

SEA CODE OF CONDUCT

Foreword

ST Foundation promotes an environment where everyone is respected and protected, with particular reference to the vulnerable people with whom it comes into contact to carry out its projects, in full compliance with and promotion of the following international conventions: 1) the Universal Declaration of Human Rights (UDHR); 2) the UN Convention on the Rights of the Child (CRC); 3) the UN Convention for the Elimination of all Forms of Discrimination against Women (CEDAW).

This Code of Conduct is addressed to all those who work in any capacity with the ST Foundation and provides a clear guide to behavior by identifying, but not limited to, behaviors that should be considered unacceptable in the workplace and private life.

ST Foundation does not seek to dictate how people conduct their personal lives. However, those who act on behalf of ST Foundation are considered its representatives whose behaviors are directly connected to the Foundation's reputation.

ST Foundation shall take all necessary measures to protect those who report possible violations of this Code of Conduct and reserves the right to take disciplinary and legal action against those who have violated it.

Those who sign this document acknowledge their full understanding and acceptance of its contents.

All those who work in any capacity with ST Foundation are personally responsible for ensuring that their behavior conforms to ST Foundation's values, its policies, and this Code of Conduct.

This Code of Conduct is made public by posting it on the ST Foundation website www.stfoundation.org

Pledge

Based on the above, I understand that sexual exploitation and abuse are unacceptable behaviors that undermine the fundamental values and principles of international solidarity and endanger the credibility and reputation of all solidarity organizations by causing irreparable damage to the trust between the workers belonging to such organizations and the beneficiaries.

Therefore, I am fully committed to complying with the following fundamental principles:

Acts of sexual exploitation and abuse (SEA) perpetrated by ST Foundation employees in any capacity constitute misconduct of a serious nature that may result in termination of employment or volunteer service.

1. Sexual activity with children (persons under 18 years) is prohibited regardless of the locally recognized coming of age. An incorrect assessment of a child's age is not a defense and is never accepted as justification. ST Foundation has adopted a specific Child Protection Policy (CPP) of reference to protect minors
2. The exchange of money, labor, goods, or services, including assistance given to beneficiaries to obtain sexual favors or services or other humiliating and degrading behavior, is prohibited.
3. It is forbidden to have any sexual relationship with project beneficiaries by misusing one's position. These situations could have negative consequences on the credibility of ST Foundation projects.
4. When a collaborator in any capacity has concerns or suspicions regarding an act of SEA by a colleague - whether working for ST Foundation or a Partner organization or other actor involved in a project - he/she must report it through existing means and procedures. In particular, the SEA Focal Point should be informed about any concerns or suspicions, including rumors that arise in good faith about acts of SEA.
5. All collaborators of ST Foundation, in whatever capacity, are expected to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the Code of Conduct.

In addition to the above principles, the ST Foundation identifies the following additional rules as basic and essential elements of its Code of Conduct. Therefore, I also commit myself to the following:

Awareness

- ✓ I shall keep in mind that many prerogatives and powers toward members of communities, institutions, and partners are attributable to my collaboration with the ST Foundation.
- ✓ I shall have no false expectations about the communities, beneficiaries, partners, and third parties with whom I will have relationships, and be honest about what ST Foundation can provide through its work and resources.

Protection

- ✓ I shall comply with all legal requirements and organizational provisions concerning the health and safety of the environment in which one works.
- ✓ I shall help ensure safety, health, and well-being of the beneficiaries by ensuring the ST Foundation's commitment to prevent sexual exploitation and abuse.
- ✓ I shall respect the privacy of ST Foundation members and community members and do not share any confidential or personal information without the explicit consent of the person concerned, according to applicable regulations and organizational policies and procedures.

Mutual respect

- ✓ I shall acknowledge the innate value and experience of all people, as well as the inherent value of diversity, respecting the rights of all people regardless of their ethnicity, age, gender identity, culture, dress, language, political affiliation, health status, class, caste, marital status, disability, and religious and/or spiritual beliefs.
- ✓ I shall act fairly, honestly, and carefully and treat people with dignity and respect.
- ✓ I shall respect domestic rules and local culture, traditions, customs, and practices of the country where I work, and I am a guest when these do not conflict with ST Foundation values.
- ✓ I shall not take part in any form of discrimination, vexation, harassment, abuse (physical, psychological, sexual, or verbal), intimidation, humiliation, or action designed to dishonor or exploit or infringe upon the rights of others.

Personal conduct

- ✓ I shall always behave to the best of my ability by taking full responsibility for my actions without abusing my position of power, if any, as a representative of the ST Foundation.
- ✓ I shall promote responsible attitudes and be proactively accountable by working to improve practices such as transparency, participation, compliance, and accountability.
- ✓ I shall not behave in a way that compromises my ability to fulfill my role or in any way that could damage the reputation of the ST Foundation.
- ✓ I shall pay attention to how my language, actions, and relationships with all members of the ST Foundation and members of the communities where projects are implemented may be perceived.
- ✓ I shall comply with the Policy on Protection and Prevention from Sexual Exploitation and Abuse and the Policy for the Protection of Children and Teenagers.

- ✓ I shall not consciously mistreat or exploit anyone in any way.
- ✓ While working for ST Foundation, I shall not work under the influence of alcohol or drugs or possess illegal substances.
- ✓ I shall not benefit from the sale of illegal goods or substances.
- ✓ I shall not ask for or propose any payment to me personally, or solicit services from others, especially in the communities where we work, and no transfer of money, support, goods, or services in exchange for ST Foundation's help.
- ✓ I shall not accept money or significant gifts from governments, communities, donors, suppliers, or others.
- ✓ I shall not participate or invite others to participate in any activity that contravenes human rights or compromises the work of the ST Foundation.

Use of goods

- ✓ I shall carefully handle and safeguard ST Foundation's financial resources, assets, information, and other resources and protect them from theft, fraud, damage, or access by unauthorized persons.
- ✓ I shall ensure that money is used in line with our commitment to promote simplicity and efficiency when using ST Foundation resources.
- ✓ I shall not use organizational equipment to view, download, create, or distribute inappropriate material, including pornographic, defamatory, sexist messages that spread prejudice or racist messages.
- ✓ When I am allowed to use ST Foundation equipment for personal purposes, ensure that my behavior is not inappropriate or damaging to the reputation of ST Foundation.
- ✓ I shall not release any kind of private or confidential information related to ST Foundation, its members or beneficiaries and communities to others unless there is a legal legitimacy or obligation to do so, in full compliance with data protection regulations.

Conflicts of interest

- ✓ I shall act transparently and honestly in dealing with ST Foundation without seeking personal, professional, or family gains and disclose any conflicts of interest, including potential ones.
- ✓ I shall acknowledge that having a personal (intimate) relationship with ST Foundation staff and stakeholders may represent/lead to an inherent conflict of interest or potential abuse of power. If this circumstance occurs, I shall resolve any conflict of interest promptly.

Communication and conformity

- ✓ I shall abide by the provisions of this Code, and if I fail to do so, I am aware of the consequences I may face.

I shall abide by this Code and promptly report any violations according to the procedures outlined in the PSEA Policy to the following e-mail address psea@stfoundation.org