

Executive Director's Circular

Date:

ASTA Foundation Code of Conduct

Introduction

All ASTA FOUNDATION personnel are expected to perform their functions in accordance with the highest ethical standards and align with organization's vision-mission. This circular establishes this Code of Conduct, attached as Annex 1, for the purpose of setting a common framework that outlines fundamental expectations of conduct of all personnel (Staff irrespective of contract type, volunteer, and other entities). The Code of Conduct underscores the Program's commitment to perform its mandate with the utmost integrity.

Background

It is a recognized best practice to establish a set of expectations and accountability for those expectations to support adherence to rules, policies, procedures, practices, and to the create and maintain an ethical culture within the organization.

ASTA FOUNDATION Code of Conduct supports the mandate of the organization, as the ED/HR is responsible for setting the standards related to ethics in accordance with the International Standards of Conduct and in consultation with other unit of ASTA FOUNDATION, as appropriate.

Scope of Application

- ✓ The ASTA FOUNDATION Code of Conduct applies to all ASTA FOUNDATION personnel including staff members, consultants, interns, or volunteers, and
- ✓ All newly recruited personnel are required to review and certify to uphold the ASTA FOUNDATION Code of Conduct; failure to do so may be grounds for withdrawing any offer of employment already made.

Principles

The ASTA FOUNDATION Code of Conduct is rooted in the ideologies enshrined in the organization's vision and mission, international standard of Conducts. It reflects the core principles of fundamental human rights, social justice, dignity and values of competence, integrity, impartiality, independence and respect for equal rights and treatment. On the top- core principles of "Liberation war" will be in high. In addition, it reinforces adherence to the following policies, as applicable:

1. Code of Conduct
2. HR Manual
3. ASTA PSEA Policy
4. ASTA Fraud and Corruption Prevention and Control Policy
5. ASTA Gender and Equality Policy
6. ASTA safeguarding Policy

7. **ASTA-Whistleblowing-Policy & Procedure**
8. **ASTA Internal Control System**
9. **ASTA Procurement Policy**
10. **ASTA Child protection policy**
11. **ASTA Anti-Terrorism and Anti-Money laundering policy**
12. **Accountability to Affected Population framework**
13. **Documents Retention Policy**
14. **ASTA Procurement Policy**
15. **ED special circular**

Responsibilities and Accountability

1. All ASTA FOUNDATION personnel are expected to conduct themselves with integrity and uphold the principles established in the ASTA FOUNDATION Code of Conduct.
2. All managers and senior leadership are expected always to lead by example, always Demonstrate ethical behavior.
3. The Human Resources office is responsible for helping organization's personnel understand their responsibilities under the Code of Conduct. HR also responsible for providing guidance on organization's vision-mission, expectations and the principles established in the Code of Conduct.
4. Failure to comply with the Code of Conduct may lead to administrative and/or disciplinary action taken by the HR/ED office.
5. This Circular will take effect immediately.

Mohammad Ibrahim
Executive Director

ASTA Foundation Code of Conduct

1. I hereby commit myself to serve for the ASTA Foundation's vision-mission, respect for fundamental rights, Youth development and for the underprivileged groups, economic and social progress. I commit to carry out my duties and conduct myself, both in my public and private life, with integrity, impartiality, independence.

2. I undertake to abide by the organization's regulations and rules of and/or the terms of my contract, and to report any breach of those regulations and rules or terms of contract.

3. I recognize that privileges and immunities, if any, enjoyed by ASTA employees are

conferred solely in the interests of the ASTA and do not exempt me from observing local laws or respecting private legal or financial obligations.

4. In my relations with other ASTA employees, I undertake to contribute to building a harmonious workplace based on mutual respect and understanding, respect for diversity, and free from harassment or abuse of authority. I shall abide by the ASTA Policy on Harassment, Sexual Harassment and Abuse of Authority.

5. I undertake to base my actions on honesty, truthfulness, impartiality, and incorruptibility. I undertake to abide by the ASTA Foundation's policy and report to its contrary.

6. I undertake to perform my official duties and conduct my private affairs in a manner that avoids actual, apparent and potential conflicts of interest or reflects unfavorably on ASTA. I shall not accept any personal honor, decoration, favor, gift, or remuneration from a government or other private or public sources external to ASTA, except as allowed for under the policy on Disclosure of Financial Interests, outside activities and honors, decorations, favors, gifts, or remuneration, as applicable. If a conflict of interest should arise, I undertake to disclose it to the relevant office in ASTA and cooperate in resolving it with the interests of the organization only.

7. I undertake not to use for unauthorized purposes any confidential information to which I have access during my association with ASTA, or to disclose any such information to unauthorized persons.

8. I accept that as a ASTA employee I am accountable for all my actions carried out, as well as decisions taken, and commitments made in the performance of my functions.

9. I undertake to use the assets, property, information and other ASTA resources with care, efficiency, effectiveness, and integrity and for authorized purposes only, and accept that I am responsible for safeguarding the resources of ASTA under my control.

10. I undertake to contribute to the ASTA Foundation mission for building SMART YOUTH, women economic empower and ensure economic security for the underprivileged.

Declaration

I solemnly swear (undertake, promise) to exercise in all loyalty, discretion, and conscience the functions entrusted to me as employee of ASTA Foundation, to discharge these functions and regulate my conduct with the interests of the organization only in view, and not to seek or accept instructions regarding the performance of my duties from any government or other authority external to the organization.

I commit to abide by the embodied principles and attached code of conduct.

Full Name of staff member: _____

Signed: _____

Date: _____