

Ther Development Center

Institutional Policies Document
Approved by the Administrative Board
July 2025

Anti-Corruption Policy

1. Purpose

The purpose of this Anti-Corruption Policy is to ensure that Ther Development Center operates with integrity, transparency, and accountability. This policy is designed to prevent, detect, and respond to any forms of corruption, bribery, fraud, or misuse of power within our operations, projects, and partnerships.

2. Scope

This policy applies to all members of the organization, including board members, employees, consultants, volunteers, and any third parties acting on behalf of the Center. It covers all activities, whether internal or external, that may have ethical or legal implications related to corruption.

3. Principles

- Zero tolerance for corruption in any form.
- Commitment to full transparency in financial management and decision-making.
- Mandatory disclosure of any potential conflict of interest.
- Obligation to report suspicious behavior through secure and confidential channels.

4. Responsibilities

The Administrative Board is responsible for overseeing the implementation of this policy. All staff and stakeholders are responsible for upholding the values of integrity and honesty in their work. Training and awareness sessions will be conducted periodically to reinforce this policy.

5. Enforcement and Sanctions

Any individual found to have engaged in corrupt practices will be subject to disciplinary action, which may include termination of employment or collaboration, legal proceedings, and recovery of funds. Anonymous whistleblowing is encouraged and protected.

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Date of Issue: July 2025

Conflict of Interest Policy

1. Purpose

The purpose of this policy is to protect the integrity and transparency of Ther Development Center by identifying, disclosing, and managing situations where personal or financial interests may conflict with professional duties.

2. Scope

This policy applies to all board members, employees, volunteers, contractors, and partners of Ther Development Center. It addresses both real and perceived conflicts that could compromise the objectivity or decisions of the organization.

3. Definitions and Examples

A conflict of interest arises when an individual's personal interests interfere with their responsibilities to the Center. Examples include:

- Participating in decisions where the person has a financial stake.
- Hiring or contracting family members or close associates.
- Receiving gifts or favors from partners or beneficiaries.

4. Disclosure and Reporting

All potential conflicts must be disclosed in writing to the Administrative Board. Individuals are required to recuse themselves from any related decision-making processes.

5. Enforcement

Failure to disclose a conflict of interest may lead to disciplinary measures, including termination of employment or association with the organization. Regular training and annual disclosure statements are mandatory.

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Code of Conduct

1. Purpose

The Code of Conduct outlines the standards of behavior expected from all individuals associated with Ther Development Center. It aims to promote a respectful, inclusive, and ethical work environment.

2. Scope

This Code applies to board members, staff, volunteers, consultants, and any individuals representing or working with the Center.

3. Core Standards

- Treat all individuals with dignity and respect.
- Uphold integrity and honesty in all professional actions.
- Protect confidential information and organizational assets.
- Avoid any form of harassment, discrimination, or abuse.
- Act in the best interest of the communities served.

4. Professional Conduct

All representatives must behave professionally during their work and interactions, both inside and outside the organization. This includes punctuality, accountability, teamwork, and clear communication.

5. Reporting Violations

Any violations of this Code should be reported immediately to the designated focal point or Administrative Board. Confidentiality and protection of whistleblowers are guaranteed.

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Child Protection Code of Conduct

1. Purpose

This Code of Conduct aims to protect children from all forms of abuse and exploitation in programs, projects, and activities implemented by Ther Development Center. It provides clear behavioral guidelines and mandatory responsibilities for all staff and partners.

2. Scope

This policy applies to all staff members, volunteers, contractors, partners, and any individual associated with activities involving children. It is binding and non-negotiable.

3. Behavioral Guidelines

- Always treat children with respect and dignity.
- Never engage in physical, emotional, or sexual abuse.
- Do not exploit children for labor, favors, or media exposure without consent.
- Avoid being alone with a child in private or isolated settings.
- Report any suspected abuse immediately and confidentially.

4. Responsibilities

All individuals must receive training on child protection and sign this Code before engaging in any child-related activity. Management must ensure mechanisms are in place for reporting and follow-up. Breaches will result in disciplinary actions or legal consequences.

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