



### Introduction

This Code of Conduct outlines the ethical standards and professional behaviors expected of all members, employees, volunteers, and partners of NSI. It serves as a guide to ensure integrity, accountability, and respect in all activities carried out by the organization.

### Core Values

**NSI is committed to upholding the following core values:**

- **Integrity** – Acting with honesty and transparency in all dealings.
- **Accountability** – Taking responsibility for actions and decisions.
- **Respect** – Treating all individuals with dignity and fairness.
- **Equity & Inclusion** – Promoting diversity and equal opportunities for all.
- **Sustainability** – Ensuring responsible and ethical use of resources.

### Ethical Principles and Professional Conduct

#### Compliance with Laws and Regulations

- All members must comply with national and international laws governing NGOs.
- The organization must operate within the framework of its legal registration and mandate.

#### Financial Integrity and Accountability

- Funds and resources must be used for their intended purposes and managed with transparency.
- Financial records must be maintained and audited regularly.
- No individual should engage in fraud, bribery, or corruption.

#### Conflict of Interest

- Members must disclose any personal or financial interests that may conflict with the organization's objectives.
- Decisions should be made in the best interest of NSI and beneficiaries, not personal gain.

#### Respect for Human Rights and Non-Discrimination

- **NSI prohibits discrimination based on gender, race, ethnicity, disability, religion, or any other status.**
- The organization will advocate for and respect the rights of all individuals, including marginalized and vulnerable groups.

#### Safeguarding and Protection of Vulnerable Groups

- All staff and volunteers must uphold the protection of children, women, and vulnerable groups.
- Any form of exploitation, abuse, or harassment (physical, emotional, sexual) is strictly prohibited.
- Safeguarding policies should be implemented, including reporting mechanisms for any violations.

#### Transparency and Communication

- Information regarding projects, funding, and impact must be made accessible to stakeholders and the public.
- Misrepresentation, misinformation, or manipulation of data is not permitted.

#### Environmental Responsibility

- We shall strive to minimize negative environmental impacts and promote sustainable practices.

#### Partnerships and Collaboration

- Collaborations with other organizations, donors, and stakeholders must align with ethical standards.
- Partnerships must be based on mutual respect, transparency, and shared objectives.

#### Conduct Among Members and Staff

##### Workplace Behavior

- All employees and volunteers must maintain professionalism and mutual respect in their interactions.
- Workplace harassment, bullying, or discrimination is prohibited.

##### Confidentiality

- Members must respect the confidentiality of sensitive information related to beneficiaries, partners, and internal operations.

#### **Alcohol, Drugs, and Substance Abuse**

- The use of alcohol, drugs, or any illegal substances that may affect job performance is strictly prohibited during official duties.

#### **Reporting and Whistleblower Protection**

- Any violations of this Code of Conduct must be reported through designated complaint mechanisms.
- Whistleblowers will be protected from retaliation when reporting misconduct in good faith.
- Investigations into misconduct should be handled confidentially and fairly.

#### **Enforcement and Disciplinary Measures**

- Violations of the Code of Conduct may result in disciplinary actions, including warnings, suspension, or termination of employment or membership.
- Severe breaches may be subject to legal action in accordance with national laws.

#### **Review and Amendment**

- This Code of Conduct shall be reviewed periodically to ensure relevance and effectiveness.
- Amendments may be made based on lessons learned, stakeholder feedback, and evolving legal frameworks.

#### **Acknowledgment and Commitment**

I, \_\_\_\_\_, acknowledge that I have read, understood, and agreed to abide by the Nur Springs Initiative Code of Conduct.

**Name**

**Position**

**Signature**

**Date**

**Approved by:**

**Muhammad Aminu Salihu Zubairu Yushau Armiyau**

**Chairman Secretary**