POLICY 02

Code of Conduct

The standard of behaviour required of everyone acting in the Foundation's name

Policy owner	CHIEF OPERATIONS OFFICER	**Approved by**	Board of Trustees
Version	1.0	**Date adopted**	05/08/2026
Applies to	All trustees, staff, volunteers, interns, consultants, contractors, ambassadors and partner personnel acting in the Foundation's name		
Signature	**Required before engagement begins**, and on each renewal or annual review		

1. Purpose

1.1 This Code sets out how everyone associated with Synia Aid Foundation is expected to behave. It exists to protect the people we serve, to protect each other, and to protect the trust on which the Foundation depends.

1.2 Signing this Code is a condition of engagement. Breach may result in disciplinary action up to and including dismissal, termination of contract or partnership, and referral to the authorities.

2. Our standards

2.1 I will treat every person with dignity and respect, and will recognise the people we serve as partners in their own recovery rather than as recipients of charity.

2.2 I will not discriminate on grounds of sex, ethnicity, religion, disability, age, displacement status, political opinion, or any other characteristic.

2.3 I will act honestly, and will not misrepresent the Foundation, its work, its results or my own role within it.

2.4 I will respect the independence of the Foundation and will not use my position to promote any political, religious or commercial interest.

2.5 I will comply with the laws of Nigeria and of any country in which I represent the Foundation.

3. Conduct towards the people we serve

I WILL NEVER

- Engage in sexual activity or a sexual relationship with any person the Foundation serves, regardless of their age, consent or the local age of majority.
- Engage in sexual activity with any person under the age of eighteen, in any circumstance. Mistaken belief about age is no defence.
- Exchange money, employment, goods, services or assistance for sex or for any sexual favour.
- Request or accept any payment, gift, favour, service or advantage in return for support the Foundation provides.
- Use physical punishment, humiliation, verbal abuse or any form of degrading treatment.
- Be alone with a child in a way that cannot be observed, or transport, host or accommodate a child alone.
- Give personal gifts or money to an individual we serve, outside an approved programme.
- Photograph or film a child without written consent from a parent or carer.
- Make support conditional on appearing in photographs, film or fundraising material.
- Employ or benefit from child labour, or from forced labour of any kind.

3.1 I will maintain appropriate boundaries at all times, and will avoid any conduct which could reasonably be perceived as exploitative or abusive, whether or not it is intended so.

3.2 I will not develop a personal relationship with any person we serve which compromises, or could appear to compromise, the impartiality of our support.

4. Conduct towards colleagues

4.1 I will not harass, bully, intimidate or discriminate against any colleague, volunteer or partner, and will not engage in sexual harassment of any kind.

4.2 I will not abuse a position of seniority to obtain any advantage, personal, financial or sexual.

4.3 I will contribute to a working environment in which people can raise a concern without fear.

5. Integrity and resources

5.1 I will not steal, misuse or misappropriate any funds, goods, equipment or supplies belonging to the Foundation or intended for the people we serve.

5.2 I will not offer, give, request or accept any bribe, kickback or improper payment, and I will not make facilitation payments.

5.3 I will declare any conflict of interest as required by the Foundation's Conflict of Interest Policy, and will withdraw from decisions in which I have an interest.

5.4 I will keep accurate records and will not falsify any document, report, distribution list or claim.

5.5 I will protect personal information about the people we serve and will not disclose it improperly.

6. Safety and personal conduct

6.1 I will not consume alcohol or use illegal drugs while on duty or while representing the Foundation, and will not attend any activity impaired.

6.2 I will not carry a weapon in the course of Foundation work.

6.3 I will follow security instructions and will not place myself, colleagues or the people we serve at avoidable risk.

6.4 I will not post anything on social media, in my own name or the Foundation's, which identifies a person we serve without consent, discloses confidential information, or brings the Foundation into disrepute.

7. My duty to report

7.1 **I will report any concern about a breach of this Code immediately**, whether it concerns me, a colleague, a partner or anyone else, and whether or not I am certain.

7.2 I understand that failing to report a concern I am aware of is itself a breach of this Code.

7.3 I understand that I will be protected if I report in good faith, and that no support or employment of mine will be affected as a result.

DECLARATION

I confirm that I have read and understood the Synia Aid Foundation Code of Conduct. I agree to be bound by it in all my dealings on behalf of the Foundation, and I understand that breach may result in disciplinary action, termination and referral to the authorities.

Full name	Role	Signature	Date