

Policy Summary

Code of Ethics and Conduct

Friends Affected & Infected Together in Hand (FAITH) — Lalitpur, Nepal

Adopted June 2019

POLICY COMMITMENT

As members of FAITH, we are expected to do more than comply with laws and regulations — we are expected to behave ethically, honestly, and with integrity in all of our interactions, guided by FAITH's ideals and values.

8

Shared values underpinning the Code

6

Areas of Organizational Principles

4

Program Principles guiding activities

June 2019

Code adopted

About this Code

This Code of Ethics and Conduct (COEC) provides an ethical framework to guide the conduct of everyone associated with FAITH, based on FAITH's ideals and values. It raises awareness of ethical issues, provides guidance, prevents problems, and is built on eight shared values: commitment to the public good, accountability to the public, commitment beyond the law, respect for the worth and dignity of individuals, inclusiveness and social justice, respect for pluralism and diversity, transparency and honesty, and responsible stewardship of resources.

Scope and Responsibility

The Code applies to everyone who associates with FAITH — employees, suppliers, and partners worldwide — and beneficiaries, competitors, and end users also benefit from it. Responsibility for compliance rests on all internal constituents and position holders.

- Violations are reported to an immediate supervisor, who escalates to the Executive Director, who refers the matter to the Disinterested Committee for investigation.
- **Disinterested Committee** — a standing committee (maximum 2-year term) formed by the Executive Board Chairperson, responsible for investigating violations, reviewing the Code annually, and reporting to the Executive Board.

Organizational Principles

Area	What it Covers
Our Integrity	FAITH is not-for-profit, non-governmental, politically independent, organized, and voluntary — surpluses serve the mission only, and the organization is self-governing.
Guiding Principles	Responsibility, accountability, and transparency; cooperation beyond boundaries; respect for human rights; truthfulness and legality; and confidentiality.
Governance	A written governing instrument; an Executive Board drawn from diverse, dedicated members serving voluntarily; clear responsibilities for mission, budget, hiring, and strategic planning.
Conflict of Interest	Members must be guided by FAITH's principles, avoid letting personal interest affect their loyalty to FAITH, and disclose any conflict to senior management.

Area	What it Covers
Workplace Environment	FAITH commits to capable, fairly treated staff and a safe, violence- and substance-free workplace; staff must act with honesty, respect, and transparency, and protect confidential information.
Anti-Sexual Harassment	Zero tolerance for sexual relationships, harassment, or exploitation involving beneficiaries or colleagues, in line with UN IASC guidance; concerns must be reported to a supervisor, the Executive Director, or via the Whistleblowing Policy.
Financial and Legal Compliance	Sound financial procedures, annual external audit, internal controls with dual authorization, and compliance with all applicable national and local laws.

Program Principles

Principle	What it Covers
Conflict Sensitivity	FAITH follows a 'Do No Harm' approach, understanding the context it operates in and protecting the rights and privacy of marginalized and vulnerable groups.
Confidentiality	Beneficiary information is protected, collected only with consent, and disclosed only for professional reasons that are clearly communicated.
Advocacy	Public advocacy is accurate, evidence-based, transparent about bias, and protective of the safety and rights of those affected — while empowering communities to advocate for themselves.
Environmental Sustainability	FAITH commits to conducting activities sustainably, informed by an understanding of their environmental impact.

Public Engagement

- **Public Trust** — FAITH provides accurate, timely information to the public, including annual reports and financial information, and maintains confidentiality of personal data.
- **Fundraising** — Solicitations must be accurate and honest, free of coercion or exaggeration; funds are used as agreed with donors, and fundraisers are never compensated on commission.
- **Partnerships and Networking** — Collaborations are based on mutual respect, shared values, transparency, and clarity of roles, and must not compromise FAITH's independence or duplicate other organizations' services.
- **Integrity in Marketing** — All marketing materials must clearly reflect FAITH's beliefs, values, and Code of Conduct.

Compliance

Every member of FAITH has an affirmative duty to report concerns about potential non-compliance with applicable laws, regulations, policy, or procedure, and is protected from retaliation for doing so in good faith.

Complaints are submitted to the Disinterested Committee using the prescribed Complaint Form (Form COI-CA), which is handled confidentially and investigated following the procedures of the Conflict of Interest Policy.