

Integrity code of conduct

Our values reflect the culture that the KIYO teams around the world live and express each and every day. They align with our mission and guide us in how we act, how we treat each other, and how we engage with others. Our values are the foundations of our integrity framework. They have been developed and validated across the different countries where we work and apply in each of these contexts.

We are all responsible for protecting these values and adhering to the code of conduct. Working for or with KIYO means putting these values into practice: *walk your talk*.

Based on the values, the following basic principles of ethical behaviour and conduct guide me in my thoughts, decisions and actions.

Values	Commitments
<div data-bbox="288 902 496 1137" data-label="Image"> </div> <ul style="list-style-type: none"> • We are open and actively look to learn from others and share our expertise. • We choose collaboration and dialogue in all our interactions. • We build bridges across borders & between people. • We communicate in a transparent, honest and respectful way. 	<p>I am committed to:</p> <ul style="list-style-type: none"> - Adopt a learning attitude regarding my own functioning as well as that of the organisation. - Communicate in a respectful and constructive manner, always creating dialogue and reflection. - Collaborate and actively seek opportunities for connection. - Work with others from the perspective of mutual learning. - Carry out the values and ethics of KIYO in internal and external communication and refrain from harming the organisation. - Use KIYO's communications materials (computer, social networks) in an appropriate manner. In particular, I will not consult, download, create or distribute inappropriate or offensive materials (e.g. pornographic). - Use KIYO's funds and resources in a responsible manner to maximize our impact on youth empowerment and resilience. - Ensure the accuracy and transparency of all KIYO's business and financial records, to comply with financial policies and procedures and to avoid any form of fraud in knowingly making false representations or failing to disclose information. - Inform directly about any situation that may create a conflict of interest to jointly find an appropriate solution.



- We create a safe space where everyone can be themselves, has a sense of belonging, freely voices ideas and opinions and really feels included.
- We enable participation of all by respecting and valuing diverse identities, talents and experiences.
- We encourage the potential in each person and celebrate their growth and success.

I am committed to:

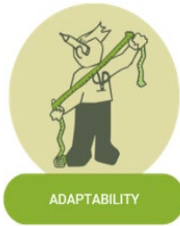
- Contribute to the empowerment of children and youth to take charge of their lives and realise their rights.
- Act according to existing (child) rights frameworks.
- Respect and promote fundamental human rights without discrimination irrespective of so-called social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.
- Treat each individual with fairness, courtesy, dignity and respect whether it is staff member, a member of our governance structure, a volunteer or intern, a partner, a youth or child or any other.
- Treat all persons equally and to create an enabling environment where everyone feels valued and empowered.
- Strive for equity, where sometimes a preferential treatment is needed to address challenges of specific groups.
- Be gender and diversity sensitive, and mainstream gender and diversity throughout the organisation and its programmes.
- Be sensitive to different customs and traditions and to refrain from inappropriate behaviour that may be offensive to others (especially when the culture of the work context is different from mine).
- Be professional and courteous in my interaction with others and will not use inappropriate or offensive language, either verbally or in written communications/
- Refrain from any form of discrimination, harassment and bullying.



- We aim for long-term impact through appropriate and durable solutions that contribute to a more just society.
- We continuously remind ourselves to be aware of what we are doing and take responsibility for it.

I am committed to:

- Limit the negative impact we have on the environment with our actions.
- Respect the laws of the country where I live and particularly those relevant to the context in which I work, and which apply to KIYO's activities.
- Not use my position within KIYO to solicit a personal benefit (e.g. financial, sexual or related to another personal or professional activity).
- Exercise caution and transparency when receiving gifts.
- Refrain from any form of bribery or corruption.



- We learn by doing, we take time to reflect and are constantly improving driven by an eagerness to do better every time.
- We can make mistakes as long as we learn from them.
- We dare to be creative and are unafraid to try new things.

I am committed to:

- Look critically and constructively at our work.
- Take on a constructive and problem-solving attitude strengthening resilience of the organisation and everyone involved within the organisation.
- Experiment as long as it feels safe.

I have read the KIYO Integrity Code of Conduct, and I understand that I am expected to live up to the standards of behaviour described therein.

I understand my moral obligation to report any reasonably suspicion of an integrity breach that is directly related to the organisation, or indirectly to our programs and through our work with partners.

In case of any doubt about the action to undertake, I will contact directly my direct supervisor or an integrity focal point for advice and guidance.

In case of a complaint, I will use the KIYO complaints mechanism (<https://kiyo-ngo.be/report-a-complaint>). I am aware that KIYO does not address anonymous complaints, as investigation and dialogue are not possible without identifying the parties involved. However, if an anonymous complaint is supported by thorough documentation, KIYO may assess its validity to determine whether an investigation is justified. I also understand that complaints made in bad faith are seen as a violation of integrity and can be sanctioned.

Name:

Position:

Place and date:

Signature: _____