

SPARK Staff Code of Conduct

Purpose

This Code of Conduct provides the ethical framework in which SPARK operates. It provides an overview of the values, commitments, responsibilities and integrity that we stand for. When operating within the framework of this Code of Conduct, we create a responsible and transparent environment in conducting our business and in our organization internally.

Our Code of Conduct applies to all our people; it governs every decision we make. By “our people” we mean employees (including BoD), interns, volunteers and longer-term consultants acting on behalf of SPARK. Furthermore, we expect our business partners to apply similar standards of conduct when working for SPARK (see SPARK Partners Code of Conduct). The Staff Code of Conduct is signed by all employees and with that the SPARK employee declared that he/she/it will behave accordingly.

If a case of misconduct is detected, the Board of Directors is authorized to sanction the respective person. For the Board of Directors, the Supervisory Board is authorized to sanction the respective person. The process of reporting and investigating is described in the staff manual.

Our Values

In SPARK, we work according to the following values, which are key in all our engagement with beneficiaries, partners, donors and each other.

TRUST is our belief to be reliable, fair and have **integrity**

CAN DO attitude is how we achieve our best **results**

CARE for what **we do** and who we work with

COURAGEOUS in who we are, what we do, and who we **support**

IGNITE innovative responses to the ever **changing needs** of the countries we work in

Transparency

SPARK highly values transparency throughout the entire organisation; from internal dynamics between staff towards the external communication towards partners, beneficiaries, donors, contributors and society as a whole. Our people do not pretend to act flawlessly. But in all circumstances we intend to be as honest and transparent as possible about our results as well as our failures. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources. All our dealings with donors and beneficiaries shall reflect an attitude of openness and transparency.

Non-discrimination

Our people will not discriminate based on race, gender, sexual orientation, disability, political convictions, religion, or for any other reason, in any way. Our people will do their utmost best to protect all vulnerable groups against harassment, exploitation, and sexual abuse or threat of abuse. We stay away from and strongly reject any abuse of power.

We will not engage in any behaviour that affects the dignity of women and men, which is considered as unwanted, unacceptable, inappropriate and offensive to the recipient and/or

create an intimidating, hostile, degrading, humiliating or offensive environment for them.

Integrity

Our people observe the highest standards of honesty and integrity by not abusing their position for personal gain. We are committed to conducting our activities with the highest degree of integrity and in full compliance with all applicable laws. This commitment includes a zero tolerance approach towards all forms of fraud, bribery, corruption and theft. All staff should avoid situations in which their personal interest may conflict, or appear to conflict, with the interests of SPARK or our programme participants.

Data Confidentiality

Our people make responsible use of the information to which they have access and do not divulge any confidential information about beneficiaries and persons of concern to SPARK, colleagues and other work-related matters. Both while working for and after leaving SPARK, any confidential information our people have obtained will not be disclosed to others.

In SPARK we respect the privacy of our people. E-mail or other data can only be accessed by SPARK for retrieving on-going case files and in case of longer absence (> 1 week) of an employee. In such a case the employee will be informed. After ending a staff contract, information for on-going case files can be retrieved without informing the former employee.

Working in partnership

Our support should never be imposed upon the beneficiaries or partners. Our people will respect the autonomy of SPARK's (implementation) partners and support a relationship of mutual trust and confidence.

Initiative for continuous improvement

Our people have the responsibility to take initiative for continuous improvement and innovation and our senior management and BoD has the responsibility to create a conducive environment for this initiative to be taken and followed up upon.

Duty to report and act

Our people will report all breaches of the SPARK Code of Conduct or suspicions of non-compliance in SPARK or in the SPARK programs immediately and with the utmost discretion. Management must ensure that all information about breaches of this Code is handled with the utmost discretion. Any concerns or suspicions about a suspected incident of exploitation, harassment or bullying of programme participants or colleagues, whether major or minor, should always be discussed with a line manager or other senior member of staff.

By signing this Code of Conduct, the SPARK staff member declares that he or she:

- ***Is aware of SPARK's mission;***
- ***Has read and will work comply with the SPARK Staff Manual;***
- ***Has no active official legal investigation pending against him/her;***
- ***Has indicated past affiliation with political parties or groups that could affect work with SPARK***
- ***Will work in accordance with the principles of this Code of Conduct as stated above***

Data and place:

Name:

Signature: