

# Code of Conduct

For employees of and others representing,

Strong Through ART Foundation

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# 1. Introduction

## a) Strong Through Art Foundation Mission Statement

At the Foundation, we believe that every child deserves to grow up in a peaceful and safe environment, free from violence and fear. Our mission is to support organizations and professionals who work tirelessly to protect children from harm, abuse, and neglect.

We are committed to advocating for the rights of every child, regardless of their background or circumstances. We believe that every child deserves access to education, healthcare, and a nurturing environment that supports their physical, emotional, and cognitive development.

Through our work, we aim to raise awareness about the impact of violence on children's lives and promote strategies that prevent and address violence in all its forms. We seek to empower children and their families to speak out against violence and to access the resources they need to heal and recover from trauma.

Our ultimate goal is to create a world where every child can thrive, where their rights are respected and protected, and where they are free to reach their full potential. We believe that by working together with our partners, we can make a lasting impact and build a better future for generations to come.

## b) Core Values

At Strong Through Art Foundation, our core values are deeply rooted in our mission to preserve the health, education, and welfare of children and their right to be a child. We believe that these values are essential to achieving our strategic objectives and making a meaningful impact on the lives of children and their families.

**Compassion:** We approach every child and family with empathy and understanding, recognizing that each individual has unique needs and challenges. We strive to create a safe and nurturing environment where children can feel heard, supported, and valued.

**Integrity:** We uphold the highest ethical standards in all of our actions and decisions, ensuring that our work is transparent, honest, and accountable. We are committed to building trust and credibility with our stakeholders and partners.

**Collaboration:** We recognize that achieving our mission requires the collective efforts of diverse stakeholders, including individuals, organizations, and communities. We value collaboration and seek to build strong partnerships that leverage our collective expertise and resources.

**Innovation:** We are committed to continuous learning and improvement, seeking out new and innovative approaches to addressing the complex challenges facing children and their families. We embrace creativity and experimentation in our work, recognizing that bold ideas and solutions are necessary to create lasting change.

**Respect:** We believe that every child and family deserves to be treated with dignity, respect, and kindness. We are committed to fostering a culture of inclusivity and diversity, where everyone is valued and appreciated for their unique contributions.

**Empowerment:** We believe in the power of education and information to empower individuals and communities to create positive change. We strive to provide children and families with the tools and resources they need to take control of their lives and achieve their goals.

These core values serve as the foundation of our work at Strong Through Art Foundation, guiding our actions and decisions and driving us towards our ultimate goal of improving the lives of children and their families.

### c) Purpose of the Code of Conduct

At Strong Through Art Foundation, our reputation as an INGO of integrity and respect is critical to achieving our objectives and staying true to our mission and core values. That is why we have implemented a Code of Conduct that outlines our expectations for the behavior of all employees, volunteers, and partners who represent our organization.

The purpose of the Code of Conduct is to ensure that everyone associated with Strong Through Art Foundation understands their responsibilities and obligations when it comes to ethical behavior, respect for others, and adherence to our core values. The Code of Conduct is not just a set of rules, but a set of principles that guide our actions and decisions every day.

By adhering to the Code of Conduct, we are able to maintain a culture of integrity and respect that fosters trust, credibility, and accountability with our stakeholders and partners. It ensures that our work is conducted in a manner that is consistent with our mission and values, and that we remain transparent, ethical, and responsible in all of our interactions.

The Code of Conduct covers a wide range of areas, including ethical business practices, human rights, safety and security, conflict of interest, and confidentiality. It also provides guidance on how to report any concerns or violations of the Code, as well as the consequences of non-compliance.

Ultimately, the purpose of the Code of Conduct is to uphold our reputation as an INGO of integrity and respect, and to ensure that our actions and decisions are always guided by our mission and values. By doing so, we are able to make a meaningful and lasting impact on the lives of children and their families, and build a better future for generations to come.

#### d) Who is bound by the Code of Conduct?

At Strong Through Art Foundation, the Code of Conduct applies to all employees, volunteers, and partners who represent our organization, regardless of their position or location. This includes:

- i. **Employees:** All individuals who are employed by Strong Through Art Foundation, including full-time, part-time, and temporary staff.
- ii. **Volunteers:** All individuals who provide services to Strong Through Art Foundation on a voluntary basis, whether on a short-term or long-term basis.
- iii. **Partners:** All organizations, individuals, and entities that work with Strong Through Art Foundation in any capacity, including donors, contractors, consultants, and vendors.

Regardless of their role or position, everyone associated with Strong Through Art Foundation is expected to adhere to the principles outlined in the Code of Conduct. This includes conducting themselves with integrity, respecting the rights and dignity of others, and upholding our core values.

The Code of Conduct applies to all aspects of our work, including fundraising, advocacy, programs, and operations. It is designed to ensure that all individuals and entities associated with Strong Through Art Foundation act in a manner that is consistent with our mission, values, and ethical standards.

By establishing a Code of Conduct that applies to everyone associated with our organization, we are able to maintain a culture of integrity and respect, and build trust and credibility with our stakeholders and partners. It also

ensures that we are able to achieve our objectives and make a meaningful impact on the lives of children and their families, both now and in the future.

## e) Revision of the Code of Conduct

At Strong Through Art Foundation, we recognize that our Code of Conduct is a living document that needs to be regularly reviewed and updated to ensure that it remains relevant and effective in guiding our behavior and actions. That is why we have established a process for revising the Code of Conduct that is designed to be inclusive, transparent, and informed by best practices in the industry.

The revision process typically begins with a review of the existing Code of Conduct to identify areas that may need to be updated or revised. This may be triggered by changes in the organization's structure, operations, or external factors such as changes in laws or regulations.

Once the review is complete, we engage with stakeholders both within and outside the organization to gather feedback and input on the proposed revisions. This may involve consultations with employees, volunteers, partners, donors, and other stakeholders to ensure that their perspectives are taken into account.

We also benchmark our Code of Conduct against industry standards and best practices to ensure that we are incorporating the latest thinking and trends in ethical conduct.

After gathering feedback and input, we revise the Code of Conduct and seek approval from the appropriate governance body, such as the Board of Directors or Executive Leadership Team. Once approved, we communicate the changes to all employees, volunteers, and partners and provide training and support to ensure that everyone understands their responsibilities and obligations under the revised Code.

Regular review and revision of the Code of Conduct is critical to ensuring that our organization remains true to its mission and values, and upholds the highest standards of ethical conduct. It ensures that our actions and decisions are always guided by our commitment to integrity, respect, and accountability, and that we continue to earn the trust and support of our stakeholders and partners.

## 2. The Codes of Behavior

## a) A General values

At Strong Through Art Foundation, we are committed to promoting a culture of ethical behavior that is guided by our core values of integrity, respect, accountability, and transparency. Our Code of Behavior sets out the general values that underpin our approach to ethical behavior and guide the conduct of all individuals associated with our organization.

The general values set out in our Code of Behavior include:

- i. **Integrity:** We act with honesty, transparency, and in accordance with the highest ethical standards. We do not engage in any behavior that could compromise our integrity or the integrity of our organization.
- ii. **Respect:** We treat all individuals with dignity, fairness, and respect, regardless of their background, beliefs, or status. We do not engage in any behavior that could be construed as discriminatory, harassing, or disrespectful.
- iii. **Accountability:** We take responsibility for our actions and decisions, and are accountable to our stakeholders for the impact of our work. We are transparent about our activities and operations, and are committed to continuous improvement and learning.
- iv. **Transparency:** We are transparent about our activities, operations, and decision-making processes. We provide clear and accurate information to our stakeholders, and are responsive to their feedback and concerns.

These general values guide our conduct in all situations, and ensure that we conduct ourselves in a manner that is consistent with our mission and core values. By upholding these values, we are able to promote a culture of ethical behavior that is grounded in respect, integrity, and accountability, and that advances the well-being and rights of children.

## b) Representation

At Strong Through Art Foundation, we recognize the importance of ensuring that our organization is representative of the communities we serve, and that we engage in ethical behavior in our representation of these communities. Our Code of Behavior includes a section on representation that sets out our



expectations for the conduct of all individuals associated with our organization when representing Strong Through Art Foundation.

The representation section of our Code of Behavior includes the following expectations:

- i. **Diversity and Inclusion:** We are committed to promoting diversity and inclusion in all aspects of our work, and in our representation of Strong Through Art Foundation. We strive to represent the diversity of the communities we serve, and ensure that our representation is inclusive and respectful.
- ii. **Accuracy and Transparency:** We ensure that our representation of Strong Through Art Foundation is accurate, truthful, and transparent. We do not misrepresent our activities, operations, or impact, and we are transparent about our sources of funding and support.
- iii. **Respect for Privacy:** We respect the privacy of individuals and communities that we represent, and seek their informed consent when using their stories, images, or other personal information in our representation of Strong Through Art Foundation.
- iv. **Cultural Sensitivity:** We are sensitive to cultural differences and ensure that our representation of Strong Through Art Foundation is culturally appropriate and respectful. We avoid engaging in behavior that could be considered disrespectful or insensitive to cultural norms and practices.

By upholding these expectations, we are able to ensure that our representation of Strong Through Art Foundation is ethical, respectful, and aligned with our mission and core values. It also ensures that we are able to build and maintain trust with the communities we serve, and engage in ethical behavior in our representation of their stories and experiences.

### c) Respecting laws and culture of the country

At Strong Through Art Foundation, we recognize that we operate in a diverse range of cultural, political, and legal contexts, and that we have a responsibility to respect the laws and cultures of the countries in which we work. Our Code of Behavior includes a section on respecting laws and culture that sets out our expectations for the conduct of all individuals associated with our organization.

The respecting laws and culture section of our Code of Behavior includes the following expectations:

- i. **Compliance with Laws:** We comply with all applicable laws and regulations in the countries in which we operate. We ensure that our activities, operations, and behavior are consistent with local laws, and we seek legal advice as needed to ensure compliance.

*“Strong Through Art Foundation should not respect a country's laws and regulations under all circumstances if they are at odds with the Universal Declaration of Human Rights.”*

- ii. **Cultural Sensitivity:** We are sensitive to cultural differences and ensure that our behavior is culturally appropriate and respectful. We avoid engaging in behavior that could be considered disrespectful or insensitive to cultural norms and practices.
- iii. **Collaboration with Local Communities:** We collaborate with local communities and organizations to ensure that our activities and operations are aligned with their needs and priorities. We seek to understand and respect local cultures, and we engage in respectful dialogue and engagement with local stakeholders.
- iv. **Avoidance of Political Activities:** We avoid engaging in political activities in the countries in which we operate, unless these activities are aligned with our mission and values, and are consistent with local laws and regulations.

By upholding these expectations, we are able to ensure that our behavior is ethical, respectful, and aligned with our mission and core values. It also ensures that we are able to build and maintain positive relationships with local communities and stakeholders, and operate in a manner that is consistent with local laws and cultures.

#### d) Child Safety Policy

At Strong Through Art Foundation, we recognize that the safety and well-being of children is of the utmost importance. Our Code of Behavior includes a section on child safety that sets out our expectations for the conduct of all individuals associated with our organization when working with children.

The child safety section of our Code of Behavior includes the following expectations:

- i. **Child Protection Policy:** We have a comprehensive Child Protection Policy that outlines our commitment to protecting the safety and well-being of children, and sets out our procedures for reporting and responding to child protection concerns.
- ii. **Training and Support:** We provide regular training and support to all individuals associated with our organization on child protection issues, including identifying and responding to child protection concerns.
- iii. **Background Checks:** We conduct appropriate background checks on all individuals associated with our organization who will be working with children, and ensure that they are appropriately trained and supported in their work.
- iv. **Reporting and Response:** We ensure that all individuals associated with our organization are aware of their duty to report any child protection concerns, and that we have appropriate procedures in place for responding to and addressing these concerns.
- v. **Creating Safe Environments:** We take steps to create safe environments for children, including appropriate supervision, risk assessments, and the establishment of clear boundaries and expectations.

By upholding these expectations, we are able to ensure that we are doing everything we can to protect the safety and well-being of children in our care. It also ensures that we are operating in a manner that is consistent with our mission and core values, and that we are building and maintaining trust with the communities we serve.

#### e) Abuse of position

At Strong Through Art Foundation, we recognize that those associated with our organization may hold positions of power and influence over others, particularly those who are vulnerable. Our Code of Behavior includes a section on abuse of position that sets out our expectations for the conduct of all individuals associated with our organization.

The abuse of position section of our Code of Behavior includes the following expectations:

- i. **Prohibition of Abuse of Position:** We prohibit any form of abuse of position by those associated with our organization, including the use of power, authority, or influence for personal gain or advantage.
- ii. **Avoiding Conflicts of Interest:** We expect all individuals associated with our organization to avoid conflicts of interest, and to declare any conflicts that may arise in the course of their work. We take steps to ensure that any conflicts are managed appropriately, and that decisions are made in the best interests of those we serve.
- iii. **Prevention of Sexual Exploitation and Abuse:** We prohibit any form of sexual exploitation or abuse, including the exploitation of vulnerable individuals for sexual purposes. We have robust policies and procedures in place for preventing and responding to any allegations of sexual exploitation or abuse.
- iv. **Reporting and Response:** We ensure that all individuals associated with our organization are aware of their duty to report any concerns of abuse of position, and that we have appropriate procedures in place for responding to and addressing these concerns.

By upholding these expectations, we are able to ensure that we are operating in a manner that is ethical, responsible, and aligned with our mission and core values. It also ensures that we are building and maintaining trust with the communities we serve, and that we are creating a safe and supportive environment for those who are vulnerable.

#### f) Staff relations

At Strong Through Art Foundation, we recognize that the relationships between our staff members are important to the success of our organization. Our Code of Behavior includes a section on staff relations that sets out our expectations for the conduct of all individuals associated with our organization when interacting with colleagues.

The staff relations section of our Code of Behavior includes the following expectations:

- i. **Respectful and Professional Conduct:** We expect all individuals associated with our organization to treat their colleagues with respect and professionalism at all times, and to avoid any

behavior that could be construed as harassment, discrimination, or bullying.

- ii. **Open Communication and Collaboration:** We encourage open communication and collaboration between staff members, and expect all individuals associated with our organization to work collaboratively and constructively with their colleagues.
- iii. **Conflict Resolution:** We recognize that conflicts may arise in the course of our work, and we have procedures in place for addressing and resolving these conflicts in a fair, transparent, and constructive manner.
- iv. **Confidentiality:** We expect all individuals associated with our organization to respect the confidentiality of information shared in the course of their work, and to maintain appropriate boundaries between their professional and personal lives.

By upholding these expectations, we are able to create a positive and supportive work environment, and to build and maintain strong relationships between staff members. This, in turn, helps to ensure that we are operating in a manner that is consistent with our mission and core values, and that we are able to achieve our strategic objectives.

#### **g) Payment or acceptance of bribes and/or other official charges**

At Strong Through Art Foundation, we are committed to upholding the highest standards of ethical conduct in all of our operations. Our Code of Behavior includes a section on the payment or acceptance of bribes and/or other official charges that sets out our expectations for the conduct of all individuals associated with our organization.

The payment or acceptance of bribes and/or other official charges section of our Code of Behavior includes the following expectations:

- i. **Prohibition of Bribery:** We prohibit the payment or acceptance of bribes or other corrupt payments by those associated with our organization, whether to public officials or to private individuals.
- ii. **Compliance with Laws and Regulations:** We expect all individuals associated with our organization to comply with all applicable laws and regulations relating to the payment or acceptance of bribes and/or other official charges.

- iii. **Transparency and Accountability:** We maintain appropriate records and controls relating to financial transactions, and ensure that all financial transactions are transparent and accountable.
- iv. **Reporting and Response:** We ensure that all individuals associated with our organization are aware of their duty to report any concerns relating to the payment or acceptance of bribes and/or other official charges, and that we have appropriate procedures in place for responding to and addressing these concerns.

By upholding these expectations, we are able to ensure that we are operating in a manner that is ethical, responsible, and aligned with our mission and core values. It also ensures that we are building and maintaining trust with the communities we serve, and that we are creating a safe and supportive environment for those who are vulnerable.

#### h) Security policy

At Strong Through Art Foundation, we recognize the importance of ensuring the safety and security of all individuals associated with our organization. Our Code of Behavior includes a section on security policy that sets out our expectations for the conduct of all individuals associated with our organization in relation to security.

The security policy section of our Code of Behavior includes the following expectations:

- i. **Risk Assessment and Management:** We conduct regular risk assessments to identify potential security risks and take appropriate measures to manage and mitigate these risks.
- ii. **Personal Safety:** We expect all individuals associated with our organization to take appropriate measures to ensure their personal safety and security, including following security protocols and procedures, maintaining appropriate awareness of their surroundings, and avoiding unnecessary risks.
- iii. **Protection of Assets:** We expect all individuals associated with our organization to take appropriate measures to protect the assets of our organization, including equipment, facilities, and information.

- iv. **Emergency Preparedness and Response:** We maintain appropriate emergency preparedness and response procedures, and ensure that all individuals associated with our organization are aware of these procedures and their roles and responsibilities in the event of an emergency.

By upholding these expectations, we are able to create a safe and secure environment for all individuals associated with our organization, and to ensure that we are able to continue to operate in a manner that is consistent with our mission and core values, even in challenging or volatile circumstances.

#### i) **Strong Through Art premises**

At Strong Through Art Foundation, we are committed to creating a safe and secure environment for all individuals associated with our organization, including those who visit or work at our premises. Our Code of Behavior includes a section on Strong Through Art Foundation premises that sets out our expectations for the conduct of all individuals associated with our organization in relation to the use and maintenance of our facilities.

The Strong Through Art Foundation premises section of our Code of Behavior includes the following expectations:

- i. **Safety and Security:** We expect all individuals associated with our organization to take appropriate measures to ensure the safety and security of our premises, including following safety protocols and procedures, reporting any concerns or issues promptly, and keeping our facilities secure.
- ii. **Respect for Property:** We expect all individuals associated with our organization to respect the property of Strong Through Art Foundation, including facilities, equipment, and other assets, and to use these resources in a responsible and appropriate manner.
- iii. **Cleanliness and Maintenance:** We expect all individuals associated with our organization to keep our facilities clean and well-maintained, including reporting any issues or concerns promptly and taking appropriate measures to prevent damage or deterioration.
- iv. **Compliance with Rules and Regulations:** We expect all individuals associated with our organization to comply with all rules and regulations relating to the use and maintenance of our facilities,

including those relating to safety, security, cleanliness, and accessibility.

By upholding these expectations, we are able to ensure that our facilities remain safe, secure, and accessible for all individuals associated with our organization, and that we are able to continue to operate in a manner that is consistent with our mission and core values.

## j) ICT and Social Media

At Strong Through Art Foundation, we recognize the importance of responsible and appropriate use of information and communication technology (ICT) and social media in our organization. Our Code of Behavior includes a section on ICT and Social Media that sets out our expectations for the conduct of all individuals associated with our organization in relation to the use of these tools.

The ICT and Social Media section of our Code of Behavior includes the following expectations:

- i. **Professional Conduct:** We expect all individuals associated with our organization to use ICT and social media in a professional and responsible manner, including maintaining appropriate boundaries between personal and professional use, avoiding inappropriate or offensive content, and ensuring that all communications are respectful and appropriate.
- ii. **Privacy and Confidentiality:** We expect all individuals associated with our organization to respect the privacy and confidentiality of all information related to our organization, including personal and sensitive information, and to take appropriate measures to protect this information when using ICT and social media.
- iii. **Security and Protection:** We expect all individuals associated with our organization to take appropriate measures to protect our organization's information and systems from unauthorized access or misuse, including following security protocols and procedures and reporting any concerns or issues promptly.
- iv. **Compliance with Policies and Regulations:** We expect all individuals associated with our organization to comply with all policies and regulations related to the use of ICT and social media, including those related to security, privacy, and appropriate use.



By upholding these expectations, we are able to ensure that our organization's use of ICT and social media is responsible, appropriate, and consistent with our mission and core values, and that we are able to continue to operate in a manner that is consistent with our goals and objectives.

## k) Media

At Strong Through Art Foundation, we understand the importance of media relations in promoting our organization's work and values. Our Code of Behavior includes a section on media that sets out our expectations for the conduct of all individuals associated with our organization in relation to media relations.

The Media section of our Code of Behavior includes the following expectations:

- i. **Professional Conduct:** We expect all individuals associated with our organization to represent Strong Through Art Foundation in a professional and respectful manner when interacting with the media, including maintaining appropriate boundaries between personal and professional relationships, and avoiding any statements or actions that may harm our organization's reputation.
- ii. **Transparency and Accuracy:** We expect all individuals associated with our organization to be transparent and accurate in their interactions with the media, including providing truthful and accurate information about our organization's work and values, and correcting any inaccuracies or misunderstandings that may arise.
- iii. **Confidentiality and Privacy:** We expect all individuals associated with our organization to respect the privacy and confidentiality of all information related to our organization, including personal and sensitive information, and to only share information with the media in accordance with our organization's policies and procedures.
- iv. **Compliance with Policies and Regulations:** We expect all individuals associated with our organization to comply with all policies and regulations related to media relations, including those related to confidentiality, privacy, and appropriate use.

By upholding these expectations, we are able to ensure that our organization's interactions with the media are professional, transparent, and consistent with our mission and core values, and that we are able to promote our organization's work and values in a responsible and effective manner.

## I) Photography

Photography is an important aspect of our work at Strong Through Art Foundation. It allows us to capture the impact of our programs and initiatives and share them with our supporters and stakeholders. However, we recognize that the use of photography can also present risks and challenges, particularly with respect to the privacy and safety of the children and communities we serve.

Our Code of Behavior includes a section on photography that sets out our expectations for the conduct of all individuals associated with our organization in relation to photography.

The Photography section of our Code of Behavior includes the following expectations:

- i. **Prior Consent:** We require prior consent from children and their guardians before taking their photographs or using their images for any promotional or fundraising purposes.
- ii. **Privacy and Dignity:** We respect the privacy and dignity of children and communities we serve, and avoid taking photographs that may be deemed intrusive or disrespectful.
- iii. **Safety and Security:** We ensure that photography is conducted in a safe and secure manner, with appropriate measures taken to protect the safety and well-being of all individuals involved.
- iv. **Confidentiality:** We protect the confidentiality of any personal information that may be disclosed in photographs or other visual materials, and ensure that any use of such materials complies with our organization's policies and procedures.

By adhering to these expectations, we are able to ensure that our use of photography is responsible, respectful, and consistent with our mission and core values. We strive to use photography in a way that promotes our work and the well-being of the children and communities we serve, while also respecting their privacy, dignity, and safety.

## m) Strong Through Art Foundation logo

The Strong Through Art Foundation logo is an important symbol of our organization and our mission to empower children through art. As such, it is essential that all individuals associated with our organization use the logo in a responsible and respectful manner.

Our Code of Behavior includes a section on the use of the Strong Through Art Foundation logo that sets out our expectations for the conduct of all individuals associated with our organization in relation to the logo.

The Strong Through Art Foundation Logo section of our Code of Behavior includes the following expectations:

- i. **Proper use:** We require that the Strong Through Art Foundation logo be used in a manner that accurately represents our organization and our mission, and is consistent with our brand guidelines.
- ii. **Approval for use:** We require that all individuals seeking to use the Strong Through Art Foundation logo for any purpose obtain prior approval from our organization.
- iii. **Protection of the logo:** We require that the Strong Through Art Foundation logo be protected from unauthorized use or modification, and that any unauthorized use or modification be reported to our organization immediately.

By adhering to these expectations, we are able to ensure that our logo is used in a way that promotes our mission and values, while also maintaining the integrity and reputation of our organization.

We encourage all individuals associated with our organization to use the Strong Through Art Foundation logo with pride and responsibility, and to seek guidance from our organization whenever necessary to ensure proper and effective use of the logo.

## n) Confidentiality

The Strong Through Art Foundation recognizes the importance of maintaining confidentiality and privacy in our work with children and communities. Our Code of Behavior includes a section on confidentiality that sets out our expectations for the conduct of all individuals associated with our organization in relation to confidential information.

The Confidentiality section of our Code of Behavior includes the following expectations:

- i. **Protection of confidential information:** We require that all individuals associated with our organization take appropriate measures to protect the confidentiality and privacy of any information received or generated in the course of their work, including but not limited to personal data of children and families, financial information, and sensitive organizational information.
- ii. **Access to confidential information:** We require that access to confidential information be restricted only to those individuals who require it for legitimate business purposes, and that any access to confidential information be logged and monitored.
- iii. **Disclosure of confidential information:** We require that confidential information be disclosed only with the consent of the individuals concerned or where legally required, and that any disclosure of confidential information be documented and communicated appropriately.
- iv. **Safeguarding of information:** We require that all individuals associated with our organization take appropriate measures to safeguard confidential information, including but not limited to storing information securely and disposing of information appropriately.

By adhering to these expectations, we are able to maintain the trust and confidence of our partners, communities, and children we serve, and ensure that the information we handle is protected from misuse, unauthorized disclosure, or other harm. We encourage all individuals associated with our organization to take these expectations seriously and to seek guidance from our organization whenever necessary to ensure proper and effective handling of confidential information.

### 3. Breaching the Code of Conduct

#### a) Reporting on a breach of the Code of Conduct (CoC)

At the Strong Through Art Foundation, we take our Code of Conduct seriously and are committed to upholding the highest standards of ethical behavior

and accountability. We recognize that breaches of the Code of Conduct can have serious consequences for our organization, our partners, and the communities and children we serve.

We encourage all individuals associated with our organization to report any suspected breach of our Code of Conduct, including any conduct that violates the law, our policies, or our values. This includes conduct that may be unethical, discriminatory, harassing, or otherwise inappropriate.

To report a breach of our Code of Conduct, individuals can use our designated reporting channels, which may include a confidential hotline or email address. Reports can be made anonymously, and we will take all reports seriously and investigate them promptly and thoroughly.

We also prohibit retaliation against any individual who reports a suspected breach of our Code of Conduct in good faith. We will take appropriate measures to protect the confidentiality of the reporter, and we will ensure that anyone who reports a suspected breach is treated fairly and with respect.

If a breach of our Code of Conduct is confirmed, we will take appropriate corrective action, which may include disciplinary action, termination of employment or partnership, or other measures as deemed necessary.

By reporting suspected breaches of our Code of Conduct, individuals can help us maintain our commitment to ethical behavior and accountability and ensure that we continue to operate in a manner consistent with our values and mission.

## **b) Consequences of breaching the Code of Conduct**

At the Strong Through Art Foundation, we take any breach of our Code of Conduct seriously and are committed to upholding the highest standards of ethical behavior and accountability. We expect all individuals associated with our organization to adhere to the Code of Conduct at all times, and we will not tolerate any conduct that violates our values, policies, or the law.

If a breach of our Code of Conduct is confirmed, we will take appropriate corrective action, which may include disciplinary action, termination of employment or partnership, or other measures as deemed necessary.

The specific consequences of a breach of our Code of Conduct will depend on the nature and severity of the breach and may include:

- i. **Verbal or written warning:** This may be appropriate for minor breaches of the Code of Conduct, such as a failure to comply with policies or procedures.
- ii. **Probation:** Individuals who breach the Code of Conduct may be placed on probation, during which time they will be required to comply with specific conditions or requirements.
- iii. **Suspension:** In cases where the breach is more serious, we may suspend an individual from their role or partnership with our organization for a specified period.
- iv. **Termination:** If a breach of the Code of Conduct is particularly serious, we may terminate the individual's employment or partnership with our organization immediately and without notice.
- v. **Legal action:** If the breach of the Code of Conduct involves a violation of the law, we may take legal action against the individual or refer the matter to law enforcement.

We take breaches of our Code of Conduct seriously and will ensure that any corrective action taken is fair, transparent, and consistent with our values and mission. We also recognize the importance of protecting the confidentiality of all parties involved and will take appropriate measures to maintain confidentiality throughout the process.

#### 4. Declaration and signature

As a member of the Strong Through Art Foundation, I have read and understand the **Strong Through Art Foundation, Code of Conduct** and agree to abide by its principles and values.

I recognize that the Code of Conduct is an essential component of the Strong Through Art Foundation's commitment to ethical behavior, integrity, and accountability, and that my compliance with the Code of Conduct is crucial to maintaining the trust and respect of our beneficiaries, donors, and partners.

I understand that any breach of the Code of Conduct may result in corrective action, up to and including termination of my employment or partnership with the Strong Through Art Foundation. I further understand that any corrective action taken will be fair, transparent, and consistent with the values and mission of the Strong Through Art Foundation.

I pledge to uphold the principles and values of the Strong Through Art Foundation Code of Conduct in all aspects of my work and to promote a culture of integrity, respect, and accountability within the Strong Through Art Foundation and the broader community.

**Signature:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

**Date:** \_\_\_\_\_