



CODE OF CONDUCT

Doria Feminist Fund (DFF) is dedicated to advancing gender equality, human rights, and social justice. Our Code of Conduct sets out the standards of behaviours expected from all individuals associated with our organization, including employees, contractors, partners, Board of Directors, and any other representatives. This Code of Conduct is designed to ensure a safe, respectful, and inclusive environment that upholds our principles and furthers our mission.

The code of conduct emphasizes the below principles:

1. Equal Treatment and Non-Discrimination

DFF is committed to treating all individuals fairly and with respect, regardless of their gender, gender identity, sexual orientation, race, ethnicity, religion, disability, or other protected characteristic. Discrimination, harassment, and bias will not be tolerated. As a Canadian registered non-profit, we are committed to comply with the Canadian Human Rights Act.

2. Professionalism and Integrity

All individuals affiliated with DFF are expected to demonstrate the highest levels of professionalism and integrity in their interactions, both within the organization and in external engagements related to DFF business. Honesty, transparency, and accountability are fundamental principles guiding our actions.

3. Respectful Communication

Open and respectful communication is essential for fostering a collaborative and inclusive environment. We encourage active listening, constructive feedback, mutual accountability, and empathetic engagement in all discussions.

4. Conflict Resolution

Conflicts are a natural part of organizational life. We encourage all parties to address conflicts in a constructive and timely manner, seeking resolution through shared trust, active listening and dialogue, and mediation whenever possible. The first point of contact for conflict resolution is the Executive Director, if it cannot be resolved it should be escalated to the Board of Directors.

5. Protection of Dignity, Safety, and Security

We are committed to creating a safe and respectful space for all individuals associated with our organization. Any form of bullying, harassment, verbal abuse, physical harm, or threats will not be tolerated. Individuals' safety and security is number one, and the organization is committed to identify and manage risks associated with our work. We acknowledge that there is an inherent risk related to the work we do, hence our commitment to invest in ensuring we have the right tools and means to create a safe and secure environment.

6. Privacy and Confidentiality:

Respecting the privacy and confidentiality of individuals and sensitive information is paramount. All confidential information acquired through your role must be handled with the utmost care and not disclosed without proper authorization.

7. Financial Integrity

All financial activities and transactions must be conducted transparently, accurately, and in compliance with relevant laws and regulations. Conflicts of interest involving financial matters must be disclosed promptly. Conflict of interest is to be reported to Executive Director or Board of Directors whenever necessary.

8. Inclusivity and Diversity

We embrace diversity and recognize the importance of inclusivity. Discrimination or exclusion based on background, identity, or affiliation is strictly prohibited.

9. Social Responsibility

Our organization is committed to ethical and sustainable practices. We strive to minimize our environmental impact and contribute positively to the communities we serve.

10. Reporting Violations

If you witness or experience behaviour that violates this Code of Conduct, we encourage you to report it. Reports will be treated confidentially and with sensitivity. No retaliation will be taken against anyone who reports in good faith.

11. Consequences of Violations

Violations of this Code of Conduct may result in disciplinary action, including but not limited to warnings, retraining, suspension, or termination of involvement with DFF.

If you fail to adhere to any of the provisions set out in this document, you can face disciplinary action or even legal action. You have a duty to report any breach of this Code and all reports and concerns will be properly considered and treated with discretion.

I the undersigned agree that I

- will respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion, or disability.
- will respect local laws, customs, and habits of the local culture.
- will uphold the integrity of DFF, and my personal and professional performance will always be based on a non-racist, non-discriminatory and gender sensitive conduct.
- will observe local laws, will meet all my legal and financial obligations, and will not seek to take personal advantage of any privileges or immunities that have been conferred on me in the interest of DFF.
- will uphold the same level of professional behaviour online as I would offline.
- will uphold the highest standards of competence, efficiency, and integrity in my professional life, and will demonstrate truthfulness, dedication, and honesty in my actions.

- will be patient, respectful and courteous to all persons with whom I deal including colleagues, contractors, local leader and community members, government representatives, representatives of operational partners, donors, and other NGOs.
- will dress in a manner appropriate to the assignment and the cultural setting.
- will act in conformity with all DFF instructions and policies.
- will not be involved in criminal and unethical activities, activities that contravene human rights, or activities that compromise the image and interest of DFF.
- will exercise care with alcohol and will refrain from/avoid using intoxicating substances, including alcohol while on duty.
- will neither support nor take part in any form of illegal, exploitative, or abusive activities, including, for example prostitution, child labour, trafficking of human beings, commodities, and intoxicants.
- will safeguard and make responsible use of the information and resources to which I have access by reason of my employment with DFF.
- will handle DFF's financial and material resources with the utmost care, safeguard these always against theft or other damage, keep and maintain them properly, and ensure that unauthorized and unethical use of DFF funds or private misuse does not occur.
- will conduct all official duties with integrity, free from any taint of dishonesty or corruption, including not engaging in any act of favouritism, nepotism, or bribery. This includes not accepting from any external source without authorisation, any honour, decoration, gift, remuneration, favour, or economic benefit which is more than a "token gift".
- will not use offices, DFF property or knowledge gained for private gain, financial or otherwise, or for the private gain of any third party, including family, friends, or those they favour.
- will exercise due care in all matters of official business, and not divulge any confidential information.
- will protect, manage, and utilize DFF human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at DFF's disposal.
- will work to prevent or mitigate the risk of intentional and/or reckless diversion of DFF funds and assets to armed groups.
- will perform my official duties and conduct my private affairs in a manner that avoids conflict of interest, thereby preserving and enhancing public confidence in DFF.