



WOMEN FUND TANZANIA TRUST

Code of Conduct

APRIL 2022

Definitions

For the purposes of this Code of Conduct, the following definitions apply:

- a) **Confidentiality** is a code of behaviors that allows certain restrictions to be present around sharing of organization's data, information and materials.
- b) **Conflict of Interest** A conflict of interest exists when an employee, Board of Trustees or representatives is in a position to influence a decision that may result in a personal gain for that individual or her/his family members, friends, or acquaintances through business dealings carried out by WFT- Trust.
- c) **Implementing Partner'** is, for the purposes of this Policy, any grantee/partner that contributes to, executes, implements, bids for, or in any way participates in WFT-T-related Activities, including any form of financing or support from WFT-T
- d) **Representatives** means implementing partners, consultants or any other type of partners involved in WFT-T-related activities.
- e) **Safeguarding** is a set of policies, procedures and practices employed to actively prevent harm, abuse, exploitation and distress.
- f) **Sexual Abuse** means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions
- g) **Sexual Exploitation** means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, threatening or profiting monetarily, socially, or politically from the sexual exploitation of another;
- h) **Sexual Harassment** means any unwelcome sexual advance, request for sexual favour, or other verbal, non-verbal, or physical conduct of a sexual nature, that interferes with work, is made a condition of employment, or creates an intimidating, hostile, or offensive environment in connection with WFT-T activity, and, for the avoidance of doubt, Sexual Harassment may occur between or amongst persons of different sexes or genders or of the same sex or gender, and may be initiated by any gender or sex;
- i) **Whistle-blowing** can be defined as the disclosure of information, a perceived wrongdoing in an organization, or the risk thereof, to individuals or entities believed to be able to effect action. For WFT-Trust wrong doing is anything that violates its core principles and values

Code of conduct

1. Introduction

Women Fund Tanzania Trust (WFT-Trust) is committed to ensuring that its staff, Board of Trustees and representatives demonstrate values and ethics of WFT-Trust as a feminist fund through their conduct, behaviour and engagement with themselves in their teams, grantee partners and others who are engaged with WFT-Trust's work.

WFT-Trust is further committed to ensuring that all staff, Board of Trustees and representatives operate in an environment in which they are not simply safe from harm but safe to realise their rights and work with dignity.

2. The Purpose

The intention of this document is to provide clarity as to the required behaviours that are expected from all Women Fund Trust (WFT-T) employees, Board of Trustees members and their representatives emanating from WFT-Trust feminist values and principles.

WFT-Trust understands that its staff, Board of Trustees and other representatives are in a position of power due to the nature of its work, which is grant making and therefore clarity on their conducts to prevent any forms of abuse of power is imperative.

Accordingly, it is incumbent upon members of WFT-Trust to conduct the affairs of WFT-Trust with a commitment to the highest standard of integrity. This includes acting all times in honest and ethical manner, in compliance with all laws, policies and regulations of WFT-Trust and of the country. Compliance with this code of conduct will sustain a culture where honest and ethical conduct is recognized, valued and exemplifies throughout WFT-Trust. This culture is based on the WFT Trust feminist values which include among others transparency, accountability and integrity.

3. General Provisions

3.1 Compliance with Laws and Regulations

Various laws, policies and regulations apply to the WFT Trust, the violation of which may carry disciplinary, civil or criminal penalties for the WFT-Trust and or the individual involved. It is therefore the responsibility of the WFT-Trust staff, Board of Trustees and its representatives to comply with such laws and regulations. Similarly, it is important to stress that, employee labour relations matters related to this code of conduct are clearly

stipulated in the WFT- Trust's human resource manual which needs to be read and understood by all staff.

The following examples of laws, policies and regulations may not be exhaustive but provide clarity and a guide as to the expected ethical behaviour of the WFT-Trust's representatives when engaged with affairs of WFT-Trust.

3.1.1. Conflict of interest:

WFT-Trust staff, Board members and representees are obliged to avoid actual or potential or apparent conflict of interest inside and outside the organization. All interactions and transactions with individuals or organizations external to WFT -Trust must be conducted in a professional and ethical manner.

A conflict of interest exists when an employee, Board of Trustees or representatives is in a position to influence a decision that may result in a personal gain for that individual or their family members, friends, or acquaintances through business dealings carried out by WFT- Trust.

Whenever an employee, Board or any representative suspects that their subject to a conflict of interest in the process of concluding transactions, purchase contracts, employment contracts, or other contractual instruments, s/he required to disclose this to Human Resources and their Department Head and the Board of Trustees.

Additionally, conflicts of interest include, but are not limited to, being on the Board of any entity that deals with WFT-Trust, having membership in other Organizations that either deal with WFT Trust or competes with it, influencing business decisions that provide any form of kickback or personal gain, or engaging in an intimate relationship (romantic or sexual) with a supervisor or direct report. If undisclosed, such conflicts of interest are subject to disciplinary action or legal action.

3.1.2 Sexual Harassment, Exploitation and Abuse:

Any employee, Board or any WFT-Trust representatives who sexually harasses or exploits another employee, partner, grantee, volunteers or any other associate of WFT-Trust, granting favourable treatment at the employment level, grants or any business dealings in exchange for sexual acts, or otherwise engages in sexually illicit conduct, acts in clear violation of WFT-Trust feminist principles and values.

Sexual harassment or demanding for sexual favours by those in power such as Board of Trustees, Executive Director, Managers or Heads of Departments is viewed with particular seriousness by WFT-Trust. Allegations of misconduct involving any such individuals will be thoroughly investigated and any resulting reactions will be forthcoming with as little delay as possible.

Sexual harassment and corruption is defined as:

- a) Implicit or explicit demands by those in power such as a direct supervisor to force her/his subordinate, grantee or anybody less powerful than them to engage in sexual relations in exchange for employment security, salary augmentation, promotion, or other employment conditions.
- b) The creation of a sexually hostile environment, i.e., by creating a working environment where comments, conduct, jokes, or photographs are characterized by sex or inciting to create a depraved work environment.

It is equally important to recognize that sexual harassment, exploitation, and abuse can be physical, psychological, and can also take place virtually (online). For this reason, WFT-Trust definitions are broadened to also include any unwanted behaviours that may take place online, including cyber bullying, cyberstalking, online impersonation, or trolling (making controversial statements online for the sake of gaining attention).

WFT-Trust acknowledges and recognizes that it is different from many other organizations in that, the nature of its work leads to sexually explicit conversations and review of materials that would be considered unusual in other settings. This code of conduct is therefore not intended to limit the creative freedom of staff, Board and representatives from enjoying professional interactions, maintaining a sense of humour, and resolving issues they may have with others on a bilateral basis.

3.1.3 Feminist and Children Safeguarding:

WFT-Trust is committed to strengthening its feminist safeguarding culture which is holistic and expansive beyond sole focus on prevention of harm and looks at what creates enabling environment for individuals and groups it works with to flourish with focus on reinforcing their agency. In this mandate WFT-Trust ensures that the standard of safeguarding is implemented from the recruitment stage (for the employees, the Board and other representatives), reinforced as part of the organization's culture and vividly reflected in WFT-T's systems and tools and in its engagement with partners. This ensures that WFT-Trust works with the right individuals who demonstrate ethical conducts as per its feminist values and principles.

WFT-Trust's Safeguarding policy sets out specific responsibilities for the Board, management, staff and partners in ensuring that WFT-Trust is a safe place to work with for everyone including the grantee partners, women and children regardless of status or power. Anybody who behaves otherwise is in a clear violation of WFT-Trust safeguarding policy and this code of conduct.

3.1.4 Kickbacks:

Kickbacks are defined as payments made by a vendor and or suppliers in return for a WFT-Trust employee, Board of Trustees or representatives awarding WFT-Trust's

business to that vendor, payments made to or received from customers under false pretences, and other illegitimate payments that enriches them at the cost of the organization. The acceptance of kickbacks is not permitted in any form and will lead to immediate suspension and further more disciplinary action that may lead to termination of employment.

WFT-Trust staff, Board and representatives will not ask for kickbacks in any form either money, favours including sexual corruption from any beneficiaries or partners during grants provision or management, if reported of such accusation individuals responsible will be suspended immediately to allow further investigation and disciplinary proceedings and or legal action will be taken accordingly.

3.1.5 Confidentiality:

All WFT-Trust employees, Board of Trustees and representatives are expected to respect confidentiality in all interactions with internal and external individuals or entities. It is a condition of employment and their engagement that such confidentiality be maintained both internally and externally. Failing to honour the confidentiality represents a grave breach of trust and is subject to disciplinary or legal action.

All those who have access to WFT-Trust's confidential materials or information are not permitted to disclose them to non-related parties. They include information about any proceedings, materials, products, plans, concepts, ideas, data, or any information concerning the operations or finances of WFT -Trust or any of its dealings, transactions and affairs, unless such disclosure is required in order to conduct business or complete transactions.

Confidentiality under this code of conduct does not imply condoning any forms of misconduct and unethical behaviours as stated by this document.

4. Reporting Actual or Suspected Misconduct

WFT-Trust seeks to work with competent and ethical staff, Board of Trustees and representatives who demonstrate feminist values at all times and when engaging with internal and external matters of WFT-Trust. In an instance where they violate this code of conduct a mechanism for reporting, investigation and taking disciplinary and or legal action against suspected individuals has been developed under its whistleblowing policy whereby anybody in good faith is encouraged to report suspected or actual misconduct.

Acts of misconduct and insubordination harm the organization's ability to operate and represent a threat to the achievement of its core objectives and are therefore subject to disciplinary action or termination of employment.

No one reporting either actual or suspected violation of this code or other unlawful act in good faith will; be subjected to retaliation of any kind. Retaliation against an individual for reporting an actual or suspected violation of this code in good faith or for participating in

an investigation of a violation is a serious violation of this Code and may be subject to disciplinary action or any other applicable legal proceedings.