



ETHICS AND COMPLIANCE CHARTER

HOPE DAY CAMEROON ORGANIZATION



www.hope-day.org

Email : contact@hope-day.org

Tel : (+237) 656 214 075 / 677 917 150

location : Logpom, Douala Cameroun

FULL TEXT OF THE CHARTER

Preamble

Hope Day Cameroon is an organization committed to the education, protection, and fulfillment of underprivileged children and young people. Conscious of the responsibility that accompanies this mission, the association places integrity, transparency, good governance, and respect for human rights at the heart of all its actions.

This Ethics and Compliance program, supplemented by the Child Protection Charter, establishes the principles, rules, and mechanisms that all members, employees, volunteers, and partners must respect. It aims to ensure that every decision and action is guided by the best interests of the child, the protection of their dignity, and the promotion of their development.

The objective of this document is to:

- Ensure respect for ethical and legal standards in all the association's activities.
- Protect children against all forms of exploitation, violence, or discrimination.
- Promote an environment of trust, responsibility, and active participation of stakeholders.

By signing this document, each member, collaborator, and partner undertakes to respect and promote these principles, thereby contributing to a responsible, transparent organization oriented towards the well-being of children.

Part I – Ethics and Compliance Principles and Program

Article 1 : Introduction

Paragraph 1.1 – Hope Day Cameroon is committed to conducting all its activities in compliance with ethical values, transparency, and conformity with the laws and regulations in force.

Paragraph 1.2 – This program defines the guiding principles and control mechanisms to guarantee integrity, accountability, and good governance within the organization.

Article 2 : Fundamental Principles

Paragraph 2.1 – Integrity: Acting with honesty and fairness in all our actions and decisions.

Paragraph 2.2 – Transparency: Ensuring clear and sincere communication with our stakeholders.

Paragraph 2.3 – Accountability: Reporting on the use of resources and the impact of our actions.

Paragraph 2.4 – Respect for human dignity: Protecting the rights of children and young people, without any discrimination.

Paragraph 2.5 – Sustainability: Promoting practices that respect the environment and the community.

Paragraph 2.6 – Child: Any human being under the age of eighteen (18) is considered a child, unless majority is reached earlier under applicable national legislation.

Paragraph 2.7 – Member: Any person who has formally joined the association and participates in its activities under its statutes and regulations.

Paragraph 2.8 – Partner: Any organization or public, private, or associative institution collaborating with the association within the framework of specific projects, actions, or support.

Paragraph 2.9 – Volunteer: Any person who freely commits, without financial compensation, to provide their time, skills, or energy to support the activities of the association.

Paragraph 2.10 – Collaborator: Any person working with or for the association, in a paid or contractual manner, in the execution of specific missions.

Paragraph 2.11 – Beneficiary: Any person or organization that directly or indirectly receives the services, support, programs, or protection implemented by the association.

Article 3 : Compliance Areas

Paragraph 3.1 – Legal Compliance: Respect for Cameroonian laws and international conventions relating to the rights of the child and human rights.

Paragraph 3.2 – Internal Governance: Application of clear rules for decision-making, delegation of responsibility, and control.

Paragraph 3.3 – Finance and Resource Management: Traceability, regular audits, prohibition of conflicts of interest, and zero tolerance for fraud or embezzlement.

Paragraph 3.4 – Child Protection: Implementation of strict policies against exploitation, abuse, and all forms of violence.

Paragraph 3.5 – Equality and Inclusion: Commitment to non-discrimination based on gender, religion, social origin, or disability.

Article 4 : Code of Conduct

Paragraph 4.1 – Respect the confidentiality rules for sensitive information.

Paragraph 4.2 – Act responsibly in the use of the association's assets and resources.

Paragraph 4.3 – Prevent and declare any conflict of interest.

Paragraph 4.4 – Refuse and report any form of corruption, fraud, or abuse.

Paragraph 4.5 – Guarantee respect for and protection of children in all activities.

Article 5 : Control and Monitoring Mechanisms

Paragraph 5.1 – Ethics and compliance committee responsible for supervising the application of the program.

Paragraph 5.2 – Reporting channel (anonymous or identified) to report any incident or violation.

Paragraph 5.3 – Regular internal and external audits to ensure compliance.

Paragraph 5.4 – Disciplinary sanctions in the event of non-compliance with established rules.

Article 6 : Training and Awareness

Paragraph 6.1 – Organization of regular training sessions on ethics, child protection, and good governance for staff, volunteers, and partners.

Article 7 : Stakeholder Engagement

Paragraph 7.1 – Donors, partners, and beneficiaries are encouraged to participate actively in the promotion of the values of integrity and transparency.

Paragraph 7.2 – The objective is to contribute to a climate of trust and shared responsibility.

Part II : Child Protection Charter

Article 8 : Fundamental Principle – Best Interests of the Child

Paragraph 8.1 – All decisions and actions carried out by Hope Day Cameroon must prioritize the best interests of the child, in accordance with international standards.

Paragraph 8.2 – Activities, projects, and interventions must aim for the harmonious development, fulfillment, and safety of children.

Article 9 : Respect for the Dignity and Rights of the Child

Paragraph 9.1 – Every child is recognized as a person in their own right, with rights and opinions to be respected.

Paragraph 9.2 – No discrimination based on age, gender, religion, social origin, or disability is tolerated.

Paragraph 9.3 – Any act of abuse, exploitation, violence, or harassment towards a child is strictly prohibited and will be sanctioned

Article 10 : Confidentiality, Data Protection, and Use of Images

Paragraph 10.1 – Personal and sensitive information concerning child beneficiaries must be strictly confidential and protected.

Paragraph 10.2 – Any collection, storage, or sharing of data must respect the principles of security and confidentiality, and only take place with the informed consent of the child or their legal representative.

Paragraph 10.3 – Images and photos of children must only be used in the specific context for which they were taken.

Paragraph 10.4 – The association and its partners may only use images of children in their communications with the explicit authorization of the children's legal guardians.

Paragraph 10.5 – The use of images showing children individually is discouraged for protection reasons ; it is recommended to prioritize group photos or anonymized representations.

Article 11 : Active Participation of Children

Paragraph 11.1 – Children must be involved in the design and evaluation of programs that concern them, in respect of their age and their capacity to express themselves.

Paragraph 11.2 – Their opinion must be taken into account in decisions that affect their education, well-being, and environment.

Article 12 : Vigilance and Reporting

Paragraph 12.1 – Every member, employee, volunteer, or partner must immediately prevent and report any situation of risk or violation of the rights of the child.

Paragraph 12.2 – Hope Day Cameroon provides a secure and confidential reporting channel to protect children and whistleblowers. (on the contact page of the website www.hope-day.com)

Paragraph 12.3 – Each report received must be the subject of an internal investigation, conducted with impartiality and in respect of the rights of all parties concerned.

Paragraph 12.5 – No form of retaliation will be tolerated against a whistleblower, regardless of their status within or outside the association.

Article 13 : Stakeholder Engagement and Responsibility

Paragraph 13.1 – Every member, employee, volunteer, and partner undertakes to respect this charter and to actively promote the values of protection, dignity, and safety of the child.

Paragraph 13.2 – External partners and donors are also encouraged to integrate these principles into their actions and collaborations with the association.

Article 14 : Signature of Commitment

I, the undersigned,

_____, acting as _____, undertake
to respect and promote this Child Protection Charter in the exercise of my duties within
Hope Day Cameroon.

Date : _____

Signature : _____