OWH Code of Conduct and Ethics Policy

January 2021

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1. Organizational Background

Established in Afghanistan in 2017, the Organization for Welfare and Humanitarian (OWH) stands as a non-governmental, non-political, non-profit, and independent entity. Founded by individuals motivated by shared concerns, OWH endeavors to address societal needs and challenges.

Registered with key Afghan regulatory bodies such as the Ministry of the Economy, Ministry of Finance, Ministry of Refugee and Repatriation, and Ministry of Public Health, OWH demonstrates its commitment to operating within the country's legal framework.

OWH actively engages in pivotal Health, Education, and Nutrition Clusters, significantly contributing to these sectors throughout Afghanistan. Since its inception, OWH has effectively executed diverse projects spanning Health, Training, Research, Pandemic/Disaster Management, Education, and other essential domains.

Bolstered by an experienced team, OWH prides itself on a successful track record of implementing projects supported by prominent international donors operating in Afghanistan. Its extensive experience spans across diverse regions of Afghanistan, enabling substantial contributions to a wide spectrum of developmental initiatives.

OWH holds a profound understanding of Afghanistan's regions and possesses extensive experience operating in various provinces, providing a comprehensive approach to addressing the country's diverse needs.

2. Vision Statement

"A Developed, Educated, Prosperous, and Healthy community, with equal access for all."

3. Mission Statement

"OWH provides quality services, blending ancient wisdom with modern expertise, for an accessible and proud community."

4. Background

The purpose of this Code of Conduct is to provide employees with guidance on The standards of behavior expected of them in performing their duties of employment and in Their dealings with fellow employees, stakeholders and members of the community.

The Code provides a general framework of principles to be adopted by employees with respect to their conduct while employed by OWH.

5. Anti-Harassment

OWH strictly prohibits harassment, Exploitation and abuse of any of its employees by anyone, including any supervisor, co-worker, vendor, client or customer. Harassment consists of unwelcome conduct, whether oral or written, physical or visual, that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile or offensive working environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral, written of physical conduct of a sexual nature when

1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment
2) Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual,
3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or" teasing" practical jokes" jokes about gender specific traits, foul or obscene language or gestures, displays of foul or absence printed or visual material, and physical contact such as patting pinching or brushing against another's body.

Any employee, who believes he or she has subjected to, or has witnessed harassment, is encouraged and requested to report the offending conduct to his or her immediate supervisor, manager/director or directly to the General Director.

The employee should be able to provide such details as the name of the alleged harasser and the date, location and nature of the alleged harassment. The supervisor or the line Manager will report the complaint to the General Director, who will then investigate the matter as confidentially as possible.

If the General Director determines that OWH 's Anti-harassment policy has been violated, he or she will issue appropriate corrective strategy. Violators of this policy will be subject to disciplinary action up to and including termination.

OWH will not retaliate against any employee for his or her participation in the grievance procedure.

6. PSEA

Sexual exploitation is defined as an actual or attempted abuse of someone's position of vulnerability (such as a person depending on you for survival, food rations, school books, transport or other services), differential poweror trust, to obtain sexual favors, including but not only, by offering money or other social, economic orpolitical advantages.

Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force, or under unequal or coercive conditions. It includes sexual slavery, pornography, child abuse and sexual assault.

OWH have a zero tolerance policy with regard to sexual exploitation and abuse. It is considered serious misconduct and can have severe consequences.

The OWH Code of Conduct prohibits SEA of anyone, including people who "look to or benefit from the organization's protection or assistance". Prohibitions also cover the use of abusive material and any exchange of"money, employment, goods or services for sex, including sexual favorsor other forms of humiliating, degrading or exploitative behavior." Prohibitions extend to engagement with sex trade workers.

OWH places human dignity at the center of its development work, and has a zero-tolerance stand on exploitative and abusive relationships. OWH employees must report any actual or suspected unethical behavior related to sexual exploitation and OWH has a duty to ensure that allegations of sexual exploitation and abuse are investigated and that appropriate disciplinary measures are taken.

Where someone has **concerns or suspicions** regarding sexual exploitation or abuse, he/she **must report** such concerns. A confidential complaint **can be made by or on behalf of a survivor** by contacting Organization for Welfare and Humanitarian, your PSEA focal Points;

PSEA Focal Point 1: pseafocalpoint.owh.org.af

PSEA Focal Point 2: psea2focalpoint.owh.org.af

OWH HQ: info@owh.org.af

Hotline Number: +93 202503130

OWH have a well-developed PSEA policy that explains all the PSEA aspects, which is available at the website and be accessed by using the link https://owh.org.af/policies/.

7. Political Activities

OWH is a non-government; non-political, non-profit organization, It is, therefore, necessary for the OWH staff members, both individually and collectively, to abstain from any activity that may be perceived as aligning them or OWH for or against a sectarian or political cause, issue or faction.

Adherence to this policy is one of OWH's major strength; it underpins much of our effectiveness and is a condition for assignment to any OWH position. Staff members at all levels are required to comply with

This policy in order to preserve and enhance this organization's repaired and effectiveness on behalf of children, families and communities. Individuals may, of course, speak out as individuals on matters of personal concern, and this policy in no way abrogates that right. Care must be taken, however, to assure that such statements are neither made, nor are likely to be interpreted as being made, on behalf of OWH.

In politically sensitive situation, staff members must be actually aware of how their words and actions impact those around them, as whatever they say or do will very likely be interpreted as reflecting OWH's position. Each staff member should, therefore, exercises prudence, common sense and sensitivity in assessing each situation carefully before speaking out.

Staff member at the local level may never engaged in politically sensitive action without advance headquarters approval. When staff members at all levels believe a situation so compelling that it warrants OWH as an organization making a public statement, the General Director will raise the matter with the senior management team and, with its concurrence, will recommend to the Board of Trustee that such action be undertaken. The board will always have the final decision in such matter.

8. Smoking, Alcohol & Drug

OWH maintains a work environment free from the harmful effects of smoking, alcohol and drugs in offices and in personnel house. In recognition of the serious consequences to OWH, employees and the communities it serves, all employees are subject to the following:

The unlawful manufacture, distribution, dispensing or possession of a controlled substance or the unauthorized manufacture, distribution, dispensing or possession of alcohol is prohibited on the job. Strict compliance with this policy is a condition of employment. Any employee who unlawfully manufactures, dispenses, processes, uses or is impaired by a controlled

substance or who manufactures, distributes, dispenses, possesses, uses or is impaired by alcohol on the job, whether on or off OWH's property, will be subject to discipline, up to and including immediate termination.

All employees, as a condition of employment, are required to notify OWH Management Services of any criminal drug statue conviction for a violation involving a controlled substances occurring on the job no later than five (5) days after such conviction.

OWH intends to vigorously enforce this Alcohol and Drug Policy.

9. Ethical Behavior and Business Conduct

It is the OWH's policy that we conduct our activities morally and ethically, in the spirit of public accountability and conformity with applicable laws & regulation and practices common to other corporations and non-governmental agencies.

9.1 Specific Rules

The Board of Trustees has defined our policy more explicitly as follows :

A. No funds or assets will be used for any unlawful or improper purpose.
B. No political contribution will be made from agency's funds in anywhere.
C. Gratuities, business entertainment, meals and gifts that are bothering lawful and customary are permissible. However, no payments, gratuities, or gifts will be made, directly or indirectly, to any officials or employees of the government or any Government agencies.
D. Financial data required to be submitted to donors, including government, must be accurate, complete, current and in accordance with contractual/grant requirements where appropriate.
E. No payments will be solicited or received by an employee or relative of any employee from a vendor or prospective vendor.
F. Payment to agents, brokers or middlemen may be made where required in the normal course of business to secure goods and services for the agency, taking care that such payments are in line with prevailing practice agent's compensation must be reasonable in relation to the services performed and will not exceed the normal rate for transactions of a similar nature and size in the particular location.
G. All financial transactions will be accounted for accurately and properly. No undisclosed or unrecorded funds or assets will be established or maintained for any purpose.

H. No borrowing can be made from local sending institution of individuals without prior written approval of the Main office.

I. Personal loans of advances cannot be made to staff or consultants under any circumstances, other than travel advances, which are to be accounted for and documented within 15 days of completion of travel.

J. Compensation advances are permissible, upon approval of the General Director in very exceptional cases.

10. Employee's Responsibility

OWH requires its employees to abide the foregoing standards of ethical behavior in their dealing with suppliers, consultant and the governments. They are also required to report any violations of these standards to their appropriate Line Managers or General Director.

11. Confidentiality of Information

Employees are required to respect others' rights to privacy and must maintain the integrity, confidentiality and privacy of any information concerning other employees provided to them in the course of their employment. Accessing, collecting or disclosing confidential information is only allowed where that disclosure is authorized by an appropriate officer of OWH or required by law.

Any information received during the course of the employment with OWH regarding its activities and operation, dealing with the community and stakeholder and any other information that is considered as confidential should never be disclosed without OWH's consent or requirement by the law or due to the public interest.

Employees should be aware that the not following the obligations placed on them not to disclose confidential information may lead to legal actions and termination of the contract.

Confidential information includes

- Information entrusted to OWH such as employee details;
- Information produced by OWH;
- All nonpublic information where disclosure to third parties is neither required nor allowed.

12. General Office Management

12.1. Office Key

In order to ensure effective security, all keys used within an office are to be maintained and tracked by the security section in each office for security reason. Duplicate keys are to be labeled and will be kept in a locking safe box. The Security officer in main office and Project offices will hold keys of this safe box. If it is determined that office security has been compromised, the General Director or Security officer may then direct that the related lock be replaced and all other copies of the original be collected and disposed off. In instance where it is further determined that the loss of the key in question was the result of negligence in the part of the employee, the employee may be required to reimburse OWH in whole or part for the replacement of the locks and keys. In instances where it is seen that an employee has repeatedly lost keys, their right to the use of keys may be denied.

12.2. End of Day Departure from office

Before leaving the office at the end of the working day, it is the responsibility of every employee to take the following steps;

a. Return any files or confidential materials to file cabinets.

b. Lock any confidential drawer or file cabinets.

c. Ensure any electronic equipment under their responsibility is turned off and disconnected from electrical sockets

d. Ensure desk-answering machines and/or fax-receiving units are turned on if applicable.

e. All windows are secured and locked.

f. Any stove, heater or other heating units are turned off;

g. All electronic equipment is turned off and disconnected;

h. All entrances to office are securely fastened and locked;

i. All lights not otherwise designated to remain on are turned off;

j. Ensure rooms or cabinets normally locked at the end of the day are in fact locked.

13. Recycling & environmental issues

Recycling and environmental issues fall within the overall goals of OWH and each employee should be aware of the effect of their actions and program activities on the environment.

Recycling is a part of this goal and employees are encouraged to recycle all material wherever possible

14. Violations

Inquiries concerning possible violations of this policy and any laws including federal procurement laws, are to be brought to the attention of the Management Team and Board.

15. Interpretation

Questions of interpretation of these rules are to be referred through your departmental to the Management Meeting and Board who may in turn consult Counsel.

16. Disciplinary Action

Violation of this policy will lead to appropriate disciplinary action and may be cause for discharge and legal action.

General Director is responsible for disseminating this policy to all employees in their respective area and for instituting and maintaining a program to ensure that employees understand OWH's standards of ethical conduct. They are also responsible for informing employees of the importance of reporting any suspected violations of this code to management, without fear of reprisal.

Responsibility for voluntary reporting of possible violations of federal procurement laws to appropriate governmental agencies rests with management

17. Message by the Management Team

OWH management team is thankful to all the employees for their effort in the finalization of the policy and for bringing the Organization to this position.

Thank you for everything you do for making OWH a successful and terrific place to work.

OWH believes that all the rules and regulation must be formed to the best interest of the Organization, the sector of its operation and to the wider population.

18. Revision of the Policy

OWH reserves the right to revise, modify any or all clauses of this policy depending upon the need of the day and after making discussion in the board meetings.

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