _____

Roles: _____

Signed: _____

Date: _____

Approved by:

Chair of the Board

CEO
