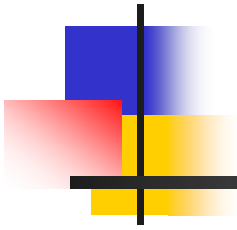


Code of Practice – for members of CHA





Introduction

The Code of Practice sets some basic standards and principles for the members of CHA. The code is set to adopt some of the best practices and ensure stakeholder confidence in the functioning of the members. The code enables stakeholders to make an informed choice for engaging with members.



Purpose

The Code of Practice for the membership of CHA is drawn up for the purpose of continuing membership services for each year; accordingly, members of CHA will adhere to the following principles.



Principle 1

- Respect equal rights and dignity of all human beings

Adopted from Universal Declaration of Human Rights, article 1.

“All human beings are born free and equal in dignity and rights, are endowed with reason and conscience, and should act towards one another in a spirit of brotherhood.”



Principle 2

- Respect and promote diversity, and seek to be impartial and non-discriminatory in all activities / interventions.

Non-discrimination – but not limited to ethnicity, social status, religion and gender.

Diversity can be ethnic and gender.

This will also cover respect for sexual integrity. Prohibit gender based harassment, sexual exploitation and discrimination.



Principle 3

- Promote the role of the ombudsman among all employees and stakeholders.

An ombudsman is an official designated by CHA who is designated to assist the employee or any other stakeholders of CHA and the members to overcome the delay, injustice, unethical delivery of services, non compliance to law, mission and commitments by CHA or members.



Ombudsman

Ombudsman is independent of CHA's formal administrative structure and will consider all sides of an issue in an impartial and objective manner. The ombudsman cannot impose solutions, but will identify options and strategies for resolution.

The ombudsman can advise you of your rights and responsibilities within the members of CHA, but cannot provide legal advice. The ombudsman does not advocate for any side in a conflict and may not participate in any formal investigation, hearing, or process



Principle 4

- Be apolitical; governance programmes and policies will be non-partisan.

Apolitical – is defined as non involvement in an agenda of any political party. Government is not considered political, in reference to funding or resource support by government to members.



Principle 5

- Work in genuine partnership with other members of CHA, local communities, and other organisations, aiming at sustainable development whilst responding to local needs.
- Partnership – non competing, respect for personnel policies of other members, resource sharing and dialogue.



Principle 6

- Be committed to openness, transparency, and honesty with regard to organisational structure, mission, policies and activities.



Principle 7

- Comply with all relevant legal requirements of Sri Lanka.



Principle 8

- Comply with relevant governance, financial accounting, and reporting requirements of Sri Lanka; the annual financial report will conform to relevant laws and practices and shall be audited by a qualified independent accountant whose statement will accompany the report.



Principle 9

- Establish and maintain internal financial control procedures to ensure that all funds are utilised effectively and efficiently, minimising the risk of misuse.

Policies will specifically prohibit acts of bribery and corruption by staff or other persons working for, or on behalf of the organization. Also establish internal controls for the same.



Principle 10

- Establish and maintain evaluation procedures for the Board, staff and monitoring and evaluation of programmes and projects, on the basis of mutual accountability.

Policies and procedures for recognition by performance and success.

Transparent Procedures for evaluating performance of all and recognition and rewards based on the evaluation.



Principle 11

- Follow ethical fund raising principles laid out by CHA.
 - ❖ Member organisations will have their own policies for ethical fund raising.
 - ❖ Respect the right of donors
 - ❖ Policies and practices on donations and gifts
 - ❖ Policies on agents



Respect the right of donors

The donors have the right;

- to be informed about causes for which fundraising is done.
- to be informed about how their donation is used.
- to have their personal details kept in security.
- To be informed of the status and authority of fundraisers.
- To anonymity except in cases where the size of donation is such that it might be relevant to the members independence, else in cases where it is required to divulge as required by law.



Policies and practices on donations and gifts

- Describe activities and needs accurately for raising funds.
- Policies and practices to ensure that donations further the organizations mission.
- Where donations are made for a specific cause, the donors request is honored.
- If the organization invite donation from general public for a specific cause, the organization will plan for handling any short fall or excess, and will make this known as part of its appeal.
- To retain the organizations effectiveness and independence, the organization shall record and publish details of all major institutional gifts and gifts-in-kind, clearly describing the valuation and auditing methods used and ensure that the gifts contribute towards the organizations mission.



Policies on agents

- Donations sought indirectly, such as through third parties, are solicited and received in full conformity with the organizations own practice and values.
- There shall be a written agreement with parties.



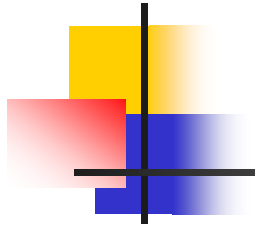
Principle 12

- Report to CHA once a year on activities and achievements; the report will address the organisation's:
 - Mission and values;
 - Objectives and outcomes achieved through programmes and advocacy;
 - Governance structure and processes, and main office bearers;
 - Main sources of funding from corporations, foundations, Governments, and individuals;
 - Financial performance;
 - Compliance with the Code of Practice; and
 - Contact details.



Changes to the code

- The code may be amended or modified as and when necessary and shall be done in consultation with members and resolution of General Meeting.



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