

Code of Conduct



for



Afrikala Art

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This publication has been adopted and borrowed from existing Code of Conduct policies and procedures.



This document applies to Afrikala Art, its products and subsidiaries.

Introduction & Background

Afrikala Art is a bold, creative hybrid social enterprise championing mental health and creativity among children, young people and creatives, particularly those from marginalised, low and lower-middle-income communities. Born out of a deep belief in the transformative power of creativity, Afrikala Art uses art, sports, talent, play and storytelling not just as forms of expression, but as tools for healing, advocacy, economic empowerment and social justice.

Vision

A world where mental health is prioritised, creativity is nurtured and young people thrive economically through sustainable opportunities.

Mission

To empower communities through creative and innovative approaches to social Justice and mental health, using art as a tool for awareness, healing and building sustainable livelihoods.

Mission Statement: Afrikala Art harnesses the power of creativity to drive social change by promoting mental health awareness, empowering young people and creatives with essential information, tools and support, fostering resilience through strategic partnerships, advocacy and co-creation of safe spaces.

Organisation's Values

1. **Ambition** - We have set high standards and goals since we are committed to improving the quality of everything we do with our target communities.





2. **Creativity** - We are open to new ideas, embrace change and take disciplined risks to develop sustainable solutions for our target communities.
3. **Accountability** - We take personal responsibility for using our resources efficiently, achieving measurable results and being accountable to our supporters, partners and most of all our target communities.
4. **Integrity** - We aspire to live to the highest standards of personal honesty and behaviour; never compromise our reputation and always act in the best interest of our target communities.
5. **Collaboration** - We respect and value each other, thrive on our diversity, and work with partners to leverage our national, continental and global strength in making a difference in service delivery, community growth and environmental conservation.
6. **Sustainability** - We strive to ensure long-term sustainability to fulfil the organisation's mission, ensure resources are used in a manner that prevents depletion and groups and individuals own their programs in the long run.

THE CODE OF CONDUCT

The Afrikala Art code of conduct is additional to and not a substitute for other established professional ethical codes to which Afrikala Art adheres, including, for example, The Code of conduct for the federation of the Red Cross and Red Crescent Movement and NGOs in Disaster Relief; and the SPHERE Humanitarian Charter and Humanitarian Standards ways of Working. It is part of the organisation's own professional development that we have a code of conduct to protect the organisation, its staff and target communities.

Afrikala Art's code of conduct will be given to and discussed with all new staff at the offer stage and presented to existing staff, trustees, contractors, consultants, partners and volunteers prior to signing. The purpose of the code is to give specific and clear guidance to the people we work and engage with in relation to conduct and behaviour. Afrikala Art is committed to supporting its teams in understanding and adhering to the code of conduct in their day-to-day activities. The code has been created in consultation with staff and will be



reviewed every year. Any member who would like to comment or contribute anything is welcome to do so by emailing the admins or HR via info@afrikala.org, admin@afrikala.org, afrikala.art@gmail.com/ mentaltalk254@gmail.com / thecreativesdoormat@gmail.com (Emails are subject to change)

As a team member of Afrikala Art, your behaviour can illustrate, through example and action, model ways to work with and for Afrikala Art beneficiaries, the majority of whom are marginalised women and girls, children, young people and creatives. By working at the highest standard in your interaction with and supporting all stakeholders, you will not only contribute to the success of Afrikala Art but will also be working to directly and positively impact all Afrikala Art's beneficiaries, their families, communities and livelihoods.

As a trustee, team member, volunteer, intern and consultant for Afrikala Art, you have an opportunity to champion and value Women and Children's rights. This can be achieved by taking action to promote their cultural, social and economic rights and is reflected in your personal behaviour (including use of power), your relationship with local communities and your relationship with colleagues

Ethical behaviour



- Demonstrate respect for all human rights and challenge discrimination on the grounds of age, gender, disability, ethnic origin, religion and other criteria defined by Afrikala Art.
- Treat the youth, women, children and all persons with dignity, respect, and create an environment that prevents their physical, sexual or emotional abuse or neglect.
- Take positive action to reduce women and children's risk of harm.
- Act fairly, honestly and treat others with dignity and respect.
- Work in accordance with health, safety and security guidelines and avoid behaviour that creates unnecessary risk to your security and that of others.



- Work actively to eliminate discrimination, harassment, abuse and exploitation including those of a sexual nature that infringe the rights of others.
- Not work under the influence of any drug, including alcohol, or drug-related substances (with the exception of prescribed drugs for health reasons) that can affect your ability to perform your duties, nor bring such substances on Afrikala Art's project sites, property, office or in vehicles.
- Not to engage in any type of sexual relationship with any person under the age of 18 years, including colleagues, programme beneficiaries or their family members.
- Not to purchase or acquire through coercion, or sexual favours from colleagues and stakeholders.
- Be respectful of local culture and customs.

Corruption and Abuse of power

- Ensure that Afrikala Art's resources e.g. vehicles, computers, and communication equipment are not misused and protect them from theft, fraud or other damage.
- Not use the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.
- When allowed to use Afrikala Art's property or equipment for personal use, exercise discretion to maintain the reputation of the organisation.
- Not use the power of your position for your own selfish benefits or the benefit of your family members or friends. Exercise fairness in your positions of power.
- Not to accept any favours and bribes, gifts (except tokens of appreciation that do not breach organisation's image/values or extort or manipulate the giving or receiving parties) from beneficiaries and contractors, or other forms of personal enrichment under any circumstances that may be organisations policies. **Small tokens of appreciation may be received but**



line managers, trustees and directors **MUST** be informed of any gifts that are offered or received on behalf of Afrikala Art.

Relationship to local culture and communities

- Take all reasonable action to avoid prejudice against Afrikala's reputation by refraining from inappropriate behaviour or action that might offend local sensitivities.
- When involved in local political, religious or community leadership activities, commit to ensuring that Afrikala Art's mission and objectives in the country are not compromised.

Duty to Report

- Report immediately any breaches of this code to a line manager or the HR, either through an established reporting mechanism or, if not appropriate, to another senior member of Staff.
- Ensure that all information about breaches of this code is handled with the utmost discretion.
- All suspected breaches of the code will be thoroughly investigated and treated with the utmost confidentiality.

Code of Conduct for the Prevention of Sexual Abuse and Exploitation

Afrikala Art's directors, consultants, staff, volunteers, project partners, trustees, grantees and contractors often work in positions of power both in the Country



and overseas. In the Country, there are various legal protections for vulnerable people which are not always present overseas.

The Code of Conduct below should be followed by all directors, consultants, staff, volunteers, project partners, trustees, grantees and contractors when working overseas. They are expected to follow this Code of Conduct regardless of local laws. Where appropriate, grantees and contractors will be expected to sign a copy of the Code of Conduct to signal their commitment to its terms.

Sexual Abuse and Exploitation Code of Conduct



This Code of Conduct outlines expected standards of behaviour of directors, consultants, staff, volunteers and trustees, contractors and grant partners towards children (girls and boys), young adults (young women and young men) and community members where work is being done. It has been designed to give all who work with Afrikala Art (staff and partners) the confidence to carry out their roles and ensure that positive relationships are developed and maintained.

Staff, grant recipients and partners have a responsibility to avoid actions or behaviour that may constitute poor practice or potentially abusive behaviour and should ensure that a culture of openness exists wherein actual or potential breaches of the Code may be challenged. Building a positive relationship with the community members you are working with is paramount and it is important that all consider the power dynamics involved in all grant recipients - community relationships and partnerships, not only those involving children.

The Code applies to conduct in work or funded project activity roles, but Afrikala Art expects staff, grant recipients and partners to also apply these good practice principles in their personal lives. Any violation of this policy occurring in relation to staff and others outside their professional roles (i.e. concerns regarding their behaviour towards children or adults that would constitute a breach of the Afrikala Art's Terms and Conditions and Code of Conduct) may lead to Afrikala



Art considering follow up action, including referral to legal authorities, dismissal and/or retraction of grant.

All Afrikala Art trustees, directors, consultants, staff, grant recipients and grant partners are prohibited from engaging in the following harmful behaviour, including but not limited to:

- Any behaviour or activity that could amount to sexual exploitation and abuse
- Sexual activity with children (persons under the age of 18), regardless of the age of majority or age of consent locally. A mistaken belief regarding the age of a child is not a defence.
- Exchange of money, employment, transport, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Any other activity that is intended to cause physical or emotional harm, humiliation or exploitation to any individual.
- Any activity, practice or behaviour that suggests staff, grant recipients or partners have abused their position of power and is engaging any individual based on inherently unequal power dynamics.
- Sexual relationships between staff, grant recipients, partners and any individuals that are based on unequal power dynamics are strongly discouraged since they may undermine the credibility and integrity of the work of Afrikala Art.

In addition, staff, grant recipients and partners must:

- Create and maintain an environment that prevents all forms of exploitation and abuse and promotes the implementation of this *Code of Conduct*. Grant recipients have particular responsibilities to support and develop systems that maintain this environment.
- Report any concern or suspicion of exploitation, including sexual exploitation, abuse or breach of the *Code of Conduct* by a fellow member of staff immediately via the established reporting mechanisms (focal point)
- Make sure you know how to contact your focal point if you need to manage disclosures of abuse.



- In the event of a violation or suspected breach of the Code of Conduct, please contact the Executive Director, Human Resource Manager or Board of Trustees.

Afrikala Art is committed to supporting staff to understand the code and providing the opportunity to discuss the code with their directors, managers and colleagues in an open environment.

Hybrid working policy (Staff)



Afrikala Art intends to create an efficient workplace that will apply to this Policy. Our workplace policy at Afrikala Art is designed to foster flexibility, creativity, and collaboration, aligning with our mission to empower young people and promote mental health. Here are the key elements of our hybrid working policy:

1. **Hybrid Work Model:** Afrikala Art adopts a hybrid work model where team members can work both remotely and in the office. This model allows our team members to balance their work and personal life, enhancing productivity and well-being.
2. **Flexible Hours:** We offer flexible working hours to accommodate the diverse needs of our team members. This flexibility is crucial for maintaining a healthy work-life balance, especially for those engaged in creative pursuits and mental health support activities.
3. **Remote Work:** Team members are encouraged to work remotely when possible. We provide the necessary tools and resources to ensure that remote work is effective and efficient. This includes access to collaboration platforms, communication tools, and project management software.
4. **Office Space:** Our office will be available for team members who prefer or are required to work on-site. The office will have all the necessary facilities to support a productive and comfortable working environment. Team members can use the office for collaborative projects, meetings, and accessing resources not available at home.
5. **Regular Check-Ins:** We will conduct regular virtual and in-person check-ins to ensure that all team members are supported and connected. These



check-ins help maintain a sense of community and ensure that everyone is aligned with our goals and objectives.

6. **Health and Safety:** The health and safety of our team members are paramount. We will implement health protocols in the office, including regular cleaning, social distancing measures, and providing personal protective equipment.
7. **Support for Mental Health:** As an organisation focused on mental health, we prioritise the well-being of our team members. We provide access to mental health resources, counselling services, and art therapy sessions to support our team members' mental health.
8. **Training and Development:** We purpose to offer continuous training and development opportunities to our team. This includes workshops, online courses, and mentoring programs to help them grow professionally and personally.

N/B: It is important to notify your direct line manager, HR and Management of your absenteeism in advance and make sure that your working model aligns with your job requirements and intended outputs without affecting work efficiency.

Our hybrid working policy is designed to create a supportive, flexible, and productive work environment that aligns with our mission to foster creativity and promote mental health.

N/B: Also Familiarise yourself with existing Policies and procedures. In particular The Safeguarding Policy & Anti-bribery, Anti Corruption, Anti Fraud and Whistleblowing policy.



Review

This policy will be reviewed on an annual basis.

This policy was adopted by Afrikala Art on 02 /02 /2022

Signed on behalf of the Management Committee by: Wayne Brandon.

Signature: Wayne Brandon,

Admin [Afrikala Art](#), [Mental Talk](#) & [The Creatives Doormat](#)

Mobile: +254711733355. Email: admin@afrikala.org

"Change begins with seeing things from a different perspective." - Wayne Brandon

Name in Capital Letters: WAYNE BRANDON.

The policy has been reviewed on behalf of the Management Committee on:

Date: 28/04/2025



Acknowledgement

I have received Afrikala Art's code of conduct, which I have read, or had read to me, and understand.

I understand that failure to comply with any principles of Afrikala Art's Code of Conduct may result in disciplinary action, dismissal and where applicable, legal or criminal prosecution.

NAME: _____

SIGNED: _____

DATE: _____

PLEASE RETURN THIS PAGE TO ADMIN or THE HUMAN RESOURCE DEPARTMENT