

The Youth Café's Ethics.

To this end, TYC promotes the practice of the ethical principles derived from the international civil service standards of conduct for all TYC staff and associated personnel.

The Youth Café promotes transparency and management of corporate-level risk, within the framework of TYC's ethical principles.

TYC provides clear and action-oriented advice in a secure and confidential environment where individuals can freely consult on ethical issues. The aim is to help individuals in performing their duties professionally and fairly, and to manage their personal affairs in a way that does not interfere with their official responsibilities.

TYC offers the following services as part of promoting ethical working environments.

- Confidential ethics advice
- Promotion of ethics awareness and education
- Promotion of ethics standards
- Protection of staff from retaliation for reporting wrongdoing
- Administration of declarations of interest for staff and external experts
- Authorization of outside activities

TYC ETHICAL PRINCIPLES

1. Integrity
2. Accountability
3. Independence and impartiality

4. Respect for the dignity, worth, equality, diversity and privacy of all persons
5. Professional commitment

These principles apply to all TYC staff members, independent of their location or grade, including Temporary Appointment holders, Seconded and Junior Professional Officers. This document refers to TYC staff members with the understanding that in spirit and principle, the Code of Ethics and Professional Conduct applies to all individuals who collaborate with TYC, notwithstanding their contractual or remuneration status.

INTEGRITY

To behave in accordance with ethical principles, and act in good faith, intellectual honesty and fairness. TYC staff members are expected to.

- a. Observe national and local laws at all times.
- b. Avoid any action that could be perceived as an abuse of privileges and immunities.
- c. Demonstrate the same standards of integrity in their personal pursuits as they do in the workplace.
- d. Never engage in any level of physical or verbal violence or threat of violence.
- e. Demonstrate the highest standards of scientific integrity as public health practitioners and/or researchers.
- f. Protect the security of any confidential information provided to, or generated by, TYC.
- g. Report suspected wrongdoing or breaches of TYC ethical principles, rules, regulations or policy through established mechanisms.
- h. Demonstrate the same discretion and prudence in their professional and private communications, emails or social media activities.

RESPONSIBILITY.

To take responsibility for one's actions, decisions and their consequences TYC staff members are expected to:

- a) Define clear and realistic objectives and deliverables for their activities in consultation with their supervisors.
- b) Take responsibility for carrying out the duties of their position to the best of their abilities.
- c) Take responsibility for their decisions and for the consequences of their actions.
- d) In the case of supervisors, take responsibility for assessing the performance of staff members in a fair and factual manner, in line with agreed objectives.
- e) Ensure that the human, financial and material resources entrusted to them are used optimally for the benefit of TYC.
- f) Record all transactions and prepare accurate and complete records, in accordance with established procedures.
- g) Provide advice and guidance to colleagues, where appropriate, and exercise adequate supervision and control over tasks they delegate.
- h) Bear in mind that they speak for TYC when speaking to the media on subjects within their area of responsibility and expertise, ask for permission from their supervisor and seek advice from TYC Communications Officers as appropriate.

INDEPENDENCE AND IMPARTIALITY

To conduct oneself with the interests of TYC only in view and under the sole authority of the Executive Director, and to ensure that personal views and convictions do not compromise ethical principles, official duties or the interests of TYC, TYC staff members are expected to:

- a) Disclose promptly and fully any conflict of interest or potential situation of conflict of interest through a form of declaration of interest or by seeking advice from the Office of the Director on a confidential basis. Or staff may consult their supervisor as applicable concerning the appropriate action, including possible recusal.

- b) Refrain from seeking or obtaining, under any circumstance, instructions or undue assistance from any government official or from any other authority external to the Organization.
- c) Exercise discretion at all times in their personal political activities and in expressing their personal opinions and beliefs.
- d) Ensure that any external experts and/or non-staff members with whom they collaborate complete declarations of interest forms and review them systematically, consulting the Executive Director for advice, and take responsibility for the final decision concerning their involvement with TYC.
- e) Bring any intimate relationship with another TYC staff member or other collaborator to the attention of their supervisor, Department of Human Resources or the Office of Executive Director if there is a supervisory relationship between them.
- f) Seek written permission from their supervisor and the Executive Director before committing to any outside activity.
- g) Decline gifts whose value is in excess of US\$100, unless it would cause embarrassment to refuse, in which case they must declare them to the Executive Director.
- h) Seek authorization from the Executive Director before accepting any decoration or honour.
- i) Resign prior to initiating a political campaign or a nomination process.

RESPECT

To respect the dignity, worth, equality, diversity and privacy of all persons TYC staff members and collaborators are expected to:

- a) Respect and value differences.
- b) Treat others with tact, courtesy and respect.
- c) Demonstrate awareness that statements or actions not necessarily intended to be offensive to another person may be perceived as such by

exercising restraint and refraining from unpleasant or disparaging remarks or actions.

d) Maintain a professional environment characterized by good working relations and an atmosphere of courtesy and mutual respect.

e) Abstain from and actively discourage all forms of harassment, including verbal, nonverbal, written or physical abuse.

f) Never engage in acts of sexual harassment, and report any they become aware of.

g) Never engage in acts of sexual exploitation and abuse and report any they become aware of.

h) Refrain from engaging in gossip.

i) Never report erroneous facts in bad faith.

PROFESSIONAL COMMITMENT

To demonstrate a high level of professionalism and loyalty to the Organization, its mandate and objectives, TYC staff members and collaborators are expected to:

a) Deliver on the duties of their position in an ethical and professional manner.

b) Keep in mind the long term objectives of TYC when managing short and medium term activities or operations.

c) Follow professional developments in their domain of activity to maintain excellent technical standards.

d) Use their professional expertise constructively for the benefit of TYC.

e) Uphold and promote the standards of their professional codes of conduct.

f) Demonstrate openness to new ideas and approaches, and favour new thoughts and concepts.

Using The Code Of Conduct:

These principles are to be observed by TYC staff members and collaborators at all times. The Code of Ethics and Professional Conduct is intended to provide guidance to help resolve ethical dilemmas that are likely to be confronted within the course of

their employment and/or with TYTC. The issues listed in the Code are not exhaustive and do not seek to envisage every potential ethical dilemma.

TYC CODE OF CONDUCT FOR RESPONSIBLE RESEARCH

Many countries, including in the developed world, have legal requirements (e.g., minimum age, minors' assent, data privacy) and some even have ethics boards that require the review of research protocol before approving any survey to be fielded in their country. It is critical that TYC researchers and their local agencies be

TYC ensures that all of its youth empowerment and research interventions are founded upon a robust ethical framework and is committed to developing and promoting ethical, evidence- and human-rights-based guidance for the development of evidence-based youth empowerment policies, and guidelines. Responsibility for ethical behaviour in research lies with all staff members and collaborators at all levels, and forms the basis of TYC's reputation. The Code of Conduct for Responsible Research provides standards of good practice to guide individuals working on all research associated with TYC.

Wrongdoing In Research And Questionable Or Poor Practice.

The non adherence to the principles laid out in The Code is considered wrongdoing and will be treated in a manner commensurate with its seriousness. In this context, the term "wrongdoing" in research means intentional, fraudulent or grossly negligent behaviour that breaches the principles of this Code. Such behaviour includes without being limited to:

- a) Inappropriate development of research protocols.
- b) Failure to disclose or take action on declared conflict of interest.
- c) Inadequate management of a research project.
- d) Fabrication, falsification, plagiarism, deliberate misrepresentation or other practices that deviate from this Code and from the academic and scientific communities' commonly accepted norms for proposing, conducting or reviewing research or for reporting research results.

Wrongdoing in research does not include honest errors or differences in interpretation or judgement of data. It also differs from poor practice, which can include inadequate data management for research procedures. Such deviations from the Code, while not necessarily amounting to wrongdoing may have similarly serious effects on youth empowerment. They must be reported to the immediate attention of supervisors.

“Misconduct” – any improper action by a staff member or collaborator that brings the Organization into public discredit; any improper use or attempt to make use of his position as an official for his personal advantage; any conduct contrary to the terms of agreement/reference.

TYC staff and collaborators becoming aware of violations of The Code must report their concerns to their supervisors.

Individuals reporting suspicions of research wrongdoing in good faith will be considered whistleblowers and protected against retaliation.