



CODE OF CONDUCT AND ETHICS

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| Name: | Code of Conduct and Ethics |
| Reference Number: | AKB/Governance/07/V3/2020-07-06 |
| Recommended by: | Social and Ethics Committee |
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Directors: Mr BL Mlotshwa (Chairperson), Mr PS Momsen (Chief Executive), Mr JD de Villiers (Treasurer), Ms NN Mokhobo (Board Secretary), Mr DJ Deysel, Mr WH Lategan, Mr D Lefoka, Ms S Mbokazi, Ms MG Mokoka, Rev PM Strydom, Ms R Surajlall, Ms LM Theron

Board of Ambassadors

Judge CJ Claassen, Mr A Taljaard,
Mr J Ackerman, Ms S Hay,
Mr M Kubheka

Registration No.

52/00010/08
NPO no 001-173

Residential care

2 Campuses
7 Satellite Homes

Community care

2 HIV/Aids Programmes
1 Skills Development Centre
1 Early Childhood Development Centre

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1. General

The general approach in this code of conduct is based on the ethos that every human being has a unique value and potential, irrespective of origin, ethnicity, sex, age, beliefs, socio-economic and legal status. Each individual has the right to the fulfilment of his/her innate and acquired skills.

The Abraham Kriel Bambanani employee and directors and committee members has a responsibility to devote his/her knowledge and skills for the benefit of all beneficiaries of services of Abraham Kriel Bambanani.

The Abraham Kriel Bambanani employee and directors and committee members has a primary obligation to render services professionally. The Abraham Kriel Bambanani employee and directors and committee members shall recognise and take into account his/her personal and professional limitations.

2. Values

The Abraham Kriel Bambanani employee and directors and committee members shall honour the Christian values as it is set out in the Bible as the Word of God and we communicate our love, faith and hope to the children placed in our care.

Therefore we:

- Act in the best interest of the child
- Take pride in our organisation
- Have respect for our different cultures
- Are positive in our attitude towards our work and people
- Acknowledge and develop human worth and potential
- Communicate effectively
- Work as a team

We acknowledge that these values are in line with the Constitution of the RSA and different professional codes of ethics.

3. Conduct that concerns the service of Abraham Kriel Bambanani

Conduct that concerns the service provided by Abraham Kriel Bambanani shall mean, *inter alia*, for an Abraham Kriel Bambanani employee and directors and committee members to:

- Evaluate and support the service in order to enhance and raise the dignity and integrity of the service;
- Challenge unacceptable practices and uphold those that are acceptable;
- Protect the organisation from unfounded criticism which could bring it into disrepute;
- Remain actively involved with the formulation, development, determination and implementation of policy;
- Meet the need for the services we offer;
- Maintain customer-satisfaction and confidence by rendering of a professional and quality service.

4. Conduct that concerns beneficiaries of services

Conduct that concerns a beneficiary of services shall mean, inter alia, for an Abraham Kriel Bambanani employee and directors and committee members to:

- Recognise the uniqueness of each beneficiary;
- Maintain a professional relationship with the beneficiary;
- Acknowledge the right to self-determination of the beneficiary;
- Uphold the beneficiary's rights and dignity;
- Take into account preferences and objectives of beneficiaries when structuring service-rendering, even in the absence of the beneficiary;
- Strive towards the beneficiary's optimal use of his/her abilities;
- Respect the beneficiary's right to decide whether or not to co-operate with the social service;
- Maintain the beneficiary's right to confidentiality and privacy when attainable;
- Inform the beneficiary of and prepare him/her of any decision regarding the termination of service-rendering;
- Acknowledge the right to fairly guided life choices and decision making;
- Acknowledge the right to be heard;
- Acknowledge the right to be protected against physical, emotional and psychological harm;

5. Conduct that concerns a colleague or another professional person

Conduct that concerns a colleague or another professional person shall mean, inter alia, for an Abraham Kriel Bambanani employee and directors and committee members to:

- Respect and honor the training and service-rendering of colleagues and other professional persons;
- Respect the trust that exists between colleagues;
- Resolve criticism of and differences between colleagues in terms of the authority structure of the employer;
- Protect and defend colleagues against unfair criticism;
- Promote opportunities for the exchange of knowledge and experience between colleagues and other professional persons.

6. Conduct that concerns the employer

Conduct that concerns the employer shall mean, inter alia, for an Abraham Kriel Bambanani employee and directors and committee members to acknowledge and honor the employer's authority as far as it is compatible with this code of conduct.

7. Conduct that concerns the assets and resources of the employer

Conduct that concerns the assets and resources shall mean, inter alia, for an Abraham Kriel Bambanani employee and directors and committee members to:

- Ensure that the resources that the employer places at the disposal of the employee is treated with care and respect;
- Ensure that natural resources are conserved and treated with respect;
- Ensure that funds are managed in accordance with the regulations provided for and in line with the approved budget;
- Ensure that donations received is properly reported and reach the intended beneficiaries.

8. Conduct that concerns another social service

Conduct that concerns another social service institution shall mean, inter alia, for an Abraham Kriel Bambanani employee and directors and committee members to cooperate with those social **work** services whose policies, procedures and operations are directed towards adequate service-rendering and encouragement of professional practices consistent with this code of conduct.

9. Conduct that concerns the community

Conduct that concerns the community shall mean, inter alia, for an Abraham Kriel Bambanani employee and directors and committee members to enhance and promote service-rendering to the community by utilising and developing resources in the community, within the capability of Abraham Kriel Bambanani.

10. Conduct concerning gifts

- Conduct that concerns gifts shall mean, inter alia, an employee of Abraham Kriel Bambanani and or directors and committee members receiving a gift from a supplier, partner or service provider to:
 - Disclose all gifts regardless of their value, received from suppliers, donors and potential business partners to their Head of Department;
 - Get approval from their Head of Department to accept any gift from suppliers, donors and potential partners if the value of the gift exceeds R500;
 - Record these gifts in a gift register, kept in Finance Department, that should be presented to the Board of Directors at the end of each financial year.