

Kakuma Child Future Hub (KCFH)

Code of Conduct

Integrity, Respect, Accountability and Professional Conduct

POLICY TITLE	Code of Conduct
ORGANIZATION	Kakuma Child Future Hub (KCFH)
LOCATION	Kakuma 3 Zone 1 Block 4
EFFECTIVE DATE	_____
VERSION	1.0

1. Purpose & Scope

This Code of Conduct sets out the standards of behaviour expected from all people who work for, volunteer with, represent or otherwise act on behalf of KCFH. It is intended to promote integrity, respect, accountability, professionalism and a safe organizational culture. The Code applies to KCFH leaders, staff, volunteers, members, consultants, interns, partners, visitors and other persons representing or working with KCFH, as applicable to their role.

2. Core Standards of Conduct

Everyone covered by this Code is expected to:

- Act honestly, responsibly and in the best interests of KCFH and the communities it serves.
- Treat children, colleagues, community members, partners and other stakeholders with respect, dignity and fairness.
- Follow KCFH policies, procedures, lawful instructions and agreed organizational processes.
- Use organizational resources responsibly and only for authorized purposes.
- Protect confidential information and personal information obtained through KCFH activities.
- Maintain professional boundaries and avoid conduct that could place another person or KCFH at risk.

3. Respect, Inclusion & Non-Discrimination

KCFH is committed to an inclusive environment. People covered by this Code must not discriminate, harass, intimidate, humiliate or unfairly exclude others on the basis of characteristics protected by applicable law or organizational policy. Differences in nationality, gender, disability, age, background, status or other personal circumstances must not be used to justify disrespectful or unfair treatment.

4. Professional Behaviour

KCFH representatives shall communicate respectfully, act professionally in public and private organizational settings, respect reasonable boundaries, avoid threatening or degrading behaviour, and represent KCFH in a manner consistent with its values and responsibilities.

5. Safeguarding & Protection of Children

Everyone covered by this Code must comply with the KCFH Child Safeguarding Policy and maintain appropriate professional boundaries with children. Any suspected safeguarding concern must be reported through the designated safeguarding reporting channels. Conduct involving abuse, exploitation, harassment or intentional harm to a child is prohibited.

6. Use of KCFH Name, Property & Resources

KCFH property, funds, equipment, documents, identification materials, facilities, vehicles, digital accounts and organizational information must be used responsibly and only for authorized organizational purposes.

- Do not use KCFH property or resources for personal gain or unauthorized activities.
- Do not misuse, lend, transfer, sell or dispose of KCFH property without authorization.
- Do not use the KCFH name, logo, documents or identification to create false authority, obtain personal benefit or misrepresent the organization.
- Report loss, damage, suspected misuse or unauthorized use of organizational resources promptly.

7. Financial Integrity & Responsible Stewardship

Anyone handling KCFH funds or financial information must act honestly and follow approved financial controls. KCFH resources shall be used only for approved organizational purposes and in accordance with donor or funding conditions. Financial decisions shall be transparent, accountable, properly authorized and supported by adequate documentation. KCFH shall seek value for money while maintaining appropriate quality, fairness and safeguarding of resources.

KCFH shall prepare an annual budget linked to its approved plans and activities; expenditure shall remain within approved budget lines unless a documented and authorized revision is made.

Project or donor budgets shall be managed according to the applicable agreement and restrictions; material variances shall be reviewed and explained.

Every expenditure shall have a legitimate organizational purpose and supporting documentation. Payments shall be approved by authorized office bearers or officers.

No person shall approve a payment to themselves without independent authorization. Emergency expenditure shall be documented and reported promptly.

No person shall approve, receive, record and reconcile the same transaction alone where separation of duties is reasonably possible.

7.1. Cash, Bank & Payment Controls

KCFH shall minimize unnecessary cash handling and use traceable payment methods where practical.

Cash advances shall be authorized, recorded and accounted for within the required period.

Bank reconciliations shall be prepared regularly and reviewed independently where possible.

Blank cheques, passwords, PINs and banking credentials shall never be shared or left unsecured.

7.2. Procurement Principles & Process

Procurement shall be based on fairness, transparency, competition, quality, suitability and value for money.

Suppliers shall be treated fairly; purchases shall not be split to avoid approval or procurement requirements.

Identify the need and available funds; obtain appropriate quotations or market information; compare offers; and select the supplier according to KCFH authorization requirements.

Confirm receipt before final payment and maintain quotations, evaluations, approvals, purchase documents and invoices.

8. Gifts, Benefits & Improper Advantages

People covered by this Code must not request, accept, offer or provide gifts, money, favours or other benefits where doing so could improperly influence a decision, create an obligation or create the appearance of unfair advantage. Any legitimate and modest courtesy must be handled transparently and in accordance with KCFH rules and applicable requirements.

9. Conflicts of Interest

A conflict of interest may arise where a person's personal, family, business or other interests could influence, or appear to influence, their KCFH responsibilities.

- Disclose actual, potential or perceived conflicts to the appropriate KCFH authority.
- Do not participate in a decision where an undisclosed conflict could compromise impartiality.
- Anyone involved in procurement or financial decisions shall disclose conflicts before the relevant decision; a person with a conflict shall not participate unless an authorized process determines otherwise and the arrangement is documented.

10. Confidentiality & Information

KCFH information obtained through organizational duties must be handled responsibly. Confidential information must not be disclosed, copied, shared or used for personal benefit without authorization or another lawful basis. Personal information, including information concerning children and beneficiaries, must be handled in accordance with the KCFH Data Protection & Privacy Policy.

11. Communication & Social Media

KCFH representatives must communicate responsibly when using social media, messaging platforms, photographs, videos, email or other communication channels in connection with KCFH.

- Do not publish confidential or personal information without authorization.
- Do not present personal views as official KCFH statements unless authorized.
- Do not publish content that is abusive, discriminatory, threatening, misleading or harmful to children or other people.

12. Fraud, Corruption, Theft & Misconduct

KCFH does not permit fraud, corruption, bribery, theft, falsification of records, deliberate misuse of organizational resources, unauthorized personal use of organizational resources or deliberate concealment of financial misconduct. Suspected misconduct should be reported through appropriate KCFH reporting channels and handled in accordance with relevant KCFH policies and procedures.

13. Sexual Harassment & Other Harassment

Sexual harassment, bullying, intimidation, threats, humiliation and other forms of harassment are prohibited. KCFH representatives must maintain respectful professional relationships and must not use their position, authority or access to pressure, exploit or intimidate another person.

14. Reporting Concerns & Protection from Retaliation

Anyone covered by this Code who becomes aware of serious misconduct, misuse of resources, fraud, corruption, harassment, safeguarding concerns or other significant violations should report the concern through an appropriate KCFH channel.

KCFH will not tolerate retaliation, intimidation or discrimination against a person who raises a concern in good faith or participates appropriately in a review of a concern.

15. Compliance, Financial Oversight & Accountability

All persons covered by this Code are responsible for understanding and complying with it. Leaders have an additional responsibility to model appropriate conduct, address concerns and promote accountability.

The governing body provides oversight and approves key financial controls and budgets.

The Executive Director or authorized management representative ensures implementation and proper authorization.

The Finance Officer or designated responsible person maintains accurate records and supports budgeting, reporting, reconciliation and financial controls.

Management and the governing body review financial performance, significant variances and material financial risks; donor-funded activities are reported according to the relevant agreement and approved budget.

KCFH shall cooperate with lawful audits, reviews and financial checks.

Goods and services shall be checked before acceptance; significant assets shall be recorded and safeguarded.

Supplier details shall be verified where appropriate, and suppliers shall not be selected solely because of personal relationships.

Financial and procurement records shall be traceable from authorization to payment and reporting and retained securely for the required period.

All staff, volunteers and members are responsible for protecting KCFH resources and reporting suspected misuse.

16. Breaches, Non-Compliance & Corrective Action

A breach of this Code may result in appropriate action depending on the nature and seriousness of the conduct, including guidance, corrective measures, removal from responsibilities, disciplinary action, ending an engagement, recovery of resources, withdrawal of authorization or referral to relevant authorities. Actions shall be proportionate, documented and consistent with applicable KCFH policies and law.

This Code shall be reviewed periodically and whenever significant changes occur in KCFH operations, funding arrangements, legal requirements or organizational risk. Amendments shall be approved through the appropriate KCFH governance process.

17. Acknowledgement & Commitment

People covered by this Code are expected to understand the standards that apply to their role and to seek clarification when unsure.

By signing below, the person confirms that they have received, read and understood the KCFH Code of Conduct and agree to comply with it.

ACKNOWLEDGEMENT

Name	_____
Position/Role	_____
Signature	_____
Date	_____

KCFH COMMITMENT

Kakuma Child Future Hub is committed to creating a safe environment where every child is protected, respected, included and given the opportunity to grow and thrive.