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Code of Ethics and Conduct

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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

The enduring success of Imara Leadership Initiative in advancing transformative change in the lives of children, young people, women and communities is founded upon one defining principle ‘Trust’, Throughout our journey, we have built lasting partnerships with the communities we serve our supporters, development partners, governments, donors, volunteers and dedicated staff. These relationships have been nurtured through unwavering integrity, mutual respect, accountability and our steadfast commitment to serving humanity with excellence.

Trust is not inherited it is earned through every action we take, every decision we make and every promise we uphold. As representatives of Imara Leadership Initiative (ILI) , each of us carries the responsibility of protecting the reputation and values of our institution by demonstrating the highest standards of ethical leadership and professional conduct in all that we do.

This Code of Ethics and Conduct serves as our guiding framework. It outlines the principles, values, and standards of behaviour expected of every individual representing Imara Leadership Initiative. It also provides practical guidance for navigating ethical dilemmas and establishes clear avenues for raising questions or reporting concerns whenever conduct falls short of our shared values. While no code can anticipate every circumstance we may encounter, this document provides the foundation for sound judgement, responsible decision-making, and principled leadership.

Together, let us continue to build a future where ethical leadership inspires lasting impact and hope for communities across the world.

Ms.Petrider Paul

OUR VALUES

- **We are Outstanding Services**
  We create a lasting and positive impact within our communities and for our donors. We work hard, stay focused and act in service to others.

- **We are always Learning**
  We are passionate about learning and seek to constantly improve and innovate. We are not afraid to make mistakes. We learn from others, from our challenges and successes.

- **We are Diversity and Equity Inclusion**
  We are stronger together, a rich chorus of unique voices, experience and ideas has driven our success for over several years.

- **We are People Centered**
  We are driven to create collaborative, responsive and inspired environments for our staff and in Imara Leadership Initiative communities.

- **We are Changemakers**
  We are bold thinkers. We are driven by our mission to create transformative impact for girls and our supporters.

Your responsibilities

No matter your role, it is your responsibility to familiarize yourself with and uphold Imara Leadership Initiative's Code of Ethics & Conduct. You are expected to:

- Act with integrity in all of your interactions at ILI.
- Protect children, young people and women from harm.
- Know and follow the laws and policies that apply to your role.
- Speak up when you see any issues of concern.
- Cooperate fully if you are part of an investigation or audit.
- Be accountable for your actions.

Additionally, managers are responsible for creating an atmosphere where employees are comfortable speaking up without fear of retaliation, and for displaying and reinforcing the importance of ethical behavior in all decision making.

ASKING QUESTIONS AND RAISING CONCERNS

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Have questions?

This Code of Ethics & Conduct does not cover every possible situation you may face. The questions below can help you determine how to move forward when you are faced with a potential ethical dilemma.

What would you do?

Unsure how to handle a particular situation at ILI ? Follow these steps. If you answer YES to any of these questions then don't do it!

1. Does this conflict with ILI policies?
2. Could this affect partners & beneficiaries?
3. If this were made public through the media, would it reflect negatively on you or ILI ?
4. Is it a crime under federal or state law or will it give rise to civil lawsuits against ILI ?
5. Is it against ILI's values?
6. Could this adversely affect ILI if all employees did it?

ASKING QUESTIONS AND RAISING CONCERNS

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Not sure?

Contact Legal or check with your manager, Human Resources, a member of the Executive Team, Ethics & Compliance, or a member of the Board, following the guidance below;

Concerns?

You have a responsibility to speak up when observing behavior of concern, you can ask questions or raise your concerns by email, phone or in person
to the following:

- Any supervisor
- A member of the HR Team
- A member of the Executive Team
- The Director, Ethics & Compliance
- The CEO
- The Chair of the Audit Committee of ILI's Board of Directors

If a violation is related to fraud, waste or misconduct (including bribery or gratuity violations) on a contract or grant, you must promptly report the incident

ASKING QUESTIONS AND RAISING CONCERNS

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You may remain anonymous when you raise issues, it is important that your report contains enough information for Imara Leadership Initiative to investigate.

You cannot be retaliated against for speaking up in good faith.

Imara Leadership Initiative, will promptly and appropriately investigate reports of illegal activity or violations of this Code of Ethics & Conduct. You must cooperate with any investigation which is relevant to you and not prevent, hinder or delay discovery or full investigation of illegal acts or violations of this Code.

To the extent practicable under the circumstances, ILI will take reasonable precautions to maintain your confidentiality if you report illegal activity or violations of this Code and of those individuals involved in the alleged improper activity, whether or not it turns out that improper acts occurred.

If you violate the Code of Ethics & Conduct, you are subject to disciplinary action up to and including termination.

HANDLING CONFLICTS OF INTEREST

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A conflict of interest can arise when your personal interests affect business decisions. You are responsible for disclosing any potential or existing conflicts.

Outside Employment

ILI considers itself to be the primary employer of its full-time employees. You are expected to be available to perform your assigned duties during normal working hours and otherwise, as necessary.

Workplace Relationships

Workplace dating is allowed as long as the employees are not in a direct or indirect (within the line of report) reporting line to one another. If this is the case, HR and the immediate supervisors of both parties should be notified. To the extent possible, ILI will try to make accommodations. If this is not possible, one of the employees may be required to end their employment with ILI.

HANDLING CONFLICTS OF INTEREST

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Nepotism/Friendships

Relatives can be employed at ILI, as long as they are in different direct reporting lines and are not related to a member of the Executive Team or Board of Directors. You should also be aware of an appearance of a conflict of interest when working with close friends. This should not be read to include friendly relationships with colleagues, but rather long-time, pre-existing close relationships. In these cases, full disclosure of the relationship will normally be sufficient to resolve the appearance.

Board memberships

ILI encourages you to be actively involved with boards of other organizations. Before signing on, consider any possible conflict of interest and disclose the potential relationship.

Political involvement

ILI encourages individual involvement in the political process. ILI must remain nonpartisan, so ensure that your personal social media or other public postings regarding support for candidates do not reflect on Imara Leadership Initiative, ILI assets and resources cannot be used to support any candidate or party.

HANDLING CONFLICTS OF INTEREST

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Gifts and entertainment

In some of the cultures where we work, giving gifts of nominal value is a recognized custom indicating respect. These rules are a means to accommodate that practice and avoid any awkwardness in those relationships. You may accept gifts which are nominal (less than $20). The point of the $20 amount is not to imply that every item must be analyzed for value, but rather to be a general notion of what is meant by “nominal.” Gifts of cash and cash equivalents, such as gift cards, must be politely declined if possible. Gifts valued at $20 or more must be given to HR for a raffle (or, if a food item, placed in a common area for all to enjoy, if it is safe to do so).

You may accept gifts of entertainment or hospitality if they include free attendance at widely-attended gatherings and it is in accordance with accepted business practices and with the purpose of building relationships and understanding and presents an opportunity to share ideas. However, free tickets to sporting events and other similar entertainment primarily designed for personal benefit should be politely declined.

You may not solicit gifts for personal gain.

PROMOTING SAFETY HERE AND ABROAD

In all of our workplace relationships, and in everything we do and say, ILI is committed to the highest levels of safety and ensuring we protect all – those we serve and those with whom we work. This means our workplace is free from harassment, violence and drug and alcohol abuse. It also extends to travel, whether local or global.

Protecting children, young people and women

ILI is committed to the safeguarding of children, young people and women from all forms of violence. It is the responsibility of all of us to ensure that we and anyone who represents us, do not harm, abuse or commit any act of violence against children, young people and women or place them at risk of the same. We take stringent measures against any staff, associate or visitor who perpetrates an act of violence against a child, young person and woman.

PROMOTING SAFETY HERE AND ABROAD

Trafficking in persons

ILI has zero tolerance regarding trafficking in persons, whether for sexual, forced labor, slavery or any other purposes. You shall not engage in any way in any activities which promote trafficking in persons.

Freedom from harassment

We are committed to providing an environment that is free from all discrimination and conduct that can be considered harassing, coercive or disruptive. We will not tolerate actions, words, jokes or comments based on an individual's sex, race, color, religion, national origin, ancestry, citizenship, veteran status, physical or mental disability, sexual orientation, gender identity or expression, age, or any other characteristic protected by law. This applies in all environments that are related to the employment relationship, whether on ILI premises or elsewhere. It is your responsibility to Speak up if you see issues of concern.

For more information see ILI PSEAH Policy.

PROMOTING SAFETY HERE AND ABROAD

Violence and weapons

ILI is committed to maintaining a safe workplace that is free from threats and acts of physical intimidation and violence towards members of the workforce, any other people in the workplace, and our property. These will be reported to law enforcement. You may not have firearms or deadly weapons in the workplace.

Physical security

You are our greatest asset and your safety while in the workplace and while traveling for ILI is important to us.

Alcohol and controlled substances

In order to put forth your best work, you should be fit and able to perform your assigned duties when you report for work. Ensure that your performance is not impaired by alcohol or drugs, including over-the-counter and prescription drugs.

PROMOTING SAFETY HERE AND ABROAD

Safety and security events

You are expected to be aware of your responsibilities in the event of a safety and security event, including external forces which might impact your ability to get to the ILI office.

Travel safety

If you travel for ILI, you are expected to follow Imara Leadership Initiative's Travel Security Policy (domestic or international), which includes a number of steps to help you stay safe while traveling.

If you see any situations that you believe contribute to an unsafe working environment, please speak up.

MAINTAINING FINANCIAL INTEGRITY

Time keeping

You are responsible for keeping an accurate record of the time spent on all work, and saving your timesheet on a daily basis.

Records management

You are accountable to maintain and store documents accordingly, ensuring that records are maintained for the period of time specified, and destroyed in accordance with the policy.

Procurement

You are expected to secure fair and reasonable prices from qualified vendors through an open, fair and transparent process which is timely, cost-effective and uses ILI's resources efficiently. It must be done in the best interests of partners or donors and in accordance with donor requirements.

MAINTAINING FINANCIAL INTEGRITY

Bribery, fraud and corruption

Fraud and corruption are ever-present threats to ILI's assets and reputation and we will not tolerate it. You are responsible for acting honestly and with integrity, safeguarding ILI's assets at all times. Any actual or attempted act of fraud or corruption will be subject to disciplinary action up to and including your dismissal, and will be reported to law enforcement authorities. We will endeavor to recover any funds lost through fraud and will take robust action against involved third parties.

Q A

Qn: I was working on administrative tasks, but my boss asked me to code my time to a particular project so that the time will get charged as a program expense. I know that is wrong. What should I do?

Ans: You can remind your boss of our Time Reporting Policy and that you are not able to record admin time as project time. If your boss persists, speak up to anyone else listed in this Code of Ethics & Conduct

PROTECTING IMARA LEADERSHIP INITIATIVE'S INFORMATION

Confidentiality

You are responsible for keeping confidential information secure, ensuring that confidential information is marked as such, and for speaking up when you see confidential information being shared inappropriately – both during and after employment with Imara Leadership Initiative.

Data privacy

Be sure to keep equipment safe and secure and protect your passwords and user ID's. Ensure you are practicing safe security online, and be familiar with our Information Systems User Reference Guide and Credit Card & ACH Processing & Handling Policy.

COMMUNICATING EXTERNALLY

What you say and do reflects on Imara Leadership Initiative

Communicating with the public

Certain individuals on the Executive Team, Public Engagement and Advocacy team, Programs and Policy team and the Board of Directors can speak officially for Imara Leadership Initiative, If you are asked to speak on behalf of ILI and have not undergone media training, please direct the request to a Senior Staff member.

Social media

What you say on social media accounts can reflect on Imara Leadership Initiative. Be sure to follow ILI's Social Media Policy and ensure your tweets, blogs and posts follow our guidelines for transparency, consideration and protection.

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