



GivitBack Foundation (GBF)

“Unlocking Potential, Transforming Lives”

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CODE OF CONDUCT

DOCUMENT CONTROL

Document Information	Details
Document Title	Code of Conduct
Organization	GivitBack Foundation (GBF)
Version	1.0
Effective Date	August 2026
Review Date	August 2028
Review Frequency	Every Two (2) Years or earlier where necessary
Policy Owner	Governing Body (Board of Trustees)
Policy Custodian	Chairperson
Applies To	Trustees, Employees, Volunteers, Interns, Consultants, Coaches, Mentors, Nutritionists, Contractors, Visitors, Partner Organizations and any person representing GBF

1. PURPOSE

To establish the minimum standards of professional and ethical conduct expected of every person representing GivitBack Foundation and to ensure that all interactions with children, beneficiaries, colleagues and communities are conducted safely, respectfully and professionally.

2. SCOPE

Applies to:

- Board of Trustees
 - Executive Director
 - Employees
 - Volunteers
 - Interns
 - Consultants
 - Coaches
 - Mentors
 - Nutritionists
 - Contractors
 - Visitors
 - Partner organizations
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3. OUR COMMITMENT

Every representative of GBF agrees to:

- Protect every child from harm.
 - Respect the dignity of every individual.
 - Promote equality and inclusion.
 - Act honestly and professionally.
 - Uphold the reputation of GBF.
 - Report safeguarding concerns immediately.
 - Maintain confidentiality.
 - Avoid conflicts of interest.
 - Follow all GBF safeguarding policies.
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4. EXPECTED BEHAVIOUR

Respect

Representatives shall:

- Treat everyone fairly.
- Respect culture, religion and diversity.
- Promote inclusion.
- Listen respectfully.
- Encourage participation.

Professional Conduct

Representatives shall:

- Maintain professional boundaries.
- Use respectful language.
- Dress appropriately.
- Use GBF resources responsibly.

- Follow organizational policies.
- Perform duties honestly.

Child Safeguarding

Representatives shall:

- Put children's interests first.
- Ensure activities are supervised.
- Obtain consent where required.
- Report concerns immediately.
- Protect children's privacy.

Working with Communities

Representatives shall:

- Respect community customs.
- Avoid discrimination.
- Promote participation.
- Communicate honestly.
- Avoid abuse of authority.

5. PROHIBITED BEHAVIOUR

Abuse

No representative shall:

- Physically abuse anyone.
- Emotionally abuse anyone.
- Sexually exploit anyone.
- Sexually abuse anyone.
- Sexually harass anyone.
- Neglect a child.

Children

Representatives shall never:

- Be alone unnecessarily with a child.
- Use inappropriate physical contact.
- Use humiliating punishment.
- Invite children to private accommodation without authorization.
- Give gifts to individual children to obtain favour.
- Ask children to keep secrets.

Professional Misconduct

Representatives shall never:

- Accept bribes.
- Misuse GBF funds.
- Falsify records.
- Discriminate.

- Engage in corruption.
- Abuse authority.

Digital Conduct

Representatives shall never:

- Send inappropriate messages.
 - Share confidential information.
 - Publish children's identities without authorization.
 - Use personal social media to contact beneficiaries inappropriately.
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6. GIFTS AND HOSPITALITY

Representatives shall:

- Never request gifts.
 - Declare gifts received.
 - Avoid gifts that influence decisions.
 - Follow GBF financial policies.
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7. CONFLICTS OF INTEREST

Representatives shall disclose:

- Financial interests.
 - Family relationships.
 - Personal relationships affecting decisions.
 - Business interests.
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8. REPORTING MISCONDUCT

Every representative has a duty to report:

- Child abuse.
- Sexual exploitation.
- Sexual harassment.
- Fraud.
- Corruption.
- Violence.
- Bullying.
- Retaliation.
- Policy breaches.

Failure to report known safeguarding concerns may itself constitute misconduct.

9. CONSEQUENCES

Breaches may result in:

- Verbal warning.
- Written warning.

- Mandatory retraining.
- Suspension.
- Termination.
- Removal from office (where applicable).
- Referral to law enforcement.

10. DECLARATION

I confirm that:

- I have read the GBF Code of Conduct.
- I understand my responsibilities.
- I agree to comply with all GBF safeguarding policies.
- I understand that violations may result in disciplinary action or legal proceedings.

<i>Name</i>	
<i>Position</i>	
<i>Signature</i>	
<i>Date</i>	
