



GATEWAY YOUTH FOUNDATION

CODE OF CONDUCT

This document explains the general expected conduct of any employee in Gateway Youth Foundation. As Gateway we believe in integrity and accountability in order to pursue a culture of excellence.

Reference:

- 1) Respect Esteem for or a sense of the worth or excellence of a person, a personal quality or ability, or something considered as a manifestation of a personal quality or ability.
- 2) Dignity The quality or state of being worthy of esteem or respect.
- 3) Honour Honesty, fairness, or integrity in one's beliefs and actions.
- 4) Integrity Adherence to moral and ethical principles; soundness of moral character.
- 5) Clients Schools and their staff.
- 6) Partners Any organisation united or associated with another or others in an activity or a sphere of common interest.
- 7) Sponsor One that contributes something, such as money, to a cause or fund.
- 8) Moral Pertaining to, or concerned with the principles or rules of right conduct or the distinction between right and wrong; ethical.
- 9) Value The ideals, customs, institutions, etc., of a society toward which the people of the group have an affective regard.

A. General Values:

- a. When speaking to colleagues, teachers, parents or any representative of the community, we do so with respect and dignity.
- b. We address others with honour and uplift each other regardless of position.
- c. Whenever we disagree or have conflict of any kind, we do so by adhering to the above mentioned qualities and resolving the issues at hand accordingly.
- d. Due to the nature of our services to the community, we prohibit the abuse of alcohol or the use of any other habit forming substance. The use of alcohol is not allowed during work hours.
- e. Punctuality in all our dealings is a common value that Gateway Youth Foundation pursues.
- f. Forgiveness is a central part of our daily conduct and we endeavour to do this.
- g. We believe every person is responsible for a disciplined lifestyle.
- h. It is a common value that every person in Gateway needs to be part of a local congregation that believes and confesses Jesus Christ as Lord and Saviour. Congregations provide a place of accountability.

B. Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal confidentiality, and the protection of all personal information received in the course of providing the services concerned. We extend the same standards to all our clients. This is limited to the legal requirements of limited confidentiality regarding child-abuse as stipulated in the Childcare Act.

C. Ethics

Our services and communication is conducted honestly and honourably, and we expect our clients and partners to do likewise. Our advice, strategic assistance and the methods imparted through our training, take proper account of ethical considerations.

D. Duty of care

Our actions should always conform to applicable law. We subscribe to the belief should avoid causing any adverse effect on the human rights of people in totality.

E. Contracts and Memorandums of Understanding

Our agreements shall be confirmed in writing. There shall be a written employment contract between Gateway Youth Foundation and the youth worker and a written Memorandum of Understanding (MOU) with the client (school). The quality of our service and the value of our support provide the only true basis for continuity. The unforeseen excluded, we commit to meet all our contractual obligations.

F. Fees

Our prime concern is to deliver an excellent service to the youth in schools. In an endeavour to reach the maximum amount of beneficiaries effectively, Gateway Youth Foundation limits cost as far as possible. Fee structures are defined and agreed upon in relevant MOU and employment contracts. Payment of Youth Workers is defined by available funding.

G. Financial Contributions

Though it is our aim to make financial contribution to projects as flexible as possible, we have a strong preference for the following:

- Donations that are sustainable over a period of time (usually a year) defined in a Pledge Form
- Payment paid via a debit order or paid upon Gateway presenting a monthly invoice for the pledged amount
- Arbitrary donations are welcome, but affect Gateway Youth Foundation's ability to sustain a post effectively.

H. Intellectual property and moral rights

Copyright material will be treated as such. Gateway adheres to a strict code of anti-pirating. All software, music CD's, printed material that is copyrighted may not be reproduced in any form whatsoever unless the rights thereof have been obtained in the prescribed method as defined by the owner of the intellectual property.

I. Quality assurance

We maintain the quality of what we do through perpetual review with our clients, of all aims, activities, outcomes and the cost-effectiveness of every activity. We encourage regular review meetings and provide regular progress reports. Further details are available on request.

J. Professional conduct

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgement and any recommendations which we give. It is our objective to be righteous in our dealings with beneficiaries, funders, partners, volunteers and colleagues. Gateway strongly prohibits relationships between an employee and a school learner. Our dealings with people of the opposite sex should always be above reproach; as such we avoid any situation which can be perceived as immoral or inappropriate.

K. Equality and discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal abilities or disability.