



Code of Ethics

Preamble:

WE, the directors, staff and volunteers of the Canada Africa Partnership on AIDS, operating under the legal name CAP/AIDS Network Inc (hereafter referred to as “CAP AIDS”);

GUIDED by our common commitment to helping African communities resist, survive and overcome HIV & AIDS pandemic in Africa;

RECOGNIZING the importance of good governance and ethical practices to our ability to work effectively and efficiently towards the achievement of this vision;

CONSCIOUS of the impact of any unethical practice by any individual on the reputation and credibility of the CAP AIDS;

HEREBY commit ourselves to this Code of Ethics which shall guide all our decisions, communications and actions made in our respective roles with CAP AIDS:

1. Ethical Principles

- 1.1. Promotion of human rights and respect for the equality, rights and dignity of all people who make up the organization and/or interact with CAP AIDS on any level
- 1.2. Commitment to gender equality at all levels of CAP AIDS’ operations (*see related Policy on Gender and HIV & AIDS*)
- 1.3. Respect for the physical environment and commitment to keeping the environmental footprint of CAP AIDS’ activities to a minimum at all levels of operations (*see related Environmental Policy*)
- 1.4. Maintaining a culture of transparency and accountability particularly in the receipt and management of funds
 - 1.4.1. Fundraising

There shall be openness, honesty and transparency exhibited in the fundraising process, expenditure and accounting for the funds
 - 1.4.2. Financial Reporting

All financial reporting shall reflect an honest and accurate accounting of sources and use of funds
 - 1.4.3. Open Communications

CAP AIDS shall be a good steward of donor funds and will provide donors with reports on the use of funds
- 1.5. Respecting Personal Privacy (*see related Privacy Policy*)



1.6. Avoiding corrupt and unethical practices including:

1.6.1. Accepting or soliciting of bribes

No individual may promise, offer or give any benefit to any decision-making authority in order to improperly effect actions or decisions, nor will any individual accept such benefits intended to influence their decisions/actions within their role at CAP AIDS

1.6.2. Embezzlement and/or theft

No individual shall steal or misuse any CAP AIDS resources, be it funds, physical assets and/or time and labour of CAP AIDS staff and volunteers

1.6.3. Exploiting a conflict of interest

No individual shall use their affiliation with CAP AIDS to obtain personal benefits to themselves or to a member of their family

1.6.4. Favouratism, nepotism or clientelism

No individual shall assign appointments, services or resources on the basis of familial ties, race, religion or any other preferential grouping

1.6.5. Extortion

No individual shall coerce through any means a person or group to pay money or other assets or favours in exchange for an action

1.7. Maintaining a high standard of professionalism in all interactions, dealing with people honestly and with full integrity

1.8. Respect for the autonomy, independence and diversity of all partners

1.9. Instilling and contributing to a culture of dialogue and sharing of resources, information, expertise and experiences

2. Institutional Practices

2.1. Policy Review and Declaration

All staff, volunteers and Directors of the organization will be provided with a copy of this Code of Ethics along with related Policies on Gender and HIV, Environment and Privacy at the commencement of their work with CAP AIDS and will be required to sign a declaration indicating their commitment to upholding the ethical principles outlined herein.

2.2. Board of Directors Monitoring and Oversight

2.2.1. The Board of Directors shall undertake an annual review of the Ethical Principles and Institutional practices to monitor overall compliance and to identify areas of improvement

2.2.2. The Board of Directors shall include a review of the Code of Ethics and compliance measures as part of annual Performance Review of the Executive Director



2.3. Financial Controls

- 2.3.1. Two authorized signatories shall be required for all financial transactions on behalf of CAP AIDS
- 2.3.2. CAP AIDS will conduct an annual financial audit with an independent Accounting Firm and shall publish the resulting Audited Financial Statements for public access on its website
- 2.3.3. The Executive Director shall work with a qualified accountant to review financial transactions on a monthly basis
- 2.3.4. The Executive Director will provide quarterly budget reports to the Board of Directors
- 2.3.5. Annual budgets shall be drafted by the Executive Director with input from the bookkeeper and Treasurer. Draft budgets will be presented to the Board of Directors for review and approval prior to the beginning of each fiscal year.
- 2.3.6. Appropriate documentation, including receipts, ledgers, invoices etc., shall be filed with records of all financial transactions
- 2.3.7. Accurate and complete budgets will be maintained for all designated funds received, including grants and donations from individuals
- 2.3.8. Where required CAP AIDS will open bank accounts at accredited Financial Institutions – all accounts will require two signatories for transactions – and will duly reconcile bank statements with internal records

2.4. Communications

- 2.4.1. Governing policies of the organization shall be published on the CAP AIDS website and provided by email or mail upon request
- 2.4.2. Annual Reports and Financial Statements will be published for public access on the website
- 2.4.3. All communications shall accurately represent the work of our partners on the ground and provide a complete and honest picture of CAP AIDS activities
- 2.4.4. CAP AIDS shall provide accurate and timely reports to all funders regarding the use of their funds (where report templates are not provided by the funder or donor, CAP AIDS shall send an interim report within six months of the receipt of funds and a final report at the end of the funding period)
- 2.4.5. CAP ADS will be clear in its fundraising materials regarding the planned use of funds raised and shall provide such details in thank you letters accompanying all donor tax receipts
- 2.4.6. All donors shall be provided with the opportunity to receive regular updates and communications from CAP AIDS through either mail or email
- 2.4.7. CAP AIDS donors are welcome to visit any and all CAP AIDS project sites providing notice of planned visit is provided



2.5. Enforcement Measures

- 2.5.1. Anyone who believes a staff, volunteer or Director is not upholding the Ethical Principles outlined above should immediately report the activity in question to their supervisor. If concerns relate to the supervisor, report should be made to the Executive Director. Should concerns relate to the Executive Director, the report shall be made to the Board of Directors.
- 2.5.2. All reports of misconduct shall be kept confidential
- 2.5.3. Supervisors shall conduct a full inquiry into all reported misconduct and report their findings to the Executive Director (note: should the Executive Director be in anyway implicated, findings should be reported to the Board Chair)
- 2.5.4. Findings of misconduct in contravention to the Ethical Principles may result in:
 - 2.5.4.1. Required training or termination of volunteer roles
 - 2.5.4.2. Request for resignation of a Board Director
 - 2.5.4.3. Disciplinary action and/or termination of employment of staff, depending on severity of misconduct

3. Declaration:

This form is to be executed by all Directors, Staff and Volunteers of CAP AIDS as evidence of the shared commitment to the principles outlined in this Code of Ethics as adopted by the Board of Directors.

I _____ the undersigned, having reviewed CAP AIDS Code of Ethics, hereby declare my commitment to upholding the ethical principles and institutional practices as outlined.

I have placed my hand and signature, this ____ day of _____, 20__ ,
at _____, (city) _____ (Province).

Signature

Relationship to CAP AIDS