



Code of Conduct Policy

Organization of literacy support for independent Afghanistan

2025

OLSIA CODE OF CONDUCT POLICY

Board Approval

The board of director of OLSIA, by resolution duly adopted by unanimous vote at a meeting duly called and held and not subsequently rescinded or modified in any way, has duly determined that this policy is workable and fair to and in the best interests of OLSIA, the board, approve this policy, recommended for use and directed that the amendment be submitted for consideration by OLSIA board members and ED at the OLSIA board meeting.

Each member of the board agrees to perform such further acts and execute such further documents as are necessary to effectuate the purposes hereof. This policy manual shall be understood and enforce in accordance with and governed by the laws of the government of Afghanistan.

The OLSIA Board Approval constitutes approval of this policy manual undersigned.

Abdul Qaum Almas

Signature

Fazal Rabani

Signature

Abdul Jabar Ameri

Signature

Farhad Naderi

Signature

Haroon Ahmadi

Signature



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Introduction

As a OLSIA employee, you are required to abide by the organization's policies and procedures, the terms and conditions of your employment (as outlined in your employment contract), and to ensure your conduct is in keeping with the organization's vision, mission, and core values.

The aim of this Code of Conduct is to formalize the standards by which you may need to behave in certain circumstances. The Code applies to all OLSIA's staff, regardless of location, and in accepting appointment; you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code.

The Code is designed for your guidance and protection. It underpins the behaviors that are expected of an employee to demonstrate their commitment to OLSIA's ethos, ways of working, beliefs, principles and values. The competency framework and various OLSIA's policies and procedures will support it. This Code of Conduct is written to reflect the organization's fundamental beliefs and values (as outlined below), to support its mission to work with others to support local communities and its commitment to ensuring that everyone is respected and valued. Red Cross Code of Conduct for Humanitarian Assistance for Humanitarian Aid OLSIA is committed to comply with all Red Cross code of conduct for humanitarian Aid, which is as follows.

1. The humanitarian imperative comes first. (The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle which should be enjoyed by all citizens of all countries. As members of the international community, we recognize our obligation to provide humanitarian assistance wherever it is needed)
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint
4. We shall endeavor not to act as instruments of government foreign policy
5. We shall respect culture and custom (We will endeavor to respect the culture, structures and customs of the communities and countries we are working in)
6. We shall attempt to build disaster response on local capacities (All people and communities, even in disaster possess capacities as well as vulnerabilities. Where possible, we will strengthen these capacities by employing local staff, purchasing local materials and trading with local companies.)
7. Ways shall be found to involve program beneficiaries in the management of relief aid. (Disaster response assistance should never be imposed upon the beneficiaries. Effective relief and lasting rehabilitation can best be achieved where the intended beneficiaries are involved in the design, management and implementation of the assistance program. We will strive to achieve full community participation in our relief and rehabilitation programs.)
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources. (We often act as an institutional link in the partnership between those who wish to assist and those who need assistance during disasters. We therefore hold ourselves accountable to both constituencies.)
10. In our information, publicity and advertising activities, we shall recognize disaster victims as dignified humans, not hopeless objects. (Respect for the disaster victim as an equal partner in

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action should never be lost. In our public information we shall portray an objective image of the disaster situation where the capacities and aspirations of disaster victims are highlighted, and not just their vulnerabilities and fears.)

CODE OF CONDUCT – STANDARDS

As an employee of OLSIA, I will:

1. Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with OLSIA's core values and mission.

1.1 I will treat all people fairly and with respect and dignity and recognize the professional opinion of others. I will be accountable for my actions and will not use unequal power relationships for my own benefit.

2. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of OLSIA and my work as an employee of the organization.

2.1 I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of OLSIA – e.g. contract for goods/services, employment or promotion within OLSIA, partner organizations, civil authorities, beneficiary groups.

2.2 I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.

2.3 I will not accept any additional employment or consultancy work outside OLSIA without advising management to ensure there is no conflict of interest and that I remain within legal limits in respect of working hours.

3. Avoid involvement in any criminal activities, fraud, and activities that contravene human rights or those that compromise the work of OLSIA.

3.1 If I become aware of any form of illegal activity, I will make it known to the appropriate authorities.

3.2 I will notify the organization if I am found guilty of any criminal charges during my employment.

3.3 I will abide by OLSIA's policies and procedure and will not engage in inappropriate or sexual behavior regardless of local custom.

3.4 I will not abuse or exploit children under the age of 18 in any way and will report any such behavior of others to my line management. I will not carry a weapon on OLSIA premises nor jeopardize the safety of myself or others by carrying a weapon when representing OLSIA in the Afghanistan or overseas.

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4. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work.

4.1 I will fully abide with the requirements of OLSIA's equal opportunities, diversity and anti-harassment policies.

4.2 I will never knowingly engage in any exploitive, abusive or corrupt relationships and will take appropriate action if I become aware of them.

Responsibility, Service, and Public Mindedness

Responsibly maintaining itself, OLSIA conducts its activities for the sake of others, whether for the public at large or a particular segment of the public.

- OLSIA don't misuse public money for selfish purposes and all public assets are to be treated with utmost seriousness, as a public trust.
- OLSIA recognizes that its conduct and activities impact on the public's perception of NGOs and that it shares responsibility for the public's trust of NGOs.
- OLSIA exhibits a responsible and caring attitude toward the environment in all of its activities.

Cooperation beyond Boundaries

OLSIA is willing to work beyond borders of politics, religion, culture, race and ethnicity, within the limits of the organizing documents and with organizations and individuals that share common values and objectives.

Human Rights and Dignity OLSIA does not violate any person's fundamental human rights, with which each person is endowed.

OLSIA recognizes that all people are born free and equal in dignity.

OLSIA is sensitive to the moral values, religion, customs, traditions, and culture of the communities they serve. OLSIA respects the integrity of families and support family-based life.

Not-for-profit

OLSIA is organized and operated as a not-for-profit organization. Any surplus that is generated through its operations is to be utilized solely to help the organization fulfill its mission and objectives. No part of the net earnings of OLSIA is to inure to the benefit of the directors, officers, members or employees of the organization, or to any other private persons, except that OLSIA may provide reasonable compensation for services provided to the organization. I have read carefully and understand the OLSIA Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support OLSIA's vision, mission, and core values.

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APPLICATION OF THE CODE OF CONDUCT

The Code of Conduct is intended to serve as a guide for all OLSIA staff in making decisions in their professional lives and, at times, in their private lives.

By following this Code of Conduct, it is intended that all staff will contribute to strengthening the professionalism and impact of the work of OLSIA and have a shared understanding of who we are and how we behave.

The Code of Conduct forms part of the terms and conditions of employment of all members of staff. Further information and details of specific aspects of this Code can also be found in OLSIA's detailed policies and procedures.

1. All members of staff will be given a copy of this Code of Conduct and be required to familiarize themselves with its requirements, by reading and discussing the Code with their manager or colleagues.
2. All members of staff will be required to confirm this by signing their agreement to the Code of Conduct and by keeping a copy. A further copy of the signed agreement will be kept on the employee's personal file.
3. Further information on the provisions within the Code can be found in OLSIA's policies, procedures and guidelines. If needed, members of staff can also seek further clarification from their manager or a member of the Human Resources team.
4. For members of staff relocating to another country of work, guidance will also be given in relation to local specific customs and legal requirements, in order to inform the behavior that they will be expected to adopt.
5. Managers also have a particular responsibility to uphold the standards of conduct and set an example.
6. In the recruitment and selection of staff, managers should seek to ensure that candidates selected support the beliefs and values of OLSIA.
7. Any employee who has concerns about the behavior of another employee should raise these with the appropriate line manager. Any concerns will be treated with urgency, consideration and discretion.
8. Any breaches to the requirements of this Code of Conduct will be subject to investigation and possible disciplinary action in line with OLSIA's Disciplinary Procedure at a level appropriate to the breach.