



The Happiness Project Ghana Code of Conduct

Introduction

The Happiness Project Ghana (HPG) is a non-governmental, non-profit organization, providing relief and development assistance in Ghana. HPG is committed to the best practice and quality of work of its staff. In this context, all HPG staff members are obliged to maintain the highest standards in the day-to-day conduct of their work. Any form of exploitation or abuse of power is incompatible with HPG's fundamental belief in human dignity of all people, and within HPG's core values.

The aim of the HPG Code of Conduct is to provide clear guidance on the standards of behavior required by all HPG staff. Any unacceptable behavior breaching this Code may result in disciplinary action, including dismissal. Whilst recognizing that laws and cultures differ considerably from one country to another, the Code is based on international legal standards, universal principles of codes of conduct and basic human rights.

Standards of conduct

The Happiness Project Ghana (HPG) staff are obliged to avoid any unacceptable behavior and to comply with the following standards:

- ◆ Highest standard of personal and professional conduct in line with HPG beliefs, policies, values, mission and vision

All HPG staff must ensure that their behavior during and outside of work supports HPG's positive reputation.

All people have to be treated with respect and dignity. Any forms of discriminative behavior on the basis of race, gender, religion, social status, color, national or ethnic origin, age, disability, sexual orientation and others are unacceptable.

The well-being of children has to be promoted across HPG programs and any behavior likely to cause harm to children, including physical, sexual, emotional abuse and neglect, is prohibited.

HPG staff have to observe local laws and cultural norms and behave in culturally sensitive manner.

As HPG is impartial, neutral and non-confessional, it is forbidden to take part in political activities or in the promotion of one's religious values in a way that could negatively impact working goals of the organization or harm the perception of HPG's neutrality.

Any type of work under influence of alcohol, drugs or any illegal substance is not acceptable.

- ◆ No sexual exploitation or abuse

Sexual relationships between a HPG staff and a beneficiary is likely to be based on inherently unequal power dynamics and may undermine the credibility of HPG and its works. As such, HPG considers it unacceptable. Sexual relationship with children (persons under the age of 18) is prohibited regardless of the age of the majority or age of consent locally.

Mistaken belief in the age of the child is not a defense. The exchange of money, goods, services or favors for sex is unacceptable.

- ◆ No bullying, harassment, discrimination, intimidation or abuse

Actions of HPG staff should be fair and honest. All people have to be treated with dignity and respect and HPG staff must never engage in any humiliating, degrading or exploitative behavior. Any form of physical violence - unless in self-defense - is unacceptable and will lead to immediate dismissal.

The use of inappropriate, violent or offensive language in oral or written form towards others is not acceptable.

- ◆ Responsibility towards HPG asset, resources and information

HPG staff are expected to use HPG asset, financial and other resources in a responsible and accountable manner, following all relevant HPG policies and procedures. HPG equipment must not be used for illegal activity, including any form of harassment, intimidation or degrading activities or comments. Any entrusted project goods and services must be used in an appropriate manner. Causing damage intentionally or through gross negligence to any property of HPG or to any property directly connected with the work of HPG is unacceptable. Any private or confidential information related to HPG's work must not be shared outside the organization verbally, in written form, through social media or networks, unless legally required to do so.

- ◆ Responsibility to one's health, safety and security and of those you manage

HPG staff are required to comply with local security guidelines. HPG staff have to behave in ways that avoids unnecessary risks to the health, safety and security of themselves, of their team members, and of those whom they manage. The same attitude must be practiced towards HPG beneficiaries.

- ◆ Obligation to report all breaches of HPG Code of Conduct

Incidents, concerns or suspicions regarding any breaches of this Code must be brought to the attention of the board. No false or malicious accusations in relation to the Code are acceptable.

I have read carefully and understood the HPG Code of Conduct and Key Policies and agree to abide by their requirements, and commit to upholding the standards of conduct required.

I understand that failure to comply with any principles of the HPG Code of Conduct and Key Policies may result in disciplinary action up to and including dismissal and, where applicable, may result in civil or criminal proceedings against me.

Name:..... Signature:.....

Date:.....



The Happiness Project Ghana Safeguarding Policy

Introduction

The Happiness Project Ghana (HPG) recognizes that especially in situations of poverty, humanitarian crisis and/or conflict, people affected by crisis, children especially, can be extremely vulnerable. At the same time, safety and wellbeing of vulnerable children and adults who come into contact with HPG is of our utmost importance. We therefore acknowledge as our fundamental duty to protect all vulnerable people engaged within our programs and activities from any forms of abuse and exploitation.

By determining HPG's commitment to protect children and vulnerable people, this Policy has the following objectives:

- ◆ To protect beneficiaries (both children and adults) engaged in HPG programs from all forms of abuse and exploitation.
- ◆ To protect HPG staff from all forms of abuse and exploitation and any potential false or malicious allegations of misconduct.
- ◆ To protect HPG organizational integrity and reputation, by introducing sound Safeguarding Policy that helps to understand rights and responsibilities of concerned parties.

Policy statement

All people have the same right to freedom from abuse and exploitation. HPG believes that everyone who come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Therefore, HPG staff and associates must never engage in any forms of humiliating, degrading, abusive, exploitative or other forms of unacceptable behavior under any circumstances.

HPG commitments

Commitment towards HPG beneficiaries

- ◆ In our programs, HPG is committed to the protection of our beneficiaries. HPG will take all reasonable steps to protect them from any harassment, abuse and exploitation potentially perpetrated by HPG staff or associates. All HPG staff and associates are thus required to respect the rights and dignity of individuals, families and communities with whom we work.
- ◆ We reject any form of sexual harassment, exploitation and abuse, which we consider as one of the worst manifestations of misconduct and abuse of power. We acknowledge that certain vulnerable groups such as children, women, the elderly, disabled people and others might be particularly at risk and must receive our greatest attention.

- ◆ In order to be able to address the issues of beneficiaries' protection properly, it is essential that HPG staff and associates be fully aware of and respectful toward local cultural and religious practices. However, these specifics can never be used as an excuse or a motive for inappropriate behavior.
HPG will not accept using respect for local culture as a justification for ignoring or supporting harmful practices.
- ◆ HPG beneficiaries must be aware of their basic rights and the standards of conduct expected from HPG staff and associates. A Community Feedback has to be established in order to enable our beneficiaries to raise any potential concerns.

Commitment towards HPG staff

- ◆ HPG is committed to protecting the rights of the HPG staff and to maintain its dignified working environment free of any potential harassment, abuse and exploitation. Every HPG staff member must be aware of the internal procedures to raise concerns about any unethical or unacceptable behavior of her/his colleagues.
- ◆ Basic principles and standards of conduct of HPG staff and associates are outlined in the HPG Code of Conduct. HPG is aware that substantial breaches of these principles can significantly undermine HPG's core values and vision, and that these would negatively impact on the reputation and ability of HPG to reach its goals



The Happiness Project Ghana Child Protection Policy

Introduction

The Happiness Project Ghana (HPG) recognizes that especially in situations of poverty, humanitarian crisis and/or conflict, children can be extremely vulnerable. Therefore, HPG acknowledges as its fundamental duty to protect children engaged within its programs and activities from any forms of abuse and exploitation.

By determining HPG's commitment to protect children and setting the key thresholds of behavior desired or unacceptable, this Policy has the following objectives:

- To protect children engaged in HPG's programs from all forms of abuse and exploitation
- To protect HPG staff from false or malicious allegations of misconduct
- To protect HPG's organizational integrity and reputation, by introducing sound Child Protection Policy that helps to deter from unacceptable behavior.

Standards of conduct

- ◆ Treat children with dignity and respect regardless of ethnicity, race, gender, age, language, religion, political or other opinion, disability, or other status.
- ◆ Behave appropriately; make sure that language is moderated in their presence and refrain from adult jokes or comments that may cause discomfort or offence.
- ◆ When working in the proximity of children be visible and wherever possible, ensure presence of another adult.
- ◆ While implementing HPG programs that may affect children, allow them to be engaged in designing the action, listen to them.
- ◆ Raise one's voice (report) when having concerns about a child's protection and safety.
- ◆ When collecting data from children (during assessments, monitoring and evaluation) reduce the risk of potential harm by using culturally appropriate ways of communication, obtaining informed consent, ensuring confidentiality and not asking about painful experiences. If distressing data has to be obtained, try to use indirect data collection methods and be prepared to refer the distressed child to professional care.
- ◆ When getting and/or using children's images for visibility purposes (i.e. photographing or filming a child/children):
 - present children in a dignified and respectful manner, with children being adequately clothed and not in poses that could be misleading or seen as sexually suggestive
 - When taking an image of a particular child for a specific purpose (medialization, advocacy, fundraising, etc.), explain how the product will be used and for that obtain legitimate consent from the child, whenever possible also from a parent or guardian of the child
 - Ensure that images of children taken for public use do not reveal any identifying information

Forms of unacceptable behavior

- x Touch a child in an inappropriate or culturally insensitive manner (personnel in direct medical care positions are to follow International and/or local country industry best practice guidelines).
- x Use language or demonstrate behavior that is harassing, abusive, demeaning, sexually provocative, or culturally insensitive towards children.
- x Engage children in any form of activity that is demeaning, offensive, sexually provocative, abusive or culturally inappropriate or insensitive.
- x Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favor particular children to the exclusion of others.
- x Physically assault or punish children.
- x Engage children in any form of sexual activity or acts, including paying for sexual services or acts or child marriage.
- x Do things for a child of a personal nature that they can do for themselves E.g. if HPG staff happens to be involved in any dressing, or undressing of outer clothing, or where there is physical contact of lifting or assisting a child to carry out particular activities. In situations with no other option, e.g. when helping a child with disability, these tasks should only be carried out with a full understanding of parents/guardian and of the children involved. There is a need to be responsive to a child's reactions and if a child is fully dependent, talk with them about what is going to be done and give them choices where possible.
- x Access child pornography or any inappropriate pictures of children through any medium.
- x Invite unaccompanied children without their and parent's or guardian's approval into solitary; places, unless they are at immediate risk of injury or in physical danger
- x Sleep in close proximity to unsupervised unrelated children.
- x Hire children for domestic or other labor which is inappropriate given their age or developmental stage and which interferes with their time available for education and recreational activities, or which puts them at risk of injury.