



Safeguarding Code of Conduct

For staff, volunteers and guests

Ashanti Development is committed to maintaining the highest ethical conduct among its staff, volunteers and guests to Ashanti. This Code details our expectations in key areas.

Scope and purpose

This Code forms part of all staff contracts of employment and breaches are grounds for discipline, up to and including dismissal or, in the case of guests and volunteers, termination of relationship.

This Code is developed from international and UN standards. Everyone associated with Ashanti Development is expected to uphold Ashanti law in Ghana, except where the Code of Conduct is more stringent, in which case the Code applies.

As a member of staff, a volunteer or a guest I will:

Uphold Ashanti Development's integrity and reputation by ensuring that my professional and personal conduct is consistent with its values and standards

- observe all local laws
- treat all people fairly with respect and dignity
- be sensitive to local customs as detailed in the Dos and Don't's of the Guide for Volunteers
 - avoid favouritism among children and
 - try to limit my contact with children (under the age of 18 years) to the requirements of my role in Ashanti.
 - do my best to ensure that another adult is present when I interact with children
 - not allow children or adults into the clinic building without the prior permission of a Director or Nicholas
- not work under the influence of alcohol or use, or be in possession of, illegal substances
- use and account for any Ashanti Development assets and resources entrusted to me responsibly
- exercise care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.

Not engage in abusive or exploitative conduct

- not assault a child or adult-at-risk either physically, psychologically or emotionally

- not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- not exchange money, employment, goods, services, and/or food for sex, sexual favours or other forms of humiliating, degrading, exploitative potentially exploitative behaviour either in-person or on-line. This includes any exchange of assistance that is due to beneficiaries of assistance.

Ensure the safety, health and welfare of all Ashanti Development staff members and associated personnel (volunteers, partners, guests, suppliers and contractors)

- accept the instructions of any Ashanti Development Director while visiting Ashanti
- adhere to all legal and organisational health and safety requirements at my location of work
- comply with any local security guidelines and be pro-active in informing management of necessary changes to such guidelines
- avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.

For its part, Ashanti Development will:

- implement stringent safeguarding procedures when recruiting, managing and deploying staff and volunteers
- ensure all staff have access to and are familiar with their responsibilities within this policy
- design and undertake all projects in a way that protects people from risk
- ensure staff receive training on safeguarding commensurate with their roles
- follow up on reports of safeguarding concerns promptly and according to due process.