

Code of Conduct „United Asia Charity“

I. POLICY BRIEF AND PURPOSE

The Code of Conduct (CoC) outlines the expectations of United Asia Charity (UAC) regarding the behaviour of all persons acting for or on behalf of or are otherwise involved in UAC.

United Asia Charity promotes freedom of expression and open communication. In order to ensure this approach, avoid inappropriate behaviour as well as protect the reputation and image of UAC, this Code of Conduct shall provide the respective guidelines.

Every addressee is responsible to foster a respectful, positive, well-organized and collaborative environment and culture within UAC as well as represents UAC and is therefore responsible for its image and reputation.

II. ADDRESSEES

This policy applies to all persons involved in the affairs of United Asia Charity irrespective of rank and position (related persons). This includes in particular board members, employees, volunteers and other auxiliary persons being active for the NGO “United Asia Charity” located in Siem Reap (Cambodia) as well as the association “United Asia Charity” located in Unterengstringen (Switzerland).

The CoC applies during the time a related person is active for UAC as well during any time the person is representing UAC or may be perceived as member of or acting for UAC.

Non-UAC related organisations providing services in favour of United Asia Charity as well as donors shall be made aware of this CoC.

All related persons shall read, understand and apply to the rules outlined in this CoC. In case of questions or uncertainty about the provisions as follows, the Legal Counsel of UAC Switzerland or any other board member shall be notified for clarification.

III. ESCALATION, VIOLATION AND EXCEPTIONS

The violation of this CoC leads to disciplinary actions by UAC. Possible actions range from an oral or written reprimand to a dismissal with immediate effect. Claiming compensation for damages, legal action based on labour and/or criminal law are reserved explicitly.

Responsible for disciplinary actions is solely the board of UAC Switzerland. No action shall be taken without hearing first the statement of the person presumably violating the CoC.

All related persons shall inform one or all of the three of 1) The President of UAC Switzerland 2) The Legal Counsel of UAC Switzerland 3) The Country Manager of UAC Cambodia in case of any observations that this CoC was or is about to be violated. UAC guarantees that reporting such observations does not lead to any UAC internal disciplinary actions for the person who reports.

The board of UAC Switzerland may grant exceptions to this Code of Conduct upon request of an addressee or by own initiative in cases the core of the CoC is not affected.

IV. POLICY ELEMENTS

1. General Expectations

All UAC related persons are fully committed to our common goals as outlined in the statutory provisions. In order to fulfil our tasks, it is essential that every related person prioritise the goals of UAC over private objectives.

We can only be successful if working as a team by using everyone's qualities and competences irrespective of the role and position. We shall teach each other, listen to each other and learn from each other constantly in order to improve our capability to fulfil our goals in the best possible way. We shall encourage and support each other, no one shall be left behind and every opinion is precious and shall be taken into account.

Every related person is important for UAC and shall share thoughts and ideas whenever considered as convenient. Criticism shall be shaped in a constructive way and shall not be understood as a personal offence but rather as an important instrument to improve our work.

2. Compliance with Law and Instructions

All related persons are responsible to protect the legality of UAC. They shall comply with all local laws, in particular environmental, safety, criminal and labour law. UAC expects employees to act ethical and responsible, in particular when dealing with UAC finances, equipment, infrastructure, local communities as well as anything else influencing the image of UAC. In addition, it is expected that all related persons are following the instructions provided by their manager and the board of UAC Switzerland. In case of differences, the instruction of the board of UAC Switzerland prevails.

Explicitly forbidden are being involved or supporting child labour and committing or receiving any kind of bribe or other advantage. Gifts of a small value (up to 20 USD or 80,000 Riel, either at once or accumulated per month) that are in line with local customs can be provided and accepted. In any case, the manager has to be informed about such gifts immediately.

If local law hinders a related person to perform a task, the local law prevails in any case and the situation shall be escalated to the direct report.

3. Respect and Fairness

UAC maintains a culture of respect and fairness as well as equal opportunity. All related persons shall respect their colleagues, affiliated persons, partners, the beneficiaries of the work of UAC as well as the local community.

UAC does not allow in particular any kind of discrimination, harassment (including explicitly sexual harassment) or victimization. Neither gender, sexual orientation, skin colour, nationality, political and religious preferences nor any other personal aspect shall have any influence in treatment of a person including recruitment, salary and promotion. In addition, beneficiaries shall not be chosen based on such criteria.

Related persons in the role of a direct report shall abstain from abusing the respective power coming along with such a role at any time. In addition, decisions shall be based on objective criteria as well as reasons shall be given for their actions in order to provide transparency.

If working with children, special care has to be followed. Neither taking pictures of children not wearing proper clothing is allowed nor shall children be lifted up. Touching the head of a child shall as well be omitted if not essential for the help provided by UAC.

4. Interaction with Communities

UAC does support local communities in Cambodia by providing help to carefully selected beneficiaries. While doing so, all related persons shall respect local culture, traditions and customs, abstain from any offensive behaviour and include local communities in our activities. Furthermore, no action shall be undertaken that in any way endanger the security, stability and public order or jeopardize national security or national unity.

UAC is a non-political organisation and therefore related persons shall abstains from political statements as well as from taking a political position while representing UAC.

Related persons shall at any time have a humble appearance and abstain from showing off a luxury or otherwise inappropriate attitude while representing UAC.

5. Interaction with Authorities and Media

It is up to the Country Manager of UAC Cambodia and the board members of UAC Switzerland to deal with Authorities and Media. If other related persons are approached accordingly, the requests shall be forwarded to the Country Manager without providing specific information about UAC and its activities to the requestor.

6. Decisions, Differences and Conflicts

Strategic decisions are taken by the management board of UAC Switzerland based on the inputs provided by the Country Manager, the staff of UAC Cambodia and other related persons. The board may delegate specific competences.

If different opinions or conflicts occur, they shall be addressed immediately and resolved respectfully and in a constructive manner by all parties involved. Solutions have to be in line with UAC statutory provisions as well as the strategy and shall follow the rules outlined in this CoC.

If the parties involved don't come to a common agreement, the Country Manager shall be contacted for mediation. In case no agreement can be found that fits for all parties involved, the board of UAC Switzerland shall be contacted for final decision to be taken after considering all statements.

7. Infrastructure and Equipment

The infrastructure and equipment UAC offers to related persons for their usage such as the office, computers and bikes shall be treated carefully and protected against damage and vandalism. Equipment shall be prevented from being stolen or otherwise removed. In case of disappearance or damage, the direct report shall be informed immediately.

8. Amusements

Generally, all related persons who are on duty, shall be sober and abstain from consuming alcohol and narcotics during working hours. Exceptions concerning alcohol consumption can be made in cases such as UAC festivities if approved by the direct report.

In addition, related persons shall abstain from consuming narcotics at any time (including spare time) if a relation to UAC is perceivable as well as from making use of any sexual services offered against compensation and any other activity that may damage the reputation of UAC.

9. Social Media

Every related person is responsible for the image and reputation of UAC. It is generally allowed to link social media profiles of a related person to UAC and post UAC related topics. If doing so, all posts (including non-UAC related posts) made on Facebook and other social media shall not include topics that harm the reputation of UAC or in any other way influence UAC negatively.

V. UPDATES

The CoC may be updated by the board of UAC Switzerland whenever appropriate. Amendments can be requested by every addressee and shall be sent to the Legal Counsel of UAC Switzerland for review. The Legal Counsel creates, in case the request shall be implemented, a draft version of a new CoC and forwards the draft to the board of UAC Switzerland for decision.

United Asia Charity, Unterengstringen 06.Juli, 2017

Thomas Gilbert, President

Jürg Baltensperger, Legal Counsel



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