



NEXTGEN PUBLIC ADVANCEMENT (NPA)

(Non-Governmental Organization, Reg. No OONGO/R/9509)

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CODE OF CONDUCT AND ETHICS

PREAMBLE

The Code of Ethics and Conduct for NPA is a set of fundamental principles, operational principles, and standards to guide the actions and management of an organization. The principles and guidelines are the agreed rules that the organization adheres to, on serving the community and conducting activities in line with its objects. These principles have to apply and bind everyone in the organization and have to be respected by anyone working hand to hand with the organization, employees, partners or any other affiliated part.

At NPA, we are committed to enabling children and youth through education, upbringing, and counselling so they can achieve their full potential-grounded in justice, social well-being, and holistic health. This Code of Conduct and Ethics *serves as a compass* for all who serve under the NPA umbrella/banner, ensuring our work reflects the values we uphold and communities we serve.



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1. PURPOSE

The main purpose of the Nextgen Public Advancement's Code of Conduct is to establish and/or set core values and principles that shall guide our conduct and operations throughout, while serving the Tanzanian community. This Code of Conduct shall provide guidance toward meeting the challenges of sustaining democratic and participatory NPA as an institution and strengthening favorable environment in which members and other associated people shall collectively or individually determine their destiny.

2. SCOPE

This Code applies to:

- All NPA staff, members, volunteers, interns and board members.
- Partner organizations and collaborators acting on behalf of NPA.
- Any individual or group representing NPA in public or private engagements.

3. OUR CORE VALUES

Justice: We promote fairness, equity, and the protection of rights for all children and youth.

Compassion: We serve with empathy, especially toward the vulnerable and marginalized.

Integrity: We act with honesty, transparency, and consistency in all our work.

Empowerment: We build capacity in individuals and communities to lead their own development.

Wholeness: We care for the mental, physical, and spiritual well-being of every person.

4. GUIDING PRINCIPALS

4.1 Responsibility, Service, and Public Mindedness

- i. NPA shall responsibly maintains itself; conduct its activities for the sake of children and young people in the society.
- ii. Public money must not be misused for selfish purposes and all public assets are to be treated with utmost seriousness, as a sacred public trust.
- iii. NPA should recognizes that, its conduct and activities impact on the public's perception of it and that, it shares responsibility for the public's trust.

- iv. NPA must exhibit a responsible and caring attitude toward the environment in all of its activities.

4.2 Human Rights and Dignity

- i. NPA must not violate any person's fundamental human rights, with which each person is endowed.
- ii. NPA must recognize that all people are born free and equal in dignity.
- iii. NPA should be sensitive to the moral values, religion, custom, tradition, and culture of the communities it serves.
- iv. NPA must respect the integrity of families and support family-based life.

4.3 Religious Freedom

- i. NPA shall respect religious freedom.
- ii. NPA should not be bound to any religious belief and instead allow members, leaders and partners to use their freedom of choice to any specific belief.

4.4 Integrity

- i. NPA must have a culture to act honestly and uphold high moral standards in all operations, avoiding conflicts of interest and corruption.

4.5 Non-Discrimination

- ii. NPA shall work and performs its activities without any bias based on race, gender, religion, nationality or other status.

4.6 Transparency and Accountability

- i. NPA should strive for openness and honesty internally and toward donors and members of the public. Periodic accountings must be made.
- ii. NPA will be accountable for its actions and decisions not only to its funding agencies and the government, but also to the people it serves, its staff and members, partner organizations, and the public at large.
- iii. NPA should be transparent in all of its dealings with the government, the public, donors, partners, and other interested parties, except for personal matters and proprietary information.
- iv. An NPA's basic financial information, governance structure, activities, and listing of officers and partnerships must be open and accessible to public. Secretary must make effort to inform the public about its work, the origin and use of its resources.

4.7 Independence and Autonomy

- i. NPA will not be controlled by any government or intergovernmental body, or by corporate interests.
- ii. NPA have a responsibility not to rigidly align itself with, or stand in opposition to any particular government or political party, but focuses instead on principles and policies.

4.8 Truthfulness and Legality

- i. NPA must be honest and truthful in its dealings with its donors, project beneficiaries, staff, membership, partner organizations, government, and the public in general, and respects the laws of any jurisdiction in which it is active.
- ii. The organization will give out accurate information, whether regarding itself and its projects, or regarding any individual, organization, project, or legislation it opposes or is discussing.
- iii. NPA must not engage in any activities that are unlawful under the laws of the United Republic of Tanzania, and it strongly oppose to, and is not a willing partner to, corruption, bribery, and other financial improprieties or illegalities.
- iv. NPA have, and must adhere to a policy for staff and volunteers to confidentially bring evidence to the governing body of misconduct of anyone associated with the organization.
- v. NPA shall meet all of the legal obligations in the United Republic of Tanzania. which include laws of incorporation, fundraising legislation, equal employment opportunity principles, health and safety standards, privacy rules, trademark and copyright legislation.
- vi. NPA shall take prompt corrective action whenever wrongdoing is discovered among its staff, governing body, volunteers, contractors, and partners.

5. OPERATIONAL GUIDELINES AND BEHAVIORAL STANDARDS

5.1 Governance

- i. The Board of directors and the whole management is required and must act ethically, avoid nepotism and adhere to NPA objects.
- ii. The management must ensure decisions reflect the NPA's mission.

5.2 Financial Management and Fundraising Ethics

- i. Funds must be used efficiently and solely for the intended purposes. Misuse or misappropriation is strictly prohibited.
- ii. All fundraising must be truthful, respectful, and not exploitative. Donor intent must be honored.

5.3 Human Resources

- i. Staffs and volunteers should be treated fairly, promoting diversity, and ensure safe working conditions.

5.4 Partnerships and Cooperation beyond Boundaries

- i. NPA must be willing to work beyond borders of politics, religion, culture, race and ethnicity, within the limits of the organizing documents and with organizations and individuals that share common values and objectives.
- ii. All collaborations should align with ethical standards and should not compromise the NPA values or independence.

5.5 Environmental Responsibility

- i. NPA will be sensitive and concerned with environmental conservation and works while promoting sustainability.