



ENDANGERED PEOPLES TRUST

CODE OF CONDUCT

CONTENTS

1. **Preamble**
2. **Organizational Integrity**
3. **Governance**
4. **Communication with the Public**
5. **Finances**
6. **Personnel and Management Practice**

COMMITTED TO

INTEGRITY

TRANSPARENCY

ACCOUNTABILITY



This Code of Conduct sets out standards and requirements to which signatories to the Code are bound and against which complaints and compliance is assessed.

1. Preamble

- 1.1 This Code of Conduct defines standards of governance, management, financial control and reporting with which The Trust should comply. It identifies mechanisms to ensure accountability in the use of public monies, to maintain and enhance standards thereby ensuring public confidence in the integrity of The Trust and individuals involved in the organization.
- 1.2 Individuals who are signatories to this code aim to build creative and trusting relationships with sponsors and donors and to meet program standards which ;
- Give priority to the needs and interests of the people they serve ;
 - Encourage self help and self reliance among beneficiaries and thus avoid creating dependency ;
 - Involve beneficiary groups to the maximum extent possible in the design, implementation and evaluation of projects and programs.
 - Respect and foster internationally recognized human rights, both socio-economic and civil-political.
 - Seek to enhance gender equality ; and
 - Are based on an understanding of the history and culture of the people served.
- 1.3 The Trust is required to meet a range of government legal obligations which are presumed in this Code. These obligations may include corporation laws, rules of incorporation of associations, fundraising and charitable institutions legislation, privacy legislation, equal employment opportunity principles, occupational health and safety standards, anti discrimination legislation, intellectual property and copyright legislation and other codes of ethics.

2. Organizational Integrity

- 2.1 In all of its activities and particularly its communications to the public, the Trust will accord due respect to the dignity, values, history, religion and culture of the people with whom it works consistent with principles of basic human rights.

2.2 The Trust will be formed voluntarily and be not-for-profit.



2.3 The Trust will oppose and not be a willing party to wrongdoing, corruption, bribery or other financial impropriety in any of its activities. It shall take prompt and firm corrective action whenever and wherever wrongdoing is found among its Governing Body, paid staff, contractors, volunteers and Partner Organizations.

2.4 The Trust will have a policy to enable staff confidentially to bring to the attention of the Governing Body evidence of misconduct on the part of anyone associated with the Trust.

2.5 The Trust will conduct itself in ways that do not denigrate other agencies, or make misleading or false public statements regarding other agencies.

2.6 Funds and other resources designated for the purpose of aid and development will be used only for those purposes and will not be used to promote a particular religious adherence or to support a political party, or to promote a candidate or organization affiliated to a political party.

3. Governance

3.1 The Trusts' governing instrument will be consistent with legislative requirements and set forth the Trusts basic goals and purposes.

3.2 The Governing Body will approve the annual budget and may delegate authority to staff or others but must accept ultimate responsibility for governance over all aspects of the Trust.

3.3 Members of the Governing Body, paid staff and volunteers will make known to the Governing Body any conflict of interest or any affiliation they might have with an actual or potential supplier of goods and services, recipient of grant funds or organization with competing or conflicting objectives. Members of the Governing Body and paid staff will absent themselves from discussion and abstain from voting or otherwise participating in the decision on any issue in which there is a conflict of interest. Large or otherwise inappropriate gifts to members of the Governing Body or staff for personal use shall be forbidden.

3.4 The Governing Body will commit the Trust to open and accurate disclosures of information concerning the goals, programs, finance and governance. Due regard will be given to the human rights and personal safety of staff, partners and aid recipients, legal requirements regarding privacy and confidentiality, proprietary information and personnel matters.

- 3.5 The Trust will hold an annual general meeting of its members which meets the requirements of the legislation under which the Trust is incorporated. The AGM will receive the annual audited financial statements and appoint an independent auditor for the subsequent year[s].



4. Communication with the Public.

- 4.1 An Annual Report is to be produced and made available to the organizations own members, supporters and members of the public upon request.
- 4.2 Fundraising solicitations will be truthful, will accurately describe the Trust's identity, purpose, programs and needs and will only make claims which the Trust can fulfill. There will be no material omissions or exaggerations of fact, no use of misleading photographs, nor any other communication which would tend to create a false impression or misunderstanding.
- 4.3 In all fundraising activities initiated by it, the Trust will have policies set up to protect donors' rights to ;
- remain anonymous ;
 - have their names deleted from mailing lists ;
 - have their names deleted from mailing lists the Trust intends to share ;
 - be informed whether those seeking donations are volunteers, paid staff or agents of the Trust
 - be informed about the causes for which the funds are being raised ;
 - get information on the application of their donation ; and
 - be able to identify collectors and have documentation confirming the bona fides of the Trust..
- 4.4 The Trust will be responsible for all fundraising activities outsourced to a third party and will put all such contracts and agreements in writing.

5. Finances

- 5.1 The Trust will have internal control procedures which minimize the risk of misuse of funds. Reporting mechanisms which facilitate accountability to members, donors and the general public will be used. The Trust will have adequate procedures for the review and monitoring of income and expenditure. Loans to and transactions with the Governing Body members shall be publicly disclosed. Loans to staff shall be disclosed to the Governing Body.
- 5.2 Notwithstanding any other legal requirements, the Trust must publish with their annual report, financial statements.
- 5.3 Code of Conduct Summary Financial Reports and Full Financial Reports must be audited by at least a qualified accountant who is a member of the Institute of

Chartered Accountants of South Africa. The auditor's statement must accompany the financial report in the Annual Report.



5.4 Donations shall be used as promised or implied in fundraising appeals. When funding is invited from the general public for a specific purpose, the Trust shall have a plan for handling any excess and shall make this known as part of the appeal. The Trust shall substantiate, upon request, that their application of funds is in accordance with donor intent.

6. Personnel and Management Practice

6.1 The Trust will seek to achieve best practice in its personnel policies.

6.2 The Trust's expectations of its employees and volunteers professional conduct shall be clearly communicated and consistent with the requirements of this Code of Conduct.

6.3 The Trust will be committed to continuous improvement in its management practice including the provision of regular opportunities to employees for training and professional development.

6.4 The Trust will have policies and strategies to promote gender equity especially in senior positions in the management and governance of the Trust.
