

**NAMBI FOUNDATION
CODE OF CONDUCT
2026**

1. Purpose

NAMBI FOUNDATION is committed to carrying out its work with integrity, responsibility, respect and care for the people and communities we serve. This Code of Conduct defines the standards expected from everyone who represents or works with NAMBI FOUNDATION.

Our actions should protect human dignity, strengthen trust and ensure that the Foundation's activities are carried out responsibly and ethically.

2. Who This Code Applies To

This Code applies to employees, management, board members, volunteers, interns, consultants, contractors, representatives and other individuals acting on behalf of NAMBI FOUNDATION.

Partners, suppliers and organisations participating in NAMBI FOUNDATION activities may also be required to follow relevant standards contained in this Code.

Everyone covered by this Code is responsible for understanding these principles and applying them in their work and conduct.

3. Our Principles

NAMBI FOUNDATION believes that every person deserves to be treated with dignity and respect.

Our work is guided by humanity, fairness, responsibility, integrity, accountability and respect for local communities.

We aim to provide support according to genuine needs and the objectives of our programmes, without unfair preference or personal influence.

We recognise the knowledge, experience and abilities that already exist within communities and seek to work together with people rather than making decisions for them without consultation.

4. Respect and Equal Treatment

Everyone connected with NAMBI FOUNDATION must treat other people respectfully and fairly.

Discrimination, humiliation, intimidation, harassment, exploitation and degrading treatment are not acceptable.

People must not be treated unfairly because of their nationality, ethnicity, race, sex, gender, age, disability, language, religion, social background, family situation, health condition, political opinion or any other personal characteristic protected by applicable law.

Where programmes are designed to support people facing particular vulnerabilities or specific needs, assistance may be prioritised accordingly.

5. Dignity in Humanitarian and Community Work

People receiving support from NAMBI FOUNDATION must always be treated as individuals with dignity, abilities, rights and aspirations.

Support must never be used to control, manipulate, embarrass or take advantage of another person.

Participation in Foundation activities should, whenever reasonably possible, be based on clear information and voluntary involvement.

People should not be required to provide personal favours, political support, religious participation, money, sexual activity or any other inappropriate benefit in exchange for assistance.

6. Safeguarding

NAMBI FOUNDATION is committed to protecting children, adults at risk, programme participants, community members, staff and volunteers from harm.

Abuse, exploitation, neglect, violence, harassment and other forms of harmful behaviour are prohibited in connection with the Foundation's work.

Anyone who becomes aware of a serious safeguarding concern must report it through the appropriate NAMBI FOUNDATION process.

Concerns raised honestly and in good faith should be handled seriously, confidentially and without retaliation.

7. Protection of Children

Children involved in NAMBI FOUNDATION activities must be treated with particular care.

No person representing NAMBI FOUNDATION may sexually exploit or abuse a child, engage in sexual activity with a person under the age of 18, use degrading or violent treatment, expose children to sexually inappropriate material or use a child for personal or commercial exploitation.

Children should not be placed in unsafe situations or involved in activities that may harm their health, wellbeing, development or education.

Photographs, videos, stories and personal information involving children must be handled responsibly and with appropriate consent and safeguarding measures.

8. Prevention of Sexual Exploitation and Abuse

NAMBI FOUNDATION does not tolerate sexual exploitation or abuse.

No person connected with the Foundation may request or accept sexual activity, sexual favours or sexually inappropriate behaviour in exchange for assistance, employment, money, goods, services, opportunities or preferential treatment.

Positions of authority, trust or influence must never be used to obtain sexual or personal benefits.

Any sexual conduct involving coercion, manipulation, exploitation or abuse of power is prohibited.

9. Professional Boundaries

People working with communities may hold positions of trust and influence. This responsibility must never be misused.

NAMBI FOUNDATION personnel are expected to maintain appropriate professional boundaries with programme participants, beneficiaries, colleagues and partners.

Relationships that could create favouritism, conflicts of interest, safeguarding concerns or misuse of authority should be disclosed and managed appropriately.

Managers and supervisors must take particular care not to misuse their authority in personal or romantic relationships with people they supervise.

10. Harassment and Bullying

NAMBI FOUNDATION aims to maintain an environment in which people feel safe and respected.

Bullying, harassment, intimidation, threatening behaviour, deliberate humiliation, unwanted sexual attention, offensive comments and abuse of authority are not acceptable.

Everyone has the right to raise concerns, express professional disagreement and provide constructive feedback without being subjected to retaliation or degrading treatment.

11. Professional Conduct

Everyone representing NAMBI FOUNDATION is expected to act responsibly and professionally.

People should carry out only those responsibilities for which they have appropriate knowledge, experience or supervision.

When specialist knowledge is required, qualified advice should be sought.

NAMBI FOUNDATION personnel should communicate respectfully, follow relevant procedures, take responsibility for mistakes and continuously work to improve the quality of their work.

12. Integrity and Anti-Corruption

NAMBI FOUNDATION does not accept bribery, fraud, corruption, theft, embezzlement, extortion, kickbacks or misuse of organisational resources.

No person may use their role within NAMBI FOUNDATION to obtain an improper personal, financial or professional advantage.

Foundation funds, property and programme resources must be used only for legitimate and authorised purposes.

Financial documents, receipts, expenses, beneficiary records and other official information must be accurate and must not be intentionally falsified or manipulated.

Suspected fraud or corruption should be reported promptly.

13. Conflicts of Interest

People representing NAMBI FOUNDATION must make decisions in the interests of the Foundation and the communities it serves rather than for personal benefit.

A possible conflict of interest should be disclosed when a personal, family, financial, professional or other relationship could influence a decision.

Examples may include involvement in selecting a supplier owned by a relative, influencing recruitment in favour of a friend, using Foundation information for private benefit or participating in decisions from which the individual may personally gain.

Having a potential conflict does not automatically mean misconduct has occurred. The important requirement is that the situation is disclosed and handled transparently.

14. Gifts and Benefits

Gifts, hospitality or personal benefits must never influence decisions made on behalf of NAMBI FOUNDATION.

Personnel must not request gifts from beneficiaries, suppliers, partners or programme participants.

Small gestures of appreciation may sometimes be culturally appropriate, but significant gifts or benefits connected with Foundation work should be disclosed and managed according to internal procedures.

15. Foundation Resources

NAMBI FOUNDATION property, funds, vehicles, equipment, supplies, information and other resources must be handled carefully and responsibly.

These resources must not be stolen, intentionally damaged, diverted for unauthorised personal use or used for illegal activities.

Everyone entrusted with Foundation resources has a responsibility to protect them from misuse, unnecessary loss and waste.

16. Confidentiality and Personal Information

NAMBI FOUNDATION may handle sensitive information relating to individuals, families, communities, staff, donors and partners.

Personal and confidential information must be protected and shared only when there is a legitimate reason to do so.

Particular care should be taken with information that could place someone at risk of discrimination, stigma, violence, exploitation or other harm.

Information collected through Foundation activities should be handled in accordance with applicable legal requirements and internal procedures.

17. Communication and Public Representation

Communication about NAMBI FOUNDATION activities must be accurate, respectful and responsible.

People should not be portrayed in ways that remove their dignity or present them only through hardship or vulnerability.

Whenever possible, communication should reflect the strengths, abilities, ambitions and contribution of the people and communities involved.

Photographs, interviews, personal stories and identifying information should be used responsibly and with appropriate consent.

Publicity or fundraising must never take priority over the safety, privacy or dignity of the people represented.

Only individuals authorised to speak on behalf of NAMBI FOUNDATION should present personal views as official positions of the Foundation.

18. Working With Communities

NAMBI FOUNDATION believes that effective support begins with listening.

Communities should, whenever possible, be involved in identifying needs and shaping activities that affect them.

The Foundation seeks to recognise local knowledge, strengthen existing capabilities, work with local organisations and use local expertise and resources when appropriate.

Our objective is to contribute to sustainable solutions and avoid creating unnecessary dependence on external assistance.

19. Partnerships

NAMBI FOUNDATION works with organisations, institutions, professionals and community groups that can contribute knowledge, experience and local understanding.

Partnerships should be based on mutual respect, transparency, clear responsibilities and shared ethical standards.

Partners participating in NAMBI FOUNDATION activities are expected to respect appropriate safeguarding, financial integrity, confidentiality, non-discrimination and professional conduct requirements.

Serious concerns involving a partner should be addressed promptly and fairly.

20. Political and Religious Independence

People connected with NAMBI FOUNDATION may hold their own political opinions and religious beliefs.

However, Foundation activities, resources and assistance must not be used to pressure people to support a political party, candidate, religious organisation or belief.

Access to NAMBI FOUNDATION assistance must not depend on political or religious participation.

Personal political or religious activities should remain separate from official Foundation responsibilities whenever there is a risk of creating confusion about the independence of NAMBI FOUNDATION.

21. Responsible Behaviour Regarding Alcohol and Drugs

Anyone performing duties for NAMBI FOUNDATION must be capable of carrying out their responsibilities safely and professionally.

Personnel must not work while impaired by alcohol, illegal drugs or other substances in a way that compromises safety, judgement or professional conduct.

Illegal substances must not be possessed, distributed or used during Foundation activities or on Foundation premises or vehicles.

22. Safety and Security

The safety of people must be considered when planning and carrying out NAMBI FOUNDATION activities.

Personnel should follow relevant safety procedures, report serious risks and avoid behaviour that unnecessarily places themselves, colleagues, partners or community members in danger.

Vehicles, equipment and facilities must be used responsibly.

Programme objectives should never justify exposing people to unreasonable or preventable risks.

23. Environmental Responsibility

NAMBI FOUNDATION recognises the connection between healthy communities and a healthy environment.

Where practical, Foundation activities should reduce unnecessary waste, use resources responsibly and consider potential environmental impact.

Projects should avoid preventable environmental harm and encourage responsible use of materials, water, energy and other resources whenever possible.

24. Reporting Concerns

Everyone connected with NAMBI FOUNDATION is encouraged to raise concerns about conduct that may violate this Code.

Reports may relate to safeguarding, fraud, corruption, harassment, abuse, conflicts of interest, misuse of Foundation resources or other serious misconduct.

Reports made honestly and in good faith should be handled responsibly and as confidentially as circumstances allow.

Retaliation against someone because they raised a genuine concern is not acceptable.

Knowingly making malicious or intentionally false accusations may itself be considered misconduct.

25. Responsibility of Managers and Leaders

People in leadership positions carry additional responsibility for the culture of NAMBI FOUNDATION.

Managers and supervisors should lead by example, communicate expected standards, listen to concerns and respond appropriately when problems arise.

They must not ignore known misconduct or discourage people from reporting legitimate concerns.

Leadership should promote an environment in which respect, responsibility and ethical behaviour are part of everyday work.

26. Breaches of the Code

Possible breaches of this Code should be considered fairly and according to the circumstances.

Where misconduct is confirmed, NAMBI FOUNDATION may take appropriate action, which may include guidance, corrective measures, suspension of responsibilities, termination of employment or collaboration, referral to relevant authorities or other action required by law.

The seriousness of the behaviour, the risk or harm caused and the applicable legal and contractual requirements should be considered.

27. Commitment to This Code

Everyone working with or representing NAMBI FOUNDATION shares responsibility for protecting the people we serve and maintaining trust in our work.

Following this Code is not only a formal requirement. It is part of our commitment to act with dignity, integrity, compassion and responsibility in every community and relationship connected with NAMBI FOUNDATION.