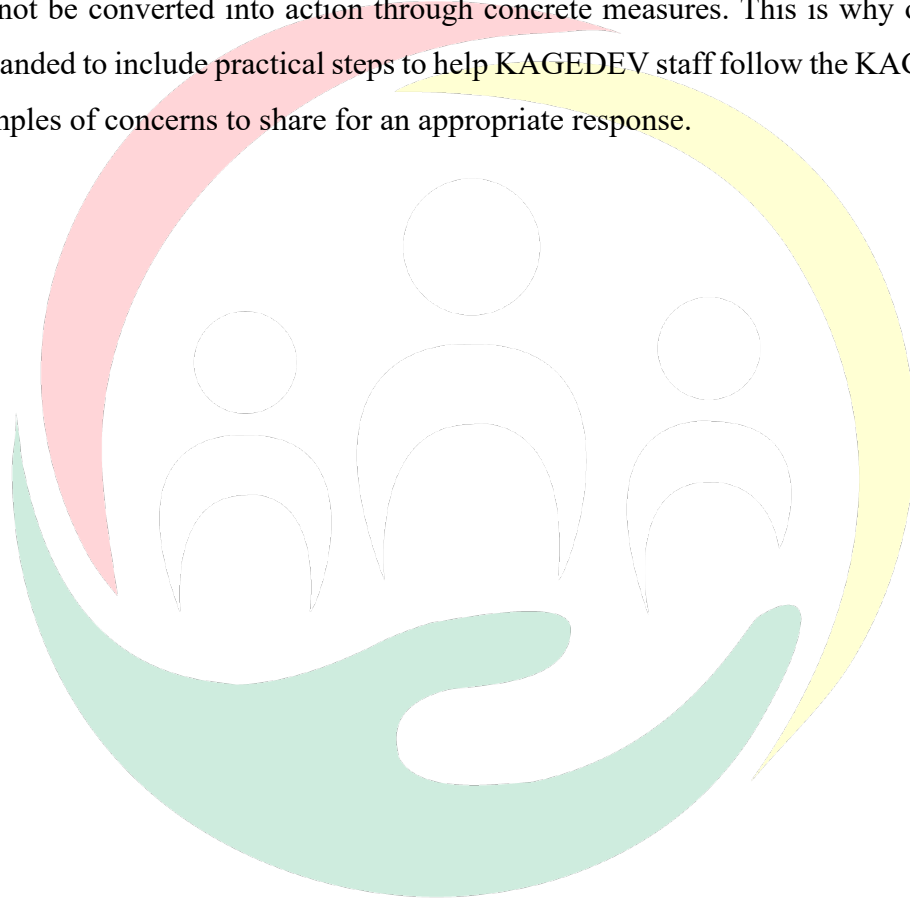


CODE OF CONDUCT - CODEX

The goal of the CDC is to ensure that, in carrying out our work, we follow the ethical and moral principles that support our humanitarian vocation. Policies alone are not enough if they cannot be converted into action through concrete measures. This is why our code has been expanded to include practical steps to help KAGEDEV staff follow the KAGEDEV path and examples of concerns to share for an appropriate response.



KAGEDEV
KAMERUNISCHE GEMEINSCHAFT
IN DEUTSCHLAND E.V

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KAGEDEV
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1. President's message

Dear colleagues,

It is with great pleasure that I bring you the content of the KAGEDEV code of conduct. The Kodex KAGEDEV has long been the hallmark of our code of conduct and, as such, it describes our three fundamental values which are **integrity, commitment and accountability**. As such, it describes our three core values of integrity, commitment and responsibility, and the obligations that flow from them. These values and commitments unite KAGEDEV staff around the world and help maintain the firm focus of our programs towards the well-being of our beneficiaries while meeting the expectations of our donors as responsible managers of their funds. The purpose of this document is to ensure that we carry out our work in accordance with the ethical and moral principles that support our humanitarian vocation. Guidelines alone are not enough if they cannot be converted into concrete actions. This is why our code has been expanded to include practical steps to help you follow the KAGEDEV path and examples of concerns to share for an appropriate response. Our intention with the code is not to make you an expert on all issues, but rather to help you identify risks, get advice, and make good decisions. We must constantly be aware of the differences between policies and practices and strive to eliminate them. This document is intended for staff, but it should also be shared with partners, donors and other supporters to help them learn more about the standards to which we are committed.

Please join me in reaffirming our commitment to the Kodex KAGEDEV and upholding the values of KAGEDEV in everything we do. Please accept, dear colleagues, donors and partners, the expression of my distinguished feelings.

2. Our values (with illustrative photo)

Integrity

We are open, honest and trustworthy in our dealings with aid recipients, partners, employees, donors, funders and the communities that influence our actions.

Responsibility

We are responsible, both individually and collectively, for our behavior, our actions and their consequences.

Commitment

We are accountable to the people we serve and the donors who make our efforts possible.

3. Guidelines

We support the KAGEDEV Code of Conduct. We follow its humanitarian principles, which consist of **humanity, impartiality, neutrality and independence**. In this sense, the following applies to us:

- The primary motivation for our relief work is to alleviate the human suffering of the most vulnerable members of society. We are committed to providing humanitarian aid wherever it is needed in Cameroon.
- Our help is provided regardless of the race, creed of the recipient and without any adverse distinction. Aid priorities will be set on the basis of need.
- Our aid will not be used to support any particular political or religious point of view. Likewise, we do not link the promise, provision or distribution of adoption assistance or recognition to any particular political or religious point of view.
- We must be careful not to act as instruments of public policy. We will never allow ourselves to serve as a source of information of a politically, militarily or economically sensitive nature to governmental or other authorities pursuing objectives which are not of a purely humanitarian nature.
- We also affirm and strengthen human rights in accordance with the United Nations Universal Declaration of Human Rights, the Convention on the Rights of the Child and the United Nations Secretary-General's Bulletin on the Protection of Beneficiaries against sexual exploitation and abuse.

4. Our shared responsibility to uphold this code

The respect of this code is a responsibility shared by all those who participate in the accomplishment of the mission of KAGEDEV. This applies to all directors, managers, employees, interns, volunteers, prestigious employees and partners who work on behalf of KAGEDEV.

Individual responsibility

- It is your responsibility to familiarize yourself with the standards of conduct appropriate to your job. You've done your part if you keep up to date with the standards of conduct appropriate to your role and take ethics and compliance training.
- Seek help and advice from others when you are unsure of the course of action.
- Strongly resist pressure to make us abandon our standards or take ethically unacceptable paths to achieve a goal.
- Raise concerns when something doesn't seem right. Responsibilities of Leaders : If you are responsible for leading or supervising others, you have been given a position of trust. To live up to that trust, you must always lead by example and be a role model for others.
- Raise awareness of KAGEDEV standards and ensure that those under your supervision have the knowledge and resources to meet these standards.
- Monitor the conduct of those under your supervision and take responsibility for actions that occur under your supervision.
- Be responsive when someone raises ethical or compliance issue and ensure these issues are resolved in a fair and appropriate manner.

5. Our commitments to our colleagues

KAGEDEV is committed to providing safety conditions to all employees, regardless of their position or workplace and even their location, in order to provide safety conditions to all employees and to create a working environment. that promotes employee well-being, resilience, health and productivity.

You are following the KAGEDEV path when:

- You treat all colleagues with dignity and respect.
- You make hiring decisions based on the skills and merits of the candidates rather than on personal characteristics unrelated to the job.
- You respect everyone's rights.
- You provide reasonable assistance to people with disabilities or special needs.
- You reject any form of violence or abuse of power.
- You are always aware of safety concerns, follow local safety protocols, and stop any activity that may become unsafe.
- You maintain the confidentiality of personal information.

Here's what to avoid:

- Make judgments about people based on factors unrelated to work.
- Make obscene jokes, offensive comments, derogatory emails, or sexually explicit character. photos. Character.
- Working under the influence of alcohol or illegal substances.
- Inappropriate disclosure of information about co-workers, including personal information.

You must report the following:

- Unwanted, inappropriate or disrespectful sexual advances or harassment. Bullying, perceived
- threats, bullying, nepotism, denigration, verbal or physical violence
- Situations that endanger the safety or well-being of employees
- Hostility towards people based on race, religion, gender, gender identity, sexual orientation, disability, veteran status or any other characteristic protected by law.

Relevant KAGEDEV policies and guidelines:

Guidelines on equal opportunities in employment

Guidelines for Harassment-Free Work Areas

Housing guidelines

Guidelines for the use of substances in the workplace

Guidelines on Violence in the Workplace

KAGEDEV Global Security Guidelines

Privacy policies

Security Protocols

6. Our obligations towards the beneficiaries of our aid

KAGEDEV helps people whose lives and livelihoods have been reduced or even destroyed to recover and take charge of their future. This requires our commitment to improving their well-being and our willingness to assume with dignity the vital humanitarian role entrusted to us.

- Respect the dignity, values, history, religion and culture of those to whom our work is addressed. Select recipients of our assistance based on need, in accordance with program requirements, and regardless of race, creed, nationality or other distinguishing characteristics.
- Protect the recipients of our aid against all forms of abuse, including sexual exploitation and human trafficking. 4 Take special care to protect children.
- Maintain confidentiality, follow confidentiality protocols and only share personal information about aid recipients when necessary, in accordance with donor policies.
- Represent aid recipients as human beings endowed with dignity in all images used in KAGEDEV communications and only use images of people who have consented to this process after notification.
- Ensure that KAGEDEV research on human subjects has been duly approved before starting.

The following should be avoided:

- Hire aid recipients to work for KAGEDEV (for example, as domestic workers).
- Engage in any form of intimidating, humiliating, degrading or aggressive behavior towards recipients of assistance.
- Physical punishment or disciplinary action against recipients of aid.

- Sexual intercourse or intimate relationships of any kind with recipients of assistance of any age.
- Paid sex, whether or not permitted by local law.
- Coercion exerted on aid recipients to force them to sell or transfer aid goods.

You must report the following:

- Any form of exploitation of aid recipients for corruption or bias in decisions concerning aid recipients Whether or not aid recipients are taken into account in the delivery of humanitarian aid to disclosure inappropriate confidential information about aid recipients.

7. Our commitments to our donors

Our donors provide the funds that make our work possible, and we must manage those funds responsibly. We are committed to respecting the rules and conditions set by our institutional donors. Likewise, we must meet the expectations of all donors and ensure that the funds they provide benefit aid recipients efficiently and effectively.

You are following the KAGEDEV path when you:

- Understand donor policies regarding performance and accountability.
- Ensure that timesheets, expense reports, grant reports
- You ensure that timesheets, expense reports, grant reports and other financial documents are accurate.
- You select partners who are able to deliver the best possible results to their clients and monitor their work appropriately and in accordance with donor policies.
- You protect the confidential and proprietary information of institutional donors as well as the privacy and personal information of individual donors.
- You notify donors of any errors in the information provided and strive to be transparent.
- You demonstrate honesty and integrity in writing grant proposals and in fundraising, solicitation and marketing activities, and always comply with all applicable laws.
- You are honest and frank in all your statements concerning KAGEDEV and its services.

•
avoid the following :

- o Non-compliance with grant conditions and inappropriate use of grant funds
- o Misrepresentation about time, effort, expense or cost.
- o Use of existing grant funds to cover the cost of other grant applications without donor approval.
- o Exaggerating or distorting the requirements, costs or results of a program, as well as the number of aid recipients.
- o Manipulation of the selection of local partners and their unauthorized use or inadequate monitoring.
- o Falsify statements about the services of another organization compared to your own.
- o Compiling politically, militarily or economically sensitive information on behalf of donors for purposes other than strictly humanitarian.
- o Accepting gifts from donors that are derived from or associated with illegal, criminal or fraudulent activity

You must report the following:

- Falsification of information in reports regarding time, expenditure or costs s fraudulent registration of aid recipients
- Theft or misappropriation of aid funds or other resources
- Abusive fundraising practices
- We must respect the rules and conditions set by our donors. Likewise, we must meet the expectations of all donors and ensure that the funds they provide benefit aid recipients effectively and efficiently.

You are following the KAGEDEV path when you:

- Understand donor policies for performance and accountability.
- Make sure timesheets, expense reports, usage reports, grants and other financial records are accurate.
- Select partners who are able to deliver the best possible results to their clients and monitor their work appropriately and in accordance with donor policies.

- Protect the confidential and proprietary information of institutional donors as well as the privacy and personal information of individual donors. Inform donors of any errors in the information.
- provided and strive to be transparent.
- Demonstrate honesty and integrity in writing grant proposals and in fundraising, solicitation and marketing activities, and always obey all applicable laws.
- Be honest and forthright in all statements about KAGEDEV and its services.

7. Our commitments to our equipment suppliers

To get good prices for our purchases, we must demonstrate high integrity throughout our supply chain. We are committed to facilitating free and fair competition among suppliers, to supporting suppliers who share our commitment to ethical and responsible practices, and to eradicating the fraudulent or corrupt practices of those seeking to take improper profit from funds intended to aid recipients.

You follow the path of KAGEDEV if you :

- You disclose actual or perceived conflicts of interest in the context of an acquisition, that is, in cases where personal interests threaten to interfere with the representation of the interests of KAGEDEV.
- Ensure quality results in program design and product and service acquisition.
- Follow the contracting guidelines. This includes policies for requisitions, bids, bid reviews, contracts and due diligence of equipment suppliers.
- Treat qualified suppliers and their representatives fairly and equitably.
- Strictly respect the confidentiality of information, prices and conditions of equipment suppliers.
- Provide complete and clear explanations to equipment suppliers when offers are rejected.
- You must comply with the obligation to separate the tasks related to the request, confirmation and verification of purchases.
- Discuss relevant procurement guidelines developed at grant meetings by government or institutional donors.

- Verify whether export licenses are required or whether restrictions apply before acquiring goods, software or technology that are under the control of a government or related to a state where import and export are regulated.

Here is what you should avoid:

- Disclose unevenly to equipment suppliers during the tender process.
- Disclosure of confidential information from one supplier to another.
- Accept anything of value to you (including gifts, favors, gratuities, bribes and bribes) that results in, or gives the appearance of, undue influence or unfair advantage.
- Acceptance of inferior or substitute goods or services that do not meet the requirements.

You must report the following:

- Collusion and other unfair practices between equipment suppliers.
- Insufficient compliance with the due diligence of equipment suppliers.
- Transactions with parties involved in terrorist activities.
- Exploitation of child labor, human rights violations, unsafe or unacceptable working conditions, or the illegal production, supply or shipment of weapons. to a name other than that of the contracting party.

Relevant KAGEDEV policies and guidelines:

Tax Integrity Guidelines

Global Mandatory Document Retention Guidelines Government Procurement Guidelines

9. Our commitments to our partners

Working in partnership with local, national and international civil society organizations, as well as government and private sector entities, is fundamental to KAGEDEV's mission.

We strive to foster effective partnerships that allow KAGEDEV to pursue its strategic goals and that translate into more effective, responsive and sustainable support that reaches more people.

You are following the KAGEDEV path when you:

- Encourage partnerships based on accountability, transparency, respect, equity and inclusion.
- Select partners capable of responsible implementation and ensure that they receive the support necessary to achieve established performance standards.
- Fully recognize the role partners play in achieving program results.
- Support partners to avoid and mitigate foreseeable security risks where possible.
- Ensure clear, open and respectful two-way communication regarding performance.
- Take reasonable steps to ensure that KAGEDEV funds are used in accordance with Applicable laws, donor stipulations and KAGEDEV standards are used.
- Involve local partners in the planning, design, implementation and review of KAGEDEV programs when possible.

You should avoid the following situations:

- Condescending or disrespectful behavior towards partner organizations and their staff.
- Any form of abuse of power in partnership relationships.
- The erroneous presentation of the work of the partners as being that of KAGEDEV.

You must report the following:

- Real or perceived "conflicts of interest" in partnership relationships or on the basis of corruption or bias towards partner organizations.
- Fraudulently elect partners.
- Lax or inadequate monitoring of partner performance or effectiveness.

Relevant KAGEDEV policies and guidelines:

Tax Integrity Guidelines

KAGEDEV Global Security Guidelines Security

Guidelines for the protection of beneficiaries against exploitation and abuse

Guidelines on conflicts of interest

Conflict of Interest Guidelines for Employees Open

Information Policy

Partnership Management System for Subordinate Fellows Financial Guidance

10. Our commitments to our organization

KAGEDEV uses donations to provide humanitarian aid to people in need. To do this, KAGEDEV must remain honest and efficient in its work. We must protect the values of KAGEDEV and put the interests of the organization above all else.

You follow the KAGEDEV path if you:

- Avoid and disclose to your supervisor any real or perceived "conflict of interest", that is, situations in which personal interests in particular outcomes conflict with or threaten to interfere with the interests of KAGEDEV. with them.
- Use KAGEDEV's resources responsibly and in accordance with the law, and protect them against theft, fraud, misuse and damage (without endangering your life or the lives of others).
- You make every effort to keep adequate books and records.
- Perform the appropriate checks and ensure the segregation of duties related to request, Confirmation and Verification of Purchases.
- Review expense reports, vendor payments, salary figures, and budget variances for unusual activities.
- Prevent unauthorized access and disclosure of confidential and proprietary information.
- Retain and dispose of documents in accordance with document retention policies.
- Cooperate fully when asked to provide information to a KAGEDEV investigator or examiner.

You should avoid the following situations:

- Use of the position or information of the KAGEDEV for personal purposes.
- Using the time or assets of KAGEDEV to perform work for an investigator or other employer
- Participate, even without disclosing confidential information, in recruitment or procurement decisions involving persons or entities with whom you have a closer than purely professional relationship
- Seek, accept or offer anything of value (including gifts, favors, entertainment, bribes and patronage) that could result in or give the impression of causing undue influence or unfair advantage
- Falsify records or reports (including supporting documents, timesheets, inventory lists, financial reports, program data, etc.)
- Unduly circumvent or override internal controls.
- Installation of unauthorized computer hardware or software
- Destroy pending or pending audit, investigation, litigation or legal documents
- Provide false, misleading or incomplete responses to requests for information from KAGEDEV auditors or investigators.

You must report the following:

- Fraud, theft, corruption or embezzlement.
- The use of KAGEDEV's computer equipment for personal purposes, for political activities, unsolicited solicitation or the performance of prohibited acts which could harm KAGEDEV's reputation or its public image.

Relevant KAGEDEV policies and guidelines:

Conflict of Interest Policy for Employees

Tax Integrity Guidelines

Confidentiality Guidelines

Conditions of use of Information Technology

Mandatory global retention policies

Media and social media policies and guides

11. Our obligations to society

KAGEDEV is committed to acting as a responsible global citizen. Our interactions with governments, regulators, media and local communities should be guided by the principles of honesty, trust and justice. We support the legitimate nature of the rule of law and we will do our part to promote high ethical standards in the countries and communities in which we operate.

You are following the KAGEDEV path when you:

- Provide true and complete information in our interactions with donors, media, auditors, regulators and investigators
- Minimize and minimize any negative environmental impacts caused by our activities.
- You ensure that your actions comply with the standards contained in this Code, by identifying yourself on social media as a member of KAGEDEV.
- Ask the legal service for advice when dealing with countries subject to economic sanctions and when you are subject to calls for a boycott.
- Ask the global communications department for advice on media presence, responses, interviews and requests for public appearances.
- Ask the advocacy department for advice on any lobbying activity.

The following should be avoided:

- Giving or receiving anything of value to or from any person (including officials) to influence decisions or to fabricate an unfair advantage providing false, erroneous or incomplete information.
- In response to valid requests for information from government entities.
- Pressure colleagues to make political or charitable contributions.

- Lobby for legislative action and participate in political campaigns on behalf of KAGEDEV without consulting the advocacy department.
- Affiliations which may interfere with your impartiality (or appearance of impartiality) in the course of your work for KAGEDEV, or which may damage the reputation of KAGEDEV.

You must report the following:

- Requests to participate in an unsanctioned boycott.
- Situations harmful to health, safety or the environment Relevant KAGEDEV policies and guidelines.
- Anti-corruption guidelines.
- Guidelines for combating money laundering.
- Tax Integrity Guidelines.
- Guidelines on economic sanctions and combating terrorism.
- Guidelines for export control.
- Anti-boycott guidelines.
- Environmental guidelines.
- Guidelines on public procurement.

You must report the following:

Requests to participate in an unsanctioned boycott s Situations prejudicial to health, safety or the environment.

Relevant KAGEDEV policies and guidelines:

Anti-corruption guidelines

Anti-Money Laundering

Guidelines Guidelines on Tax Integrity

Economic sanctions and anti-terrorism compliance guidelines

Export control guidelines

Anti-boycott guidelines

Environmental guidelines

Public procurement directives

Receiving help

This section describes the resources available for the proper implementation of the code of conduct in all departments of KAGEDEV.

12. How to recognize ethical dilemmas

Before making a decision or following a course of action, think about the ethical dimension that may be involved by asking yourself the following questions

- Does the decision or course of action comply with the letter and the spirit of the KAGEDEV code and external commitments?
- Who could be affected by the decision?
- Would any additional advice or expertise be helpful?
- Would I have difficulty explaining this decision to my colleagues or investigators if it were made public?
- Is my judgment impartial, or do I have a vested interest in the outcome that causes me to judge less objectively?

Your duty to intervene:

One of the worst forms of misconduct is looking away. In addition to knowing the ethical and legal obligations related to your job.

You are supposed to take action if:

- Whenever you are unsure of how to proceed and need advice.
- You are uncomfortable with certain actions or decisions, if you know or suspect that one or more of the following parties have engaged or are planning to engage in illegal or unethical activities related to the work of KAGEDEV.

- You are agents, employees, prestige employees and volunteers of KAGEDEV. - Equipment - Partners and subcontractors - Agents, consultants and representatives acting on behalf of KAGEDEV.

Ways to raise concerns:

KAGEDEV has several channels of communication for employees who want advice or raise concerns. They can choose the path they want.

Note, however, that colleagues closest to the situation such as your supervisor or local management are often in the best position to help you.

13. Implementation

Regardless of position or length of employment, anyone who violates the KAGEDEV Code or its underlying policies may be subject to disciplinary action up to and including termination.

The following actions are examples of behaviors that can be sanctioned by disciplinary action:

- Code Violations I Instruct or encourage others to violate the code.
- Failure to report known or suspected violations of the code.
- Obstructing an audit or investigation.
- Uncooperative conduct or misrepresentation during an audit or investigation.
- Retaliation against others who raised concerns.

Violations of the law or regulations may give rise to legal proceedings against you, your colleagues, by KAGEDEV or its partners, which may result in the following sanctions:

- Fines
- Suspension
- Expulsion
- Imprisonment

Persons acting on behalf of KAGEDEV will be invited to sign a certificate attesting that they understand and will respect this code. Each person will sign the certificate when they start working for KAGEDEV and each following year, when the law allows it.



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