

100WEEKS

Temporary cash for permanent change



100WEEKS CODE OF CONDUCT

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1. INTRODUCTION

Poverty is the root cause of much that ails humanity. 100WEEKS is an organization dedicated to fighting it in the most effective way known by giving cash to the poorest. *Our vision is a world in which those who are determined to escape poverty are given the means to do so, on their own terms.*

Direct giving: a silent revolution

100WEEKS is part of a silent revolution taking place in development aid that is seeing conventional forms of aid slowly being replaced by direct cash transfers. Hard evidence is the driving force behind this paradigm shift. Study after study has shown that giving money is the most effective way to lift people out of poverty.

It is no coincidence that combating poverty ranks number one among the Sustainable Development Goals set out by the United Nations. Worldwide, 700 million people live in extreme poverty. Their resources can be so limited that they are often unable to escape it on their own. This so-called 'poverty trap' can keep people ensnared in poverty's grasp across generations, treading water as they spend all their income on daily needs, unable to invest in the future.

Providing cash to combat poverty, worldwide

Worldwide organizations, governments and institutions all call for bringing cash to the poorest at scale. 100WEEKS is a direct-giving platform that can heed this call.

100WEEKS has a digital infrastructure in place that allows us to send money directly to people in poverty. 100WEEKS targets women exclusively. Research has shown that this is the best way to ensure the money reaches the entire community. The women decide how to spend it, because they know best how to improve the lives of themselves and their loved ones. Our support is temporary, the change we bring is permanent. After their 100WEEKS, participating women have developed new sources of income, becoming financially independent, their families thriving without further support.

2. 100WEEKS' MISSION

100WEEKS connects women living in poverty with organizations and people who care, through direct unconditional cash transfers. 100WEEKS provides cash & training, the women decide how to spend it. They know best what they need to move out of poverty.

3. CODE OF CONDUCT

Central to achieving our mission, is a Code of Conduct. This document sets out clearly what we expect of our people, of you, and is intended for use by each and every stakeholder; prioritising and aligning our respective responsibilities to ensure that we collectively adhere to 100WEEKS's core values, for the benefit of each other, our donors, and the wider communities in which we operate.

The **Code** also details the values that we embrace at 100WEEKS on how we interact with the world and amongst ourselves. These values lie at the very heart of how we do things.

The **Code** is designed to help you understand how important it is to maintain professional practices and an ethical lifestyle. The Code of Conduct cannot anticipate every possible situation. If you have any concerns about how the Code should be applied in a particular situation, you should discuss this with your manager and/or the Integrity Officer (currently Rebecca Scholten at rebecca.scholten@100weeks.org).

3.1 100WEEKS' Core Values

100WEEKS Core Values reflect what we want to disseminate externally and, even more important, reflect the culture we feel is necessary to reach our strategic objectives. As a 100WEEKS representative it is important to be conscious of these values, act accordingly and produce work in line with them.

Equality

Equality is the **fundamental principle underlying everything we do**.

You are **respected for who you are**, as a member of our team, as a partner, as a donor or as a participant in our program. Every human being is **unique** and **that is why we can learn from each other**.

We **appreciate** and **encourage** each other's input and put the best ideas into practice. Together, we are building a more equal world.

We believe **every human being to be capable and self-sufficient**.

We grant people the **trust** and freedom required to **grow and develop themselves** on their own terms. This calls for **responsibility, perseverance, and purpose** on their part.

Integrity

We are an **open** organization. We conduct our business in a **transparent** fashion and strive to connect people worldwide **as directly as possible**.

We are **unambiguous and proactive** in communicating what we do to others. We are **honest** about the results we achieve - and about those we fail to achieve. We offer **evidence** supporting our methods, drawing on **careful research and clear-cut reporting**, thus **inspiring others**.

We follow the 'do no harm' principle. We are always aware of the consequences of our actions and take responsibility for all our decisions. The interests of and our commitment to the women participating in our program are the main drivers of our choices.

Sincere caring is what sets us apart. What we say is in line with **what we do and how we feel**.

Think different

Our goal is to have **real impact**. We aim to reach **massive numbers on a global scale**. **Everything we do is scalable**. This allows us to maximize results.

Alternative perspectives and methods are normal for us. We never do anything just because 'that's the way it's always been done'. Instead, **we challenge ourselves in everything we do**, always looking for a more **efficient, smarter, and easier way of organizing things**. We challenge others to join us in doing so.

We are **constantly on the lookout for opportunities and new developments**. When something is complicated, we make it **simple**. We use **digital innovations** wherever possible. We are **critical of our own work** and **honest and direct** with each other, because generating real impact is what drives us.

3.2 100WEEKS' Codes of Behaviour

I respect my colleagues

We are a team of professionals, with different expertise and backgrounds. We respect our colleagues, and we embrace our cultural differences by turning this into our strengths. We provide equal opportunities for all employees, regardless of race, color, sex, religion, age, or other legally protected status. We maintain a working environment free from any anti-social behaviour; you help colleagues if needed; respect each other's opinion and do not do to others anything you would not have them do to you.

Prohibition of gross misconduct, harassment, and anti-social behaviour

100WEEKS is determined to maintain a working environment free from any anti-social behaviour and will not tolerate the below conduct. Managers are responsible for the good conduct of their teams and to actively seek to correct problems.

Harassment: offensive, intimidating, demeaning, hurtful, malicious, or threatening comments or conduct towards another person, demonstrated repeatedly. This includes bullying.

Sexual harassment: coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favours.

I respect the society and communities we work with

We work in developing countries with the poorest, and therefore vulnerable people. Their needs are at the core of our work. We listen to them fully and carefully to understand their needs. We expect from all 100WEEKS' representatives to respect local habits and values and the human rights of the beneficiaries of the 100WEEKS program.

I will do my work in line with the law

We have a zero tolerance against fraud, bribery, and corruption¹. All contract partners that use funding from 100WEEKS sign a Terms of Funding agreement in which a clause is included that specifies that the agreement can and will be terminated without any notice in case of corruption or misuse of funding.

I won't do anything that might negatively affect the reputation of 100WEEKS

Every 100WEEKS' representative commits him or herself to **professional behaviour when executing assigned tasks and will make sure he/she will not harm the reputation and brand of 100WEEKS in any way by behaviour or communication during work or in private**. Every 100WEEKS' representative will never in one way, or another seek personal benefits from people that benefit from the program nor will the representative in any other way seek to benefit illegally from the program e.g., by acts of fraud or collusion.

a) Acceptance of advantage:

You are not allowed to solicit or accept any advantage from any persons we are having business with (donors, suppliers, partners) in any form (gift, loan, fee or other service). This does not apply for gifts with a value of less than EUR 50. Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to 100WEEKS and they should not be accepted without permission of a Member of the Board of Directors.

b) Conflict of interest:

A conflict of interest exists if the "private interests" of the staff compete or conflict with the interest of the organization. Private interests include both the financial and personal interests of the staff or those of their connections including family and friends or club and societies they belong to. We should always avoid any conflict of interest.

¹ Definition: Fraud is a civil or criminal deception, intended for unfair or unlawful financial or personal gain or to cause loss to another party, as for example misappropriation of assets or abuse of position. Bribery and corruption involve the complicit exchange of private gain and abuse of entrusted authority. This includes offering, promising, giving, accepting or soliciting money, a gift or other private advantage as an inducement to, or reward for doing something that's illegal, an abuse of power or authority, a breach of trust or duty, or otherwise improper, in the course of carrying out an organization's activities.

If you think you are or will be in a situation that might cause any conflict of interest, you must immediately report this to a Member of the Board of Directors. The situation will be reviewed, and if needed actions will be taken to overcome any conflict of interest that might affect 100WEEKS' reputation. If you misuse your official position for personal gains or to favor your family and friends, you are liable to disciplinary action or even prosecution. Paid work and activities outside 100WEEKS should always be disclosed to a Member of the Board of Directors. During the hiring process each Member of the Board of Directors should disclose all (paid) activities that he or she performs next to 100WEEKS to the Supervisory Board so they can review all activities and advice about giving up activities that might cause a conflict of interest.

c) Partnerships

100WEEKS doesn't accept donations from, or doesn't engage with individuals, groups or organizations which can seriously harm our reputation, integrity, or ability to deliver our strategy or mission.

d) Confidentiality policy:

All information that is not publicly known is confidential information. This can be information relating to donors, our program partners, activities etc. Because we have partners with whom we have signed agreements with and with whom we have confidential information. You must always respect this information. Publishing or otherwise sharing this information is not allowed unless you are specifically authorized to do so.

e) Media inquiries and crisis management:

At times, there may be negative media or publicity that might have damaging effects for our reputation or brand. In this case you don't respond, and instead seek guidance from a Member of the Board of Directors. If we have been allowed to communicate you will do so transparently, honestly, and accurately.

All signatories may only contact the media on behalf of 100WEEKS or act as a spokesman after having the explicit permission of the authorized staff member. When dealing with the media, signatories will cooperate with the media to ensure that the general public is accurately informed about the 100WEEKS program and the context in which the program takes place.

When dealing with the media, signatories will make sure that the media approach and portrayal of the beneficiaries of our programmes are done in a respectful manner.

f) Social media:

We respect your right to give your opinion, but as 100WEEKS creates perception to a broad audience we ask you to:

- Openly and transparently communicate facts and give meaningful and respectful comments. Avoid posting or sharing inaccurate information about our activities. Politely respond to those who disagree and admit your errors.
- Use 100WEEKS' name and let people know you work for 100WEEKS.

g) (Financial) assets:

All transactions of 100WEEKS must be duly recorded to permit preparation of clear financial statements in conformity with the general accepted accounting principles, here RJ650. No false or misleading entries may be made in the books and records for any reason, and no representative may be encased in any arrangement that results in such a prohibited act.

Given the environmental impact and costs we only travel when needed, and during travelling use the most environmental and if possible, also the most economical means including public transport when possible. Use of paper in the office is limited.

After leaving 100WEEKS (termination of contract) it is for you as a former 100WEEKS representative forbidden to hold correspondence, documents, or other material that has been provided by 100WEEKS or one of its partners, unless this is needed for the continuation of the function. In case of incapacity for work 100WEEKS might deny access, but not limit you to, your email account, donations platforms and the shared google drive folder.

I speak in case of any doubts of if I have any questions

If you have any questions relating to this Code of Conduct, or any other topic, at the beginning or during your employment, please feel free to raise them.

We hope to create an environment where everyone feels free and supported to speak up. If you witness or have any concern about misconduct or illegal activities that you are aware of, please speak up and in good faith with a Member of the Board of Directors

I inform the Executive Board, and if needed the Supervisory Board of anything happening that is not according to 100WEEKS values, principles, or processes.

The following constitutes the 100WEEKS whistle-blower guidelines: Within 100WEEKS each staff member has the obligation to speak out and speak up in case she/he sees, hears anything happening that is not according to 100WEEKS' values, principles, and processes. The staff member should directly inform the Supervisory Board in case she/he feels the Executive Board cannot be trusted to handle her/his complaint.

(Chairman Executive Board: Mrs. Gisella van Volenhoven, email: gisella@vanvollenhoven.com)

If you feel not sure enough about what to do, you can contact the confidential advisor. The confidential advisor at 100WEEKS is Catherine Tabingwa (email: catherine.tabingwa@100WEEKS.org, What's app; +256 772 917 157). To understand what a confidential advisor can do for you watch this video: https://youtu.be/Drz_ts65pks

3.3 Revision of the Code of Conduct

The Code of Conduct is a living document intended to reflect our changing needs, realities, and responsibilities. As the organisation grows and new issues arise, the Code will be periodically reviewed and modified to ensure that it remains relevant to the needs and realities of the organisation. This review process will be conducted on a regular basis and will be led by a Member of the Board of Directors.

Any changes in the Code of Conduct will be legally binding for all existing 100WEEKS' representatives at the moment that the updated document has been communicated.

I hereby declare that I have read and will comply with this Code of Conduct:

Name:

Date:

Signature: