



Code of Conduct

**for the Kicking AIDS Out! Network
Membership**

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Introduction to the Kicking AIDS Out! Code of Conduct

Kicking AIDS Out! is an international network of sport for development organisations and national sport structures working as a collective to raise awareness about how sport and physical activity programs can be adapted to promote dialogue and education about HIV and AIDS and other health related issues and to facilitate life skills training. A major focus of the network is to support locally run initiatives in building up capacity of youth leaders as Kicking AIDS Out! facilitators so that the concept can be woven into the fabric of community programmes and sport initiatives.

Through membership in this network, organisations are afforded the opportunity to share and discuss their unique experiences of combining sport, physical activity and HIV and AIDS education. Various forums exist for members to share their learning about sport and its current and potential impacts in successful HIV and AIDS education methodologies, youth leadership development, girl's empowerment, and the promotion of healthy lifestyles.

The development of Code of Conduct for the Kicking AIDS Out! Network Membership, the Secretariat and its Regional offices is based on a resolution that was reached during the Kicking AIDS Out! Network Extraordinary Meeting held in August, 2011 at Willow Park Conference Centre and Resort in Johannesburg South Africa. The purpose of this Code of Conduct is to ensure the protection of the staff, leaders and participants that are involved in Kicking AIDS Out! (KAO) organised activities and forums at all levels. The aim is to create a safe, fun and developing environment for all parties involved in the Kicking AIDS Out! Network in order to fulfil the mission of the Network which is:

“To provide a platform for sharing, learning, cooperation and visibility among organisations that use sport to empower and positively influence the lives of young people.”

Standard Terms and Conditions

This Code of Conduct is binding for all Kicking AIDS Out! Network Secretariat staff, Regional office staff and any Leader, Committee member, Consultant or otherwise a person that represents Kicking AIDS Out! Network in any given forum, either signed or not and on official capacity as a representative of the Network. This Code of Conduct is based on the Policies that Kicking AIDS Out! Network Members sign and additional Guiding Principles on Gender (to be developed and/ adopted).

This Code of Conduct shall automatically form an integral part of all contracts of employment and conditions of service for all staff members in the Secretariat and its regional offices.

All parties involved in the network shall be required to abide to the principles of this Code of Conduct. This is based on the fact that; Kicking AIDS Out! Network end users and beneficiaries' are young people and it is important to recognise the power that comes with working with children and youth as a staff or volunteer. It is of outmost importance that this power is not abused or misused against children and youth but rather used for their growth and promotion of their interest.

Any leader that shall be assigned or tasked to represent the network in an official capacity will be required to oblige to the Code of Conduct. Any breach of this Code of Conduct will be subject to disciplinary action which may include reprimand, warning and

suspension from activities organised by the Network. The leader found in fault may also lose the right to be chosen for any presented opportunities or other assignment by the Kicking AIDS Out! Network and the Secretariat shall have the right to inform their employer of the misconduct in writing.

Therefore, it is the duty of a leader to read and understand this Code of Conduct, and if unclear of any clauses must communicate to the Kicking AIDS Out! Network Secretariat before signing it or accepting any given opportunity. It is also the responsibility of a leader to familiarise themselves with the developed Kicking AIDS Out! policies. On the other hand, it is the duty of the Kicking AIDS Out! Network Secretariat or its Regional office to inform beneficiaries and others with whom Kicking AIDS Out! Network is working with of this Code of Conduct and the existing Networks policies.

“Kicking AIDS Out! representatives are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promote the implementation of the Code of Conduct. Managers at all levels of Kicking AIDS Out! Network Membership has particular responsibilities to support and develop systems that maintain this environment.”

Code of Conduct

1. Respect and Dignity

- I will respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability.
- I will respect local laws, customs and habits of the local culture.
- I will always take into consideration different experiences that the beneficiaries' to Kicking AIDS Out! have gone through or are in, as well as the disadvantaged position in which they may find themselves in in-relation to those who hold power or influence over certain aspects of their lives.
- I will always seek to care for and protect the rights of the most vulnerable: children, including orphans and separated children, women, single parents, elderly, disabled and chronically sick and particularly vulnerable minority groups. I will act in a manner that ensures that their best interests shall be the paramount consideration.
- I will respect and keep myself informed about Kicking AIDS Out! Network policies and objectives.

2. Personal and Professional Conduct

- I will uphold the integrity of Kicking AIDS Out! Network. My personal and professional performance will always be based on a non-racist, non-discriminatory and gender sensitive conduct.
- I undertake not to abuse the power and influence that I have by virtue of my position over the lives and well-being of any beneficiaries' of Kicking AIDS Out!
- I will not request or receive any service in form of favour from any beneficiaries' of Kicking AIDS Out!
- I will not engage in an exploitative relationship – sexual, emotional, financial or employment-related – with any beneficiaries' of Kicking AIDS Out!
- I will observe local laws, will meet all my legal and financial obligations, and will not seek to take personal advantage of any privileges that have been conferred on me in the interest of the Network.
- I will uphold the highest standards of competence, efficiency and integrity in my professional life.
- I will demonstrate truthfulness, dedication and honesty in my actions.
- I will be patient, respectful and courteous to all persons with whom I work with including colleagues, beneficiaries, local leaders and government representatives, representatives of operational and implementing partners, donors and other Non-Governmental Organisations (NGO) staff.
- I will dress in a manner appropriate to the assignment given and the cultural setting.

3. Conflict of interest

- I will perform my official duties and conduct my private affairs in a manner that avoids conflict of interest, thereby preserving and enhancing public confidence in Kicking AIDS Out!
- I will work to serve the mandate, objectives and values of Kicking AIDS Out! and ensure that personal views, behaviour and beliefs, including political and religious convictions, do not adversely affect official duties or activities performed on behalf of the Network.
- My actions will be free of any consideration of personal gain, and I will resist any undue political pressure in decision-making. I will neither seek nor accept

instructions regarding the performance of my duties from any government official not linked to any project or from any authority external to Kicking AIDS Out! that may be malicious and misinformed.

- I shall disclose any potential conflict of interest with a supplier, service provider, or business partner (such as family relations or shareholding).
- I will not accept any honour, decoration, favour, gift or remuneration from any authority; nor will I accept these from any other source external to Kicking AIDS Out! Network without prior authorisation, except for minor token items of appreciation.
- I will not receive or provide bribes, including kick-backs¹ of any kind.

4. Financial and Material Resources

- I will safeguard and make responsible use of the information and resources to which I have access to by reason of my involvement with Kicking AIDS Out!
- I will handle Kicking AIDS Out! financial and material resources with the utmost care, safeguard these at all times against theft or other damage, keep and maintain them properly, and ensure that unauthorised and unethical use of Kicking AIDS Out! funds or private misuse does not occur.
- I will conduct all official duties with integrity, free from any taint of dishonesty or corruption, including not engaging in any act of favouritism, nepotism or bribery. This includes not accepting from any external source (including national societies, governments, corporations or others) without authorisation, any honour, decoration, gift, remuneration, favour or economic benefit which is more than a “token gift”².
- I will not use the Secretariat and its Regional offices, Kicking AIDS Out! property or knowledge gained from functions with Kicking AIDS Out! for private gain, financial or otherwise, or for the private gain of any third party, including family, friends or those that I may favour³
- I will protect, manage and utilise Kicking AIDS Out! human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at Kicking AIDS Out! disposal for the beneficiaries’.

5. Media Information and IT

- I will ensure that portrayal of individuals and their circumstances is fairly represented in terms of their capacities and vulnerabilities. All efforts must be made to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories.
- I am aware that journalists are to be considered as such also after working hours. I must clarify my role within the Network before I pass on information to a journalist which may include general information on Kicking AIDS Out! when meeting journalists in both formal and informal settings.
- I will not issue statements to the press or other agencies of public information or submit articles, books or other material for publication, including internet blogs, Facebook or other electronic forums, if such act relates to the activities or interest of Kicking AIDS Out! without prior approval from the Secretariat.
- I will exercise necessary caution and discretion in regards to political or military matters in official or private communications, including telephone calls, radio messages, e-mails and letters.

¹ Kick-back: To give back (a portion of money received as pay, commission, etc.), often as a result of coercion or a previous Understanding

² Examples of token gifts include desk diaries, pens, trinkets etc

³ Examples of misuse see KAO handbook

- I will hold and maintain any electronic files and archives in my possession in a responsible manner. Information that may be considered illegal, offensive or inappropriate will under no circumstance be processed, downloaded, stored or disseminated.
- I am committed not to, both while working for and after finalising any assignment with Kicking AIDS Out! reveal any confidential information I have obtained to any third party. I am aware that the breach of professional secrecy both while on assignment and after, might lead to a claim for compensation and/or prosecution.

6. Alcohol, Criminal and Unethical activities or behaviour

A staff member in the Secretariat or its Regional office/ Kicking AIDS Out! Leader/ Volunteer/ Intern/ Advisory Committee member or any person representing Kicking AIDS Out! shall pledge and commit to the following:

- I will have no involvement in criminal and unethical activities, activities that contravene human rights, or activities that compromise the image and interest of Kicking AIDS Out!
- I will not consume alcohol during working hours or in front of children
- I will not at any time be drunk during a course or workshop or use part of any budget of course/ workshop to buy alcohol
- I will not at any time be drunk or seen drunk at a sport festival, a tournament or similar
- I will respect a Funding member, partner or sponsor hosting a dinner or similar and consume alcohol responsibly
- I will not obtain, store or use any type of **drugs**. (**Please Note:** Drugs are illegal in all countries where Kicking AIDS Out! operates). Any person working or on a mission for the Network will be personally held liable for any conviction. The Network strongly discourages any use of drugs at any time at work and after working hours.
- I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example prostitution, child labour, trafficking of human beings, commodities⁴ and intoxicants⁵.

7. Prohibition against Sexual Exploitation and Abuse

The term 'sexual exploitation' is here defined as any abuse of a position of vulnerability, differential power, or trust for sexual purposes; including profiting monetarily, socially or politically from the sexual exploitation of another. Similarly, the term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Therefore;

- I understand that; sexual exploitation and sexual abuse violate universally recognised international human rights standards, and are a criminal offence in many countries. Sexual relationships between Kicking AIDS Out! representatives and beneficiaries undermine the credibility and integrity of the work of Kicking AIDS Out! especially if it is with a minor.
- I understand that, where a Kicking AIDS Out! representative develops serious concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, I shall report such concerns to the Secretariat with immediate effect.

⁴ Commodity means any goods or services

⁵ Here we refer to intoxicants as alcohol or illegal drugs

- I will not exchange money, employment, goods or services for sex, including sexual favours' or other forms of humiliating, degrading or exploitative behaviour. This prohibition extends to any use of sex trade workers.

Declaration

- As a representative of the Kicking AIDS Out! Network I have particular responsibilities to set a good example when it comes to my behaviour both on and off duty.
- I will not engage in or tolerate any form of drunkenness⁶, bullying, sexual harassment, abuse of power or malicious behaviour, an act that may jeopardise my position and that of the Network. I am aware that any such behaviour shall be reported to the Kicking AIDS Out! Network Secretariat and a disciplinary action shall be taken against me.
- I will treat the Media, political figures and leaders with respect and shall only present the interest of the Network as is well known to me. Should I not be sure of any statement or information to be shared, I shall consult with the Secretariat, its Regional office staff or relevant person before acting or giving any information that am not sure of.
- During my assignment I will be open to views of all team members. I will provide timely feedback on the performance of each team member through guidance, motivation and full recognition of their merits.
- I have a duty to inform beneficiaries and others with which Kicking AIDS Out! Network works, of the Code of Conduct including how and to whom they can report any misconduct committed.
- I am aware of the fact that any breach of this Code of Conduct will be subject to disciplinary action which may include reprimand, warning and suspension from network organised activities. I shall lose the right to be chosen for any opportunities or other assignment by the Kicking AIDS Out! Network, and that the Secretariat shall have the right to inform my employer of my misconduct in writing.

I the undersigned commit to follow the Code of Conduct which I have read and understood.

Name:

Signature:

Date: **Place:**

NOTE: You are obliged to read and fully understand the content in this document. If you have any questions please ask a staff member at the Secretariat or its Regional office/s before signing it.

⁶ Drunkenness, in its most common usage, is the state of being intoxicated by consumption of ethyl alcohol to a degree that mental and physical faculties are noticeably impaired.