



THE SASAMANI FOUNDATION

CODE OF CONDUCT

October 2018



CODE OF CONDUCT

This document is our Code of Conduct. The Sasamani Foundation's Code of Conduct applies to all students, staff and board members. This Code of Conduct sets forth the principles and responsibilities that guide how The Sasamani Foundation fulfills its mission. This document is not intended to cover every possible ethical issue. The purpose of this document is to articulate how important ethics are to this organization. Sasamani deeply cares about ethical issues and doing the right thing. The Sasamani Foundation follows all laws, regulations and requirements, and our own Code of Conduct and procedures. As an organization, Sasamani strives to foster a culture where all members feel safe raising concerns, addressing mistakes and asking questions.

Guiding Principles

WE ARE ETHICAL.

The Sasamani Foundation conducts all aspects of its activities with the highest of ethical standards. Sasamani board members, staff members, sponsors, and students behave in accordance with such conduct expectations.

WE ARE HONEST AND OPERATE WITH INTEGRITY.

The Sasamani Foundation has open communication between all parties and during all activities in Tanzania and the United States. Sasamani is aware of power dynamics and economic exchanges thus self-monitors its activity in both countries to assure equity. Sasamani is dedicated to strategic problem solving when issues arise. Should a problem or mistake occur, Sasamani acknowledges and corrects any and all issues. Sasamani is financially transparent, self-sufficient and non-profit, values relationships with other organizations, and bases all projects on the existing resources, cultures, people and their expertise in Tanzania.

WE ARE RESPECTFUL AND CONFIDENTIAL.

The Sasamani Foundation is respectful to all members of our communities. Sasamani is built on a relationship that is based on mutual respect, confidentiality, collaboration, and principles that foster self-determination and self-reliance. Sasamani does not impose personal agendas such as religious beliefs on any of its members, partnerships, or in the greater community.

WE ARE RESPONSIBLE AND LAW ABIDING.

The Sasamani Foundation is committed to gain knowledge and understanding of any laws, regulations and policies that affect its work, including international, national, and local laws and regulations. Sasamani follows all laws and regulations to the best of its knowledge. Internally, Sasamani has open communication with all members and has mechanisms designed to gather and exchange experiences. Sasamani has codes and policies in place to guide internal operations.

WE RESPECT THE HUMAN RIGHTS AND DIGNITY OF OTHERS.

The Sasamani Foundation is committed to equal treatment, respect for human rights and fair wage and working conditions. Sasamani respects diversity and values differences. We do not tolerate unlawful discrimination, harassment, violence or any threatening behavior of any kind—directly or indirectly. The Sasamani Foundation is committed to operating with integrity and fostering justice and equity within the organization and beyond.

Section 2

Responsibilities to The Sasamani Foundation**WE FOLLOW SASAMANI'S POLICIES AND PROCEDURES.**

All members of The Sasamani Foundation are familiar with—and follow—The Sasamani Foundation's policies and procedures. If members are aware of any wrongdoing, they follow set procedures for reporting. If any member does not understand a policy or procedure, they ask questions and take the opportunity to learn. Sasamani maintains policies for sponsors and students in the Sasamani education programs. Sasamani also maintains policies for tailors and supporting staff in the manufacturing initiative.

WE VALUE AND RESPECT OUR COMMUNITY CENTER AND PROPERTY.

All members of The Sasamani Foundation follow all policies regarding the use of the organization's property.

WE ARE LOYAL AND TRANSPARENT TO THE SASAMANI FOUNDATION AND GREATER COMMUNITY OF BAGAMOYO, TZ.

All members of The Sasamani Foundation report all activities performed under the foundation's name. Financial statements and annual reports are published on the Sasamani website. The Sasamani Foundation is transparent in all dealings with the government, the public, donors, partners, beneficiaries, and other parties. Funds and resources are not misused for selfish purposes and all community spaces are respected by Sasamani members.

WE AVOID CONFLICTS OF INTEREST.

All members of The Sasamani Foundation are faithful to the organization and carry out all responsibilities to fulfill Sasamani's mission. Members have a duty to avoid conflicts of interest between personal interests and The Sasamani Foundation's interests. Members have a duty to not use their position for personal benefit of any kind. All staff and board members put organizational goals before personal goals.

WE PROTECT SENSITIVE AND CONFIDENTIAL INFORMATION.

All members protect The Sasamani Foundation's confidential, personal, sensitive and financial information, including information related to students, donors, employees, and anyone else who Sasamani has involvement with. Confidentiality to Sasamani continues even if our relationship with Sasamani ends. It is important that personal information disclosed by students, tailors, staff, board members, community partners, and clients remains confidential. Information collected by members of The Sasamani Foundation are never disclosed without proper authorization.

WE MAINTAIN COMPLETE FINANCIAL RECORDS.

The Sasamani Foundation publishes an annual report on the organization's main website. This report provides public information on the activities and accomplishments of The Sasamani Foundation for the year. All members report and track their management of funds and activities. Financial statements regarding donations are available upon request by the donor or other interested parties.

WE SELF-MONITOR THE ORGANIZATIONS ACTIVITIES AND ENSURE CONSISTENCY WITH OUR MISSION.

The Sasamani Foundation periodically evaluates its work and ensures that all activities are consistent with the mission statement. All initiatives of The Sasamani Foundation are effectively and efficiently working toward achieving the mission statement. If an activity needs to be revised or discontinued in light of changes in the outcome, new tactics will redirect the the project to ensure consistency and relevancy to the mission. The Sasamani Foundation involves all members (project beneficiaries, the board, staff, and others) to the evaluation process. The organization does not restrict its ability to address relevant issues freely, thoroughly, and objectively.

Section 3

Responsibilities to the greater community

WE DEAL FAIRLY.

The Sasamani Foundation does not take unfair advantage of anyone through manipulation, abuse, false reporting, or any other unfair dealing.

WE FOLLOW ALL LAWS AND REGULATIONS.

The Sasamani Foundation complies to all laws and regulations of its country and locality. The organization has an attorney review all documents to confirm compliance with all laws and regulations. The organization meets all of the legal obligations in the countries in which it is organized. Such obligations include import and export laws, fundraising legislation, equal employment opportunity principles, health and safety standards, privacy rules, trademark and copyright legislation, and so forth. Sasamani does not engage in any activities that are unlawful under the laws of the nation in which it is organized or works, and is strongly opposed to, and not willing to partner with, corruption, bribery, and other financial illegalities.

WE COOPERATE BEYOND BOUNDARIES.

The Sasamani Foundation maintains ethical, cooperative relationships with other NGOs, and partners where possible and appropriate for the sake of the greater public good and mission of the organization. Sasamani works beyond borders of politics, religion, culture, gender, race and ethnicity, sexuality, and with organizations and individuals that share common values and objectives.

WE SHARE RESPONSIBILITY FOR THE PUBLIC TRUST OF NGOS.

The Sasamani Foundation recognizes that its conduct and activities impact the public's perception of all NGOs and that it shares responsibility for the public's trust of NGOs.

WE RESPECT THE ENVIRONMENT.

The Sasamani Foundation has a responsible and caring attitude toward the environment in all of its activities and projects.

Section 4

Reporting misconduct and concerns

WE ARE FAMILIAR WITH AND FOLLOW UNIVERSAL DECLARATION OF HUMAN RIGHTS.

The Sasamani Foundation does not violate any person's fundamental human rights. The Sasamani Foundation is sensitive to the moral values, religion, customs, traditions, and culture of the community of Bagamoyo, TZ. The Sasamani Foundation respects religious freedom and religious diversity across contexts it is involved. The Sasamani Foundation does not impose religious beliefs on to students, tailors, and staff. The Sasamani Foundation does not favor selected students or staff based upon their religion.

"All human beings are born free and equal in dignity and rights, are endowed with reason and conscience, and should act towards one another in a spirit of brotherhood." (*Universal Declaration of Human Rights*, Article 1)

WE ASK QUESTIONS.

All members of the organization ask questions or seek information about any code, regulation, or policy they are unfamiliar with or unsure of. Staff members can contact the Executive Director or a board member for help.

WE ACT RESPECTFULLY AND RESPONSIBLY.

All members of The Sasamani Foundation have the duty of respecting each other verbally and physically. Members behave professionally and treat one another in safe and humane ways. The Sasamani Foundation expects all members to follow local, civil and criminal law at all times across contexts.

WE REPORT VIOLATIONS AND CONCERNS.

If a member becomes aware of anything that may be a violation of a law, policy, or this Code of Conduct, that member is expected to promptly report the concern via our reporting process. Failure to report a violation is considered a violation of the

Code of Conduct or applicable law.

REPORTING PROCESS:

1. Discuss the situation with the Executive Director.
2. If you are not comfortable with the ED or if the report is involving the ED; contact a board member.
3. For any questions or concerns about the reporting process, you can directly email info@thesasamanifoundation.org.
4. The Sasamani Foundation takes all reports seriously. The organization will respond to each situation depending on the nature and gravity of the conduct reported and the results of the investigation. Sasamani will keep a record of all reports confidentially in the case it will need to comply with the organization's legal obligations.
5. The Sasamani Foundation will not retaliate for raising concerns or reporting violations. Retaliation is a violation of this Code of Conduct.
6. The Sasamani Foundation disciplines behavior that is inconsistent with this Code of Conduct. If violations of this Code of Conduct are violations of the law, discipline will result in civil or criminal penalties. The Sasamani Foundation will cooperate with the appropriate authorities in these situations.

I acknowledge that I have carefully read and understood The Sasamani Foundation's Code of Conduct. I agree to faithfully abide by the code expressed above.

Signature

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