



CODE OF CONDUCT



Approval Statement

Policy Title: Code of Conduct

Policy Code: PY40004002

Approval Date: December 10, 2024

Statement of Approval:

The Board of Directors of Peace by Youth (PY) formally approves the adoption and implementation of the Code of Conduct. This policy has been reviewed and endorsed as a cornerstone framework for promoting ethical behavior, professionalism, and accountability in all aspects of PY's operations and activities.

The Code of Conduct reflects PY's commitment to upholding the highest standards of integrity, respect, and inclusivity. It provides clear guidelines for expected behavior, decision-making, and interactions, ensuring that all staff, volunteers, and stakeholders embody PY's values and contribute positively to its mission of empowering youth, fostering peace, and advancing socio-economic development.

Implementation and Review:

This policy will be disseminated to all staff, volunteers, and partners and implemented as a binding guideline for conduct. It will be periodically reviewed and updated to address emerging challenges, regulatory changes, and best practices in ethical governance.

Signatures:

Chairperson, Board of Directors

Name:

Nisar Ahmed




Signature:

Date:

December 10, 2024.

Secretary, Board of Directors

Name:

Hina Jamil



Signature:

Date:

December 10, 2024.

INTRODUCTION

PURPOSE

This Code of Conduct (CoC) establishes the fundamental principles and expectations that guide the behavior of all individuals associated with Peace by Youth (PY). Our CoC aims to:

- **Promote Ethical Decision-Making:** Provide a framework for ethical conduct in alignment with PY's mission, vision, and core values.
- **Create a Positive and Respectful Environment:** Foster a work environment and community interactions built on inclusivity, respect, professionalism, and safety.
- **Protect PY's Reputation and Integrity:** Uphold ethical standards that safeguard PY's reputation, maintain the trust of donors, partners, and beneficiaries, and ensure compliance with relevant laws and regulations.

VALUES

PY's core values are the foundation upon which this Code of Conduct is built. All members of the PY community are expected to embody these values in their interactions and decisions:

- **Holistic:** We recognize the interconnected nature of challenges facing youth and communities. Our actions promote comprehensive solutions that address the multifaceted aspects of development.
- **Neutrality:** We maintain impartiality in our work, providing assistance and opportunities based on need, without discrimination based on religion, ethnicity, political affiliation, or other personal characteristics.
- **Empathy:** We approach our work with compassion and understanding, endeavoring to see the world through the eyes of the youth we serve and the communities we partner with.
- **Sustainability:** We prioritize practices and solutions that have enduring positive impact on youth, communities, and the environment, ensuring lasting benefits for current and future generations.
- **Transparency & Accountability:** We value openness, honesty, and responsibility in all of our actions. We take ownership of our decisions and are committed to being accountable to our stakeholders.
- **Youth-centric:** We are guided by the belief in the potential of every young person. We place youth at the center of our programs, empowering them to drive positive change in their lives and communities.

APPLICABILITY

This Code of Conduct applies to all individuals directly or indirectly affiliated with Peace by Youth. This includes:

- **Employees:** Full-time, part-time, and temporary employees across all levels and departments
- **Volunteers:** Individuals who contribute their time and skills to support PY's programs and activities
- **Interns:** Individuals participating in formal internship programs with PY
- **Board Members:** Members of PY's governing board, who provide oversight and strategic direction
- **Partners:** Organizations and individuals collaborating with PY on projects or initiatives
- **Beneficiaries:** Youth and community members participating in or impacted by PY's programs

UNDERSTANDING EXPECTATIONS

All individuals subject to this Code of Conduct are expected to:

- **Read and Understand:** Familiarize themselves with the Code of Conduct and seek clarification on any elements they do not fully understand.
- **Uphold the Standards:** Conduct themselves in a manner consistent with the principles outlined in this Code, both in their professional interactions and in personal conduct that could reflect on PY.

- **Report Violations:** Promptly report any suspected violations of the Code of Conduct, whether witnessed directly or observed in others' behavior.
- **Cooperate with Investigations:** Participate fully in any investigations related to potential violations of the Code.
- **Lead by Example:** Those in leadership positions bear a particular responsibility to model exemplary behavior and to promote a work environment where ethical conduct is standard practice.

PY is committed to creating a supportive environment where individuals feel comfortable raising concerns about potential violations of the Code of Conduct. Reporting procedures and protection against retaliation will be outlined in detail later in this document.

SECTION 1: PROFESSIONAL CONDUCT

Professional conduct is the bedrock of Peace by Youth's operations. All individuals associated with PY are expected to maintain the highest standards of integrity, respect, confidentiality, responsible resource use, and compliance in all their activities.

INTEGRITY

- **Honesty:** Truthfulness and sincerity are essential in all interactions, whether internal or with external stakeholders. Fabricating information, misrepresenting facts, or engaging in deceptive practices will not be tolerated.
- **Fairness:** Treat all individuals with fairness and impartiality, avoiding favoritism or discrimination in decision-making processes.
- **Ethical Decision-Making:** Consider the ethical implications of decisions, aligning actions with PY's values, relevant laws, and policies. Prioritize the well-being of beneficiaries and communities above personal gain.
- **Conflicts of Interest:** Avoid situations where personal interests, relationships, or external involvements could compromise, or appear to compromise, your ability to make impartial decisions in the best interests of PY. Disclose potential conflicts to your supervisor or HR (as outlined further in the Conflicts of Interest section).

RESPECT AND DIGNITY

- **Inclusivity:** Create a welcoming environment where all individuals feel valued, regardless of their race, ethnicity, gender, sexual orientation, religion, age, disability, socioeconomic status, or other personal characteristics.
- **Zero Tolerance for Discrimination:** Discrimination of any kind, whether based on protected characteristics or other forms of bias, will not be tolerated. Discriminatory behavior includes offensive jokes, slurs, unwelcome advances, or creating a hostile work environment.
- **Harassment Prevention:** PY maintains a strict zero-tolerance policy against harassment, including sexual harassment. Harassment includes unwelcome conduct, comments, or physical contact that creates an intimidating, hostile, or offensive environment. Detailed procedures for reporting harassment are outlined in Section 2.
- **Respectful Communication:** Use professional and respectful language when interacting with colleagues, partners, and beneficiaries. Refrain from gossip, spreading rumors, making offensive remarks, or engaging in verbal abuse.

CONFIDENTIALITY

- **Protection of Sensitive Information:** Handle confidential information about PY, its employees, stakeholders, and beneficiaries with utmost care. This includes but is not limited to: donor data, financial records, program plans, personal details of staff or beneficiaries.
- **Data Privacy:** Comply with all relevant data protection regulations and PY's internal data security policies. Avoid unauthorized collection, use, or disclosure of personal information.

- **Sharing Confidential Information:** Share confidential information only on a need-to-know basis and with individuals who have a legitimate business reason for accessing it.
- **Maintaining Confidentiality After Separation:** The obligation to protect confidential information continues even after your relationship with PY ends.

USE OF ASSETS

- **Responsible Use:** Utilize PY's property, funds, and resources (including equipment, supplies, technology, and intellectual property) solely for authorized purposes.
- **Safeguarding Assets:** Take reasonable precautions to protect PY's assets from loss, damage, theft, or misuse.
- **Personal Use:** Incidental personal use of PY resources (e.g., brief phone calls, internet for personal email) may be acceptable but should be limited and not interfere with work duties. Excessive personal use is prohibited.
- **Intellectual Property:** Respect PY's intellectual property rights, including copyright, trademarks, and patents. Do not use or reproduce PY's intellectual property without authorization.

COMPLIANCE

- **Laws and Regulations:** Adhere to all applicable laws, regulations, and governmental requirements in the jurisdictions where PY operates.
- **PY Policies and Procedures:** Familiarize yourself with and follow all internal PY policies, including those relating to safety, human resources, finance, procurement, and program implementation.
- **Seeking Guidance:** If you are unsure about whether a certain action is compliant with laws, regulations, or PY policies, consult with your supervisor, HR, or appropriate department.

Remember: Professional conduct is not just about avoiding unethical behavior; it is about proactively demonstrating the highest standards of integrity, respect, responsibility, and compliance in every aspect of your work with PY.

SECTION 2: WORKPLACE BEHAVIOR AND STANDARDS

Peace by Youth strives to foster a healthy, safe, and inclusive workplace where all individuals can thrive and contribute their best work. This section outlines the standards of behavior expected within PY's work environment and in interactions with community members during PY-related activities.

EQUAL OPPORTUNITY

- **Merit-Based Environment:** PY provides equal employment and advancement opportunities to all individuals based on qualifications, skills, and performance. Decisions regarding hiring, promotion, training, compensation, and other employment matters will be made without discrimination.
- **Protected Characteristics:** PY prohibits discrimination based on race, ethnicity, religion, age, gender, sexual orientation, gender identity, disability, marital status, pregnancy, national origin, or any other characteristic protected by law.
- **Affirmative Action:** Beyond simply avoiding discrimination, PY is committed to actively promoting diversity and inclusion. Efforts will be made to recruit and retain a workforce that reflects the communities we serve.

HARASSMENT POLICY

- **Zero Tolerance:** PY has a strict zero-tolerance policy against all forms of harassment, including but not limited to:
 - **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or any verbal, physical, or visual conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment.

- **Bullying:** Repeated, unreasonable actions intended to intimidate, degrade, humiliate or undermine an individual.
- **Harassment Based on Protected Characteristics:** Harassment based on an individual's race, religion, sexual orientation, or any other protected category.
- **Reporting Procedures:**
 - **Multiple Reporting Options:** Individuals who experience or witness harassment are encouraged to report it immediately. Reports can be made to a supervisor, HR, another trusted manager, or through the designated anonymous reporting mechanism (if available).
 - **Prompt Action:** All reports of harassment will be taken seriously, promptly investigated, and addressed appropriately.
 - **Protection Against Retaliation:** PY prohibits retaliation against anyone who reports harassment, participates in an investigation, or raises concerns about potential harassment.
- **Investigation Procedures:**
 - **Fair and Impartial:** Investigations will be conducted by a designated individual or team trained in carrying out harassment investigations. Investigations will be fair, impartial, and maintain confidentiality to the extent possible.
 - **Thorough Examination:** Investigations will involve interviews with relevant individuals, gathering evidence, and a determination of whether a violation of the harassment policy occurred.
 - **Outcomes:** Based on the findings of the investigation, appropriate disciplinary action will be taken, up to and including termination of employment. PY will also take steps to remedy the effects of the harassment.

BULLYING & ABUSE

- **Prohibition of Bullying:** PY prohibits any form of bullying behavior, including repeated verbal abuse, threats, intimidation, humiliation, or actions that sabotage an individual's work performance.
- **Zero Tolerance for Abuse:** Physical, verbal, or emotional abuse of any kind will not be tolerated. This includes threatening behavior, assault, or any conduct that creates a physically or psychologically unsafe environment.

SUBSTANCE ABUSE

- **Drug and Alcohol-Free Workplace:** PY maintains a drug and alcohol-free workplace. Being under the influence of drugs or alcohol while on duty, on PY premises, or at PY-sponsored events is strictly prohibited.
- **Support and Resources:** PY recognizes that substance abuse can be a treatable condition. Employees struggling with addiction are encouraged to seek confidential assistance through PY's Employee Assistance Program (if available) or other external resources.
- **Legal Compliance:** PY will comply with all applicable laws and regulations regarding drug and alcohol testing and substance abuse in the workplace.

SAFETY & HEALTH

- **Commitment to Safety:** PY is committed to providing a safe and healthy work environment for all employees, partners, and beneficiaries.
- **Compliance with Safety Regulations:** PY will adhere to all applicable occupational safety and health laws and regulations.
- **Hazard Prevention:** PY will take steps to identify and mitigate potential safety hazards in the workplace.
- **Safety Training:** Relevant employees will receive safety training appropriate for their job functions.
- **Responsibility to Report:** All individuals are responsible for immediately reporting unsafe conditions, accidents, or injuries to their supervisor.

CONFLICT RESOLUTION

- **Constructive Approach:** Workplace disagreements are a normal part of any organization. PY encourages the timely and constructive resolution of conflicts.
- **Informal Resolution:** When possible, individuals are encouraged to attempt informal resolution by directly addressing concerns with the other party involved, in a respectful manner.
- **Seeking Support:** If direct resolution is unsuccessful, employees can seek guidance from their supervisor, HR, or a designated mediator.
- **Formal Grievance Procedures:** For unresolved conflicts or serious allegations, PY has a formal grievance procedure in place (outlined in the Employee Handbook or available as a separate policy).

SECTION 3: SOCIAL AND COMMUNITY RESPONSIBILITIES

Peace by Youth recognizes its responsibility to operate in a manner that promotes environmental sustainability, ethical community engagement, and the protection of vulnerable groups. This section outlines the standards expected of all PY representatives when interacting with the wider community and in public spaces, including online platforms.

ENVIRONMENTAL RESPONSIBILITY

- **Sustainability Mindset:** PY is committed to minimizing its environmental impact and promoting sustainable practices throughout its operations.
- **Resource Conservation:** Strive to conserve resources such as energy, water, and materials through efficient use and waste reduction initiatives.
- **Environmentally-Friendly Procurement:** Choose suppliers and products with a strong sustainability track record, whenever possible.
- **Raising Awareness:** Incorporate environmental education and awareness-raising into PY's programs and community outreach activities.
- **Advocacy:** Support policies and initiatives that promote environmental protection and address climate change.

COMMUNITY ENGAGEMENT

- **Respectful Partnerships:** Build relationships with communities based on respect, trust, and mutual understanding.
- **Cultural Sensitivity:** Understand and respect local customs, traditions, and values. Be mindful of potential power imbalances and avoid actions that could be perceived as exploitative.
- **Community-Driven Participation:** Involve community members as active participants in program design, implementation, and evaluation. Prioritize their voices and decision-making power.
- **Beneficiary Well-being:** Always place the well-being and best interests of the communities PY serves at the forefront of its activities.
- **Lasting Positive Impact:** Strive to create sustainable, positive change within the communities, empowering them to continue driving progress even after PY's direct involvement ends.

PROTECTION OF CHILDREN AND VULNERABLE POPULATIONS

- **Zero Tolerance for Exploitation and Abuse:** PY has a zero-tolerance policy for any form of child abuse, exploitation, neglect, or endangerment. This extends to the safeguarding of vulnerable adults within PY's programs.
- **Strict Child Protection Policy:** PY maintains a detailed Child Protection Policy which outlines:
 - Safe recruitment practices, including background checks for employees and volunteers working with children
 - Training for staff and partners on child safeguarding

- Clear reporting mechanisms for suspected cases of abuse
 - Protocols for collaboration with relevant child protection authorities
- **Vulnerable Adults:** Develop and implement appropriate safeguards to protect vulnerable adults (such as elderly individuals or those with disabilities) from potential exploitation, abuse, or neglect.

SOCIAL MEDIA CONDUCT

- **Professional Representation:** When using social media in a way that identifies you as a PY representative, maintain professionalism and ensure your posts align with PY's values and mission.
- **Respectful Communication:** Avoid making discriminatory, harassing, or offensive statements on social media platforms. Treat all individuals with respect, even when engaging in debate or expressing disagreement.
- **Protecting Confidentiality:** Do not disclose confidential information about PY, its staff, partners, or beneficiaries on social media.
- **Personal vs. Professional:** Be mindful of the distinction between personal social media accounts and official PY accounts. When expressing personal opinions on controversial issues, make it clear that you are not speaking on behalf of PY.
- **Social Media Policy:** PY may have a specific Social Media Policy that provides more detailed guidelines.

EXTERNAL COMMUNICATION AND REPRESENTATION

- **Authorized Spokespersons:** Only designated individuals are authorized to speak to the media or represent PY at external events. If approached by the media, direct inquiries to the appropriate spokesperson.
- **Accurate and Consistent Messaging:** Ensure that your communications about PY are accurate, consistent with PY's official messaging, and promote a positive image of the organization.
- **Protecting Reputation:** Avoid making statements or engaging in public activities that could damage PY's reputation or undermine its mission.
- **Upholding PY's Apolitical Stance:** When representing PY, refrain from publicly expressing personal political affiliations or making statements that could be perceived as partisan. PY maintains a neutral, apolitical stance in its work to ensure it can effectively serve all beneficiaries regardless of their political beliefs.

Remember: Your actions in the community and online reflect directly on PY. Conduct yourself with a high level of social responsibility, promoting positive impact, environmental stewardship, and respect for all individuals.

SECTION 4: ACCOUNTABILITY AND REPORTING

Peace by Youth is committed to upholding the standards outlined in this Code of Conduct. This section establishes clear mechanisms for reporting potential violations, ensures protection for those who raise concerns, and outlines the investigative and disciplinary processes.

REPORTING MECHANISMS

- **Multiple Reporting Channels:** PY provides multiple ways for individuals to report suspected violations of the Code of Conduct:
 - **Direct Reporting to Supervisor or HR:** Employees are encouraged to report concerns directly to their supervisor or a member of the Human Resources department.
 - **Designated Reporting Line:** PY may establish a confidential hotline or email address for reporting Code violations.
 - **Anonymous Reporting:** When available, an anonymous reporting mechanism allows individuals to report concerns without revealing their identity.

- **Accessible and Clear Information:** PY will make information about reporting channels easily accessible and widely communicated to all staff, volunteers, partners, and beneficiaries.
- **No Reprisals:** PY prohibits any form of retaliation against individuals who report suspected Code of Conduct violations in good faith or participate in investigations.

PROTECTION AGAINST RETALIATION

- **Zero Tolerance:** Any form of retaliation against an individual who raises a concern, reports a misconduct, or cooperates in an investigation is a serious breach of this Code of Conduct and will itself be subject to disciplinary action.
- **Retaliation Examples:** Retaliation can take many forms, including:
 - Termination of employment or volunteer placement
 - Demotion or denial of opportunities
 - Negative performance evaluations
 - Intimidation, threats, or harassment
 - Exclusion from social activities or ostracization
- **Support for Reporting Individuals:** PY will take steps to protect the confidentiality of individuals who report concerns, to the extent possible. Efforts will be made to address any risks of retaliation.

INVESTIGATIVE PROCEDURES

- **Prompt and Thorough Investigations:** All reports of Code of Conduct violations will be investigated promptly, thoroughly, and fairly.
- **Impartial Investigators:** Investigations will be conducted by designated individuals who are trained in investigative techniques and maintain objectivity and confidentiality.
- **Interviews and Evidence Gathering:** Investigations will typically involve:
 - Interviewing the reporting individual, the individual(s) accused of misconduct, and any other relevant witnesses.
 - Gathering documentation, physical evidence, or other forms of evidence relevant to the allegations.
- **Confidentiality:** While investigations are ongoing, information will be shared on a need-to-know basis to protect the integrity of the investigation and the privacy of involved individuals.
- **Determination of Findings:** Upon conclusion of the investigation, the investigator(s) will determine whether there is sufficient evidence to substantiate a violation of the Code of Conduct.

DISCIPLINARY ACTIONS

- **Proportionate to Violation:** If a violation of the Code of Conduct is established, appropriate disciplinary action will be taken, commensurate with the severity of the violation.
- **Range of Actions:** Possible disciplinary actions may include:
 - Verbal warning
 - Written warning
 - Suspension (with or without pay)
 - Demotion
 - Termination of employment or volunteer placement
 - Termination of a partnership agreement
 - Referral to law enforcement authorities, where appropriate
- **Corrective Measures:** In addition to disciplinary action, PY may require corrective measures to address the harm caused by a violation or prevent similar violations in the future.
- **Documentation:** PY will maintain clear documentation of all reports of Code of Conduct violations, investigation findings, and disciplinary actions taken.

IMPORTANT CONSIDERATIONS

- **False Accusations:** While PY takes all reports seriously, knowingly making false accusations with malicious intent is itself a violation of the Code of Conduct.

- **Confidentiality Limits:** There may be circumstances where confidentiality cannot be fully maintained (for example, if required by law enforcement or to protect individuals from harm).
- **Good Faith Reporting:** Individuals who report concerns or cooperate with investigations in good faith will be protected from retaliation, even if the allegations are ultimately not substantiated.

PY's Commitment: Peace by Youth is dedicated to a workplace and community environment where individuals feel safe and empowered to speak up about potential violations of the Code of Conduct. Reports will be treated seriously, and the organization will strive to hold all members of the PY community accountable for maintaining the highest ethical standards.

SECTION 5: ADDITIONAL POLICIES

To further safeguard the integrity of Peace by Youth's operations and decision-making, this section outlines specific policies related to gifts, conflicts of interest, and the prevention of bribery and corruption.

GIFT POLICY

- **Purpose:** This policy aims to prevent undue influence or the appearance of impropriety when interacting with donors, partners, potential vendors, or any individuals conducting business with PY.
- **Modest Gifts:** Small promotional items or occasional tokens of appreciation (modest meals, holiday gifts of nominal value) may be acceptable if consistent with customary business practices and unlikely to influence decision-making.
- **Gifts Requiring Approval:** The following types of gifts must always be reported and require prior approval from your supervisor or designated PY officials:
 - Gifts in the form of cash or cash equivalents
 - Gifts of significant value (based on a threshold defined by PY)
 - Gifts offered by parties involved in a procurement process, tender, or contract negotiation
 - Any gift that creates an appearance of impropriety or could undermine trust in PY's impartiality
- **Refusing Gifts:** If you are uncomfortable accepting a gift or believe it violates this policy, politely decline and promptly report the situation to your supervisor.
- **Donations:** Gifts made directly to the organization (as charitable donations) are subject to PY's donation acceptance procedures.
- **External Representation:** When attending external events or conferences on behalf of PY, be mindful of accepting expensive gifts or lavish hospitality as it could create a perception of undue influence.

CONFLICTS OF INTEREST

- **Definition:** A conflict of interest exists when a PY representative's personal interests, relationships, or external activities could compromise, or appear to compromise, their ability to make impartial decisions solely in the best interests of PY.
- **Types of Conflicts:** Potential conflicts of interest include, but are not limited to:
 - **Financial Interests:** Holding outside employment, investments, or business interests that overlap with PY's activities or could create competition with PY.
 - **Personal Relationships:** Engaging in professional decisions that benefit close friends, family members, or persons with whom you have a romantic or business relationship.
 - **Post-Employment Benefits:** Accepting personal benefits from a current or potential PY vendor, partner, or beneficiary in anticipation of future employment or business relationships.
- **Disclosure Obligation:** You must promptly disclose any actual or potential conflict of interest to your supervisor, HR, or the relevant decision-making body.
- **Managing Conflicts:** In many cases, potential conflicts can be managed by:

- **Recusal:** Recusing yourself from participating in decisions where your impartiality could be compromised.
- **Divestment:** Removing the source of conflict by selling an asset, resigning from an external position, or removing yourself from a personal relationship that compromises your objectivity.
- **Transparent Reporting:** Ensuring your involvement in a situation with potential conflicts is clearly documented.

ANTI-BRIBERY AND CORRUPTION

- **Zero Tolerance:** PY has a zero-tolerance policy for bribery, corruption, or any illegal or unethical inducements to obtain or retain business or secure an unfair advantage.
- **Prohibited Actions:** PY representatives shall not, directly or indirectly:
 - Offer, promise, or give a bribe (including money, gifts, or anything of value) to a government official, private individual, or business representatives.
 - Solicit or accept a bribe from any party.
 - Facilitate payments to obtain routine government approvals or services.
- **Red Flags:** Be alert to red flags that could indicate potential corruption:
 - Excessive or unusual commissions or fees
 - Requests for payments to third-party accounts
 - Lack of transparency in transactions
 - Pressure to make decisions without following standard procedures
- **Reporting Obligation:** Report any suspected bribery, corruption, or attempts to solicit bribes or other unethical inducements immediately through PY's designated reporting channels.
- **Legal Compliance:** PY will comply with all applicable anti-bribery and anti-corruption laws in the jurisdictions where it operates.

Remember: Upholding ethical standards is essential for maintaining PY's reputation, donor trust, and ability to effectively fulfill its mission. If you have any questions about these policies or how they apply in specific situations, seek guidance from your supervisor or HR.

SECTION 6: IMPLEMENTATION AND REVIEW

The Peace by Youth Code of Conduct is not simply a document; it represents a living commitment to the ethical principles guiding our organization. This section outlines how PY will ensure the Code is effectively implemented, communicated, and regularly reviewed to maintain its relevance.

TRAINING AND ACKNOWLEDGEMENT

- **Mandatory Training:** All new employees, volunteers, interns, and board members will receive mandatory training on the Code of Conduct as part of their onboarding process.
- **Regular Refresher Training:** PY will provide periodic refresher training on the Code of Conduct for all existing staff and relevant partners.
- **Tailored Content:** Training sessions will be adapted to different roles within the organization and may focus on specific areas of the Code (such as procurement, child protection, etc.) where particular risks need to be addressed.
- **Understanding and Acceptance:** To reinforce individual accountability, PY will require the following:
 - **Acknowledgment Form:** All staff and board members must sign a form annually acknowledging they have read, understood, and agree to abide by the Code of Conduct.
 - **Certification for Partners:** Partner organizations may be required to sign a certification indicating commitment to aligning with PY's Code of Conduct.

ACCESSIBILITY

- **Translation:** PY will translate the Code of Conduct into the primary languages used in its programs and operating regions to ensure accessibility for staff, beneficiaries, and local communities.
- **Multiple Formats:** The Code of Conduct will be made available in multiple formats to ensure inclusivity:
 - **Written Document:** A full written version will be available on PY's intranet (if available) or made easily accessible to all staff.
 - **Printed Copies:** Available at PY offices and potentially distributed to partners or beneficiaries in areas with limited internet access.
 - **Simplified Versions:** PY may develop simplified, illustrated versions of the Code for younger beneficiaries or those with limited literacy.
- **Communication and Promotion:** Information about the Code of Conduct and reporting mechanisms will be prominently displayed in PY offices, integrated into relevant program materials, and discussed during community meetings.

REVIEW AND UPDATES

- **Regular Review Schedule:** PY will establish a regular review schedule (at least every two years) to evaluate the Code of Conduct's effectiveness and identify potential updates.
- **Reasons for Updates:** The Code of Conduct may need revisions to:
 - Reflect changes in PY's programs or areas of activity that introduce new ethical considerations.
 - Respond to changes in laws or regulations relevant to PY's operations.
 - Address any patterns or trends observed through reported violations of the Code.
 - Incorporate feedback from staff, partners, and beneficiaries on areas where greater clarity or guidance is needed.
- **Process for Review and Updates:** A designated committee or responsible individual (e.g., HR, Executive team) will lead the review process, which should include:
 - Gathering input from across the organization
 - Consulting with experts in particular areas where updates are needed (for example, financial compliance, etc.)
 - Ensuring any changes align with PY's mission, values, and strategic goals.

ADDITIONAL CONSIDERATIONS

- **Involving Stakeholders:** PY values broad-based input when making updates to the Code. Staff, beneficiaries, partners, and where appropriate, external advisors may be consulted.
- **Communicating Changes:** Significant revisions to the Code of Conduct will be widely communicated to all staff with additional training provided as needed.
- **Continuous Improvement:** PY views the process of implementing and reviewing the Code of Conduct as an opportunity to continuously strengthen the organization's ethical culture.
- **Integration into Operations:** The Code of Conduct should not be seen as a stand-alone document but rather become integrated into PY's policies, procedures, and decision-making processes.
- **Leadership Commitment:** Leaders at all levels of PY play a vital role in modeling adherence to the Code of Conduct and fostering a workplace environment where ethical behavior is the norm.

Peace by Youth is committed to upholding the highest standards of ethical conduct in all its endeavors. By effectively implementing, regularly reviewing, and actively promoting the Code of Conduct, we ensure that our actions continue to align with our values and inspire trust in those we serve.