

Code of Conduct Policy

Purpose:

The purpose of this Code of Conduct is to outline the ethical standards and professional behaviors expected from all Anera employees, volunteers, contractors, and partners. It ensures that Anera operates with integrity, respects the dignity of all individuals, and remains aligned with its mission to create a sustainable impact in the communities we serve.

Scope:

This policy applies to all employees, volunteers, contractors, and partners.

Policy Statement:

Integrity and Accountability:

- Employees must act with integrity, honesty, and accountability in all professional dealings. Misrepresentation, fraud, or any form of dishonesty is strictly prohibited.
- Fulfill responsibilities diligently to ensure resources are used effectively and in alignment with Anera's mission.

Respectful Behavior:

- All employees must treat colleagues, partners, and beneficiaries with respect, maintaining a workplace free of harassment, discrimination, and violence.
- Value diversity and inclusion in all professional interactions.



Conflict of Interest:

- Employees must avoid situations where personal interests conflict with the organization's interests. Any potential conflicts must be disclosed to HR or a supervisor immediately.
- Ensure decisions are guided by organizational priorities and not influenced by personal gain.

Confidentiality:

- Employees are responsible for protecting sensitive information related to the organization's operations, partners, or beneficiaries. Breaches of confidentiality may result in disciplinary action.
- Share confidential information only on a need-to-know basis and in compliance with applicable laws and policies.
- Report breaches of confidentiality promptly.

Professional Conduct

- Represent Anera's values in all communications, both internal and external.
- Refrain from using Anera's resources for personal benefit or unauthorized purposes.
- Follow all applicable laws, regulations, and internal policies.

Ethical Use of Resources

- Use organizational resources responsibly and efficiently.
- Avoid misuse, fraud, or waste of funds and assets.
- Maintain accurate and transparent records of financial and operational activities.



Responsibilities:

All Employees:

- Abide by the Code of Conduct in all professional activities.
- Familiarize themselves with and adhere to this Code of Conduct.
- Participate in ethics and compliance training sessions as required.
- Report any concerns or violations of the Code to appropriate channels.

Managers and Supervisors

- Lead by example and promote awareness of this policy among their teams.
- Ensure their team members have access to resources and guidance for compliance.
- Address ethical concerns promptly and fairly.

HR Department:

- Investigate potential violations of the Code and enforce disciplinary measures when necessary.
- Provide training and support to staff to promote adherence to ethical standards.

Reporting and Enforcement

Reporting Violations

- Employees and affiliates are encouraged to report any ethical concerns or violations through:
 - Direct communication with a supervisor or HR.
 - Anonymous reporting channels, if available.
- All reports will be treated with confidentiality and investigated promptly.



Anti-Retaliation

- Anera strictly prohibits retaliation against anyone who raises a concern in good faith.
- Retaliatory actions will result in disciplinary measures, up to and including termination.

Enforcement

- Violations of this Code may result in disciplinary action, including termination of employment or partnership.
- Legal violations may be reported to relevant authorities.