**REFUGEE WELFARE ASSOCIATION CAMEROON (REWAC )**

**CODE OF CONDUCT**

Background:

The Refugee Welfare Association Cameroon (REWAC) is a human rights organization registered under Cameroon law in March 2009. Its mandate includes the promotion, protection and enforcement of the rights of the over 648, 000 refugees, asylum seekers and internally displaced persons (IDPs) in Cameroon as enshrined under International law. This is done through the provision of pro bono legal assistance to refugees passing through the status determination (RSD) process, direct assistance, psycho social support, empowerment projects, health care and nutrition as well as education of refugee children.

**MISSION:**

To provide quality humanitarian assistance at the grassroots level in favor of the empowerment and the achievement of sustainable livelihood amongst vulnerable migrants.

**VISION**:

REWAC envisions a community where the voices of vulnerable migrants are articulated, and their lives are productive, fulfilling and valued.

As at the 31st of December 2018, REWAC is run by a team of 20 persons-mostly volunteers, for her operations, working in the various areas of advocacy, logistics, fundraising etc. Local partnerships too have been built, which have facilitated the organization to implement a number of projects in the past, especially, training delivery.

In the main therefore, it behooves on REWAC to sanction a Code of Conduct for her workplace performance within her domain of humanitarian service delivery .The Code of Conduct is basically made up of ethical standards for her employees, while it clarifies the organization’s mission, vision, and values. These inherent guiding principles set the standard of professional conduct expected of the staff in dealing with the public, and within themselves in their operations.

1. **GENERAL CONDUCT**

Employees of REWAC are deemed to conduct themselves honorably and uprightly. Gambling, noise making, drinking, fighting, and similar unprofessional attitude are totally prohibited while at work. Employees must abstain from sexual harassment, abuse and exploitation like the use of inappropriate language, posting vulgar material at the work place or perverse discussions. They shall be expected to be of general good conduct and dispositions out of the office and to serve true ambassadors of the organization, always acting within the limit of the law

1. **CONFLICT OF INTEREST**:

REWAC workers are bound to carry out their duties conscientiously, in all honesty and in accord with the best interest of the organization. They are prohibited from the use of their positions for private gain or to make use of price sensitive information for their advantage, . Where there is a likelihood of such a tendency, it should be reported immediately to hierarchy.

1. **FAVORS, KICK-BACKS AND GIFTS**

Workers of REWAC are prohibited from accepting gifts or personal effects or presents for the purpose of the discharge of their duties, which may influence their decisions. All gifts must be declared to the hierarchy for consideration, as may be included under general donation to the pursuit of the activities of the organization. On the other hand, workers of REWAC are not permitted to accept undue preferential treatment that may compromise their neutrality in the delivery of their services with sister partner organizations or persons. Workers of the organization are banned from receiving any kickbacks from third parties, for or as regards their duties. This is both criminal and administrative in terms of sanctions.

1. **RECORDS AND COMMUNICATIONS**

All records and communication tools must be kept secret, updated and confidential. Workers who are privy to such sensitive material and information are prohibited in making any public utterances or declarations without the approval or endorsement by hierarchy. Workers of the communication department must exercise due diligence in sharing information.

1. **INTERACTION WITH BENEFICIARIES, SUPPLIERS AND OTHER STAKEHOLDERS**

Workers of the organization are prohibited from having any vested interest in the monetary, work or related dealings with beneficiaries, suppliers or other stake holders who are in a contractual or service relationship with the organization. Any such conduct must immediately be reported to hierarchy.

1. **ASSETS, FUNDS AND ENTITLEMENTS**

All workers of the organization are bound by the rule of disclosure, in case they are vested with money or assets as well as other entitlements of the organization. They are guided by their right sense of judgment and the manuals of procedure in engaging expenditure and above all by the duty to report to hierarchy in case of any doubts as to a conflict of interest.

1. **GENERAL PROVISIONS**

All workers of the organization shall be bound to work only for the interest of the organization as to defend its constitution, strive to attain her objectives, mission and vision within her values.

They are all be bound by these Code of Conduct, which shall be distributed free of charge to each employee, volunteer or service provider.

**Dated At Bamenda, this 22nd Day of November 2018**

For, and On Behalf of REWAC

Justice Mukete Tahle Itoe,

Programs Coordinator.