

Journey of Hope Botswana Code of Ethical Behaviour

PERSONAL AND PROFESSIONAL RESPONSIBILITY

Core Principle

As participants, we are responsible for adding value to the Journey of Hope Botswana and contributing to the ethical wellbeing of this organisation. We accept personal and/or professional responsibility for our individual decisions and actions. We become advocates for the Journey of Hope Botswana by engaging in activities that enhance its credibility and value.

Intent

To build respect, credibility and strategic importance for breast cancer awareness within our organisation, the business community and the communities in which we work.

- To help the Journey of Hope Botswana achieve its objectives and goals.
- To inform and educate participants and the public about principles and practices that help our cause.
- To encourage professional decision-making and responsibility.
- To encourage social responsibility.

Guidelines

Adhere to the highest standards of ethical and professional behaviour.

- Measure the effectiveness of our programmes in contributing to or achieving organisational goals.
- Comply with the law.
- Work consistently within the values of the organisation.
- Strive to achieve the highest levels of service, performance and social responsibility.
- Advocate for the appropriate use and appreciation of people as employees and volunteers.
- Advocate openly and within forums established for debate in order to influence decision-making and results.

PROFESSIONAL DEVELOPMENT

Core Principle

As participants we must strive to meet the highest standards and commit to the continuous strengthening our competencies.

Intent

To expand our knowledge of our cause to perfect the function of our organisation.

Guidelines

- Commit to continuous learning, skills development and application of fresh knowledge related to both The Journey of Hope Botswana and the communities we serve.
- Contribute to the body of knowledge, the evolution of the cause and the growth of people through teaching and spreading information.

ETHICAL LEADERSHIP

Core Principle

Journey of Hope Botswana participants are expected to exhibit individual leadership as a model for maintaining the highest standards of ethical conduct.

Intent

To set a standard and be an example to others.

To earn individual respect and increase our credibility with those we serve.

Guidelines

- Be ethical; act ethically in every interaction.
- Question pending individual and group actions when necessary to ensure decisions are both ethical and ethically implemented.
- Seek guidance if in doubt about the ethical propriety of a situation.
- Through teaching and mentoring, champion the development of others as ethical leaders in our organisation.

FAIRNESS AND JUSTICE

Core Principle

As participants we are responsible for promoting and fostering fairness and justice for participants in our organisation and the communities we serve.

Intent

To nurture an environment that encourages, in a positive and productive manner, all individuals and the Journey of Hope Botswana to reach their fullest potential.

Guidelines

- Respect the uniqueness and intrinsic worth of everyone.
- Treat people with dignity, respect and compassion to foster a trusting environment free of harassment, intimidation, and unlawful discrimination.
- Ensure everyone has the opportunity to develop skills and new competencies.
- Assure an environment of inclusiveness and a commitment to diversity in our organisation.
- Develop, advocate and administer policies and procedures that foster fair, consistent and equitable treatment for all.
- Regardless of personal interests, support decisions made by our organisation that are both ethical and legal.

CONFLICTS OF INTEREST

Core Principle

As participants, we must maintain a high level of trust with our stakeholders. We must protect their interests as well as our integrity and should not engage in activities that create actual, apparent, or potential conflicts of interest.

Intent

To avoid activities in conflict or that may appear to be in conflict with any of the provisions of this Code of Ethics or with one's responsibilities and duties as a participant in the Journey of Hope Botswana or as an employee of any other organisation.

Guidelines

- Adhere to and advocate the policies on conflicts of interest within our organisation.
- Refrain from using any position for personal, material or financial gain or the appearance of such.
- Refrain from giving or seeking preferential treatment within the Journey of Hope Botswana's human capacity structure.
- Prioritise your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to relevant stakeholders.

USE OF INFORMATION

Core Principle

Journey of Hope Botswana participants consider and protect the rights of individuals,

especially in the acquisition and dissemination of information, while ensuring truthful communications and facilitating informed decision-making.

Intent

To build trust among all organisation participants by ensuring the open exchange of information, while eliminating anxieties about the acquisition or sharing of inappropriate and/or inaccurate information.

Guidelines

- Acquire and disseminate information through ethical and responsible means.
- Ensure only appropriate information is used in decisions affecting relationships.
- Investigate the accuracy and source of information before allowing it to be used in relationship decisions.
- Maintain current and accurate information.
- Safeguard restricted or confidential information.
- Take appropriate steps to ensure the accuracy and completeness of all communicated information about policies and practices.
- Take appropriate steps to ensure the accuracy and completeness of all communicated information used in training.