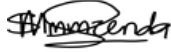




CODE OF CONDUCT POLICY

<p>POLICY</p> <p>CODE OF CONDUCT POLICY</p>	<p>Accountability: Employees of TYDT</p>
<p>Scope:</p> <p>TYDT employees</p>	<p>Authorized: </p> <p style="text-align: center;">DIRECTOR</p> <p>Date: 06/07/2017</p>

1. Purpose

The purpose of TYDT’s Code of Conduct is to ensure that everyone who works for and/or represent TYDT, conduct themselves with integrity and professionalism. It is aimed at fostering and generating behaviors that reflects and perpetuates our values. We want to build on behaviors that have contributed to creating such a positive culture by:

- Collaborating on the basis of trust;
- Using welcoming and inclusive language;
- Thinking the best of each other;
- Being respectful of different viewpoints and experiences;
- Gracefully accepting constructive criticism or feedback;
- Focusing on what is best for TYDT;
- Showing empathy towards each other.

We are passionate about co-creating an ethical culture where every organization member works towards eliminating all forms of malpractice. In this regard, we commit to:

- Relate with each other in ways that enhances our identity as a trusted, independent, global think tank;
- Manifest our values of fairness, diversity & equality, inclusion, transparency, independence, excellence in all that we do; and,

- Work towards a sustainable and peaceful world in which every person thrives.

2. **Adherence to Regulatory Compliance Requirements**

- Our work involves working with, and for, the benefit of the most vulnerable and marginalized young people.
- We expect all staff and representatives to comply with TYDT's, government, partner and donor compliance policies. This includes safeguarding, environmental safety policies whether in the office or field.

3. **Safeguarding**

Our Child Protection policy provide guidance when interacting with children or vulnerable young people. We are committed to ensure that children and vulnerable adults who are particularly susceptible to exploitation and abuse are protected from harm at all time. As such TYDT operates a positive and proactive approach to safeguarding, including ensuring continuous improvements to governance and risk management. Safeguarding measures include:

- Essential support and supervision;
- Measurement of key performance indicators;
- Transparent and robust guidelines for reporting and managing incidents or allegations.

It is vital that all representatives of TYDT read, understand and adhere to TYDT's safeguarding policy and code of conduct. Employees should report any concerns around abuse, misuse of power, security bribery, corruption safety and unethical conduct or behavior when these are suspected or uncovered.

4. **Decorum**

The following are practices that we will work to:

- Dressing appropriately within the workplace and when representing the organization;
- Behaving professionally when travelling on behalf of the Institute;
- Being punctual to meetings and events;
- Treating everyone with care and respect;
- Responding positively to reasonable requests/instructions by senior staff;
- Not being under the influence of drugs or alcohol at work;
- Modelling integrity and fairness when there is a conflict of interest, especially when this relates to the use of power in the context of personal relationships;
- Reporting any wrong doing to senior staff or using the whistle blowing policy;

This Code must be read in conjunction with TYDT's Vision and Value Statement. Incidents of non-compliance and misconduct will be addressed using the following Policies and Procedures:

1. Child Protection Policy;
2. Prevention of Sexual Harassment, Exploitation and Abuse Policy;
3. Gender Policy;
4. Disability Policy;
5. Grievance Handling policy; and
6. HIV and AIDS Policy.