



Code of Ethics Policy

Action for the Rights of Children (ARC)

1. Introduction

Action for the Rights of Children (ARC) is committed to promoting the highest standards of ethical behavior among its staff, volunteers, and board members. This Code of Ethics serves as a guide to the values, principles, and standards of conduct that ARC expects in all activities related to its mission of advocating for and protecting the rights of children in Pakistan.

2. Purpose

The purpose of this Code of Ethics is to:

- Ensure that ARC's activities and decisions are conducted with integrity and accountability.
- Promote a culture of ethical behavior and decision-making.
- Protect the reputation and integrity of ARC and its stakeholders.

3. Core Values

- Integrity: We act with honesty, transparency, and accountability in all our dealings.
- Respect: We treat all individuals with dignity and respect, recognizing the inherent worth of every person.
- Responsibility: We take responsibility for our actions and their impact on others and the environment.
- Excellence: We strive for excellence in our work, continuously seeking to improve and innovate.
- Compassion: We are committed to understanding and addressing the needs and rights of children with empathy and compassion.

4. Standards of Conduct

a. Compliance with Laws and Regulations

- ARC staff, volunteers, and board members must comply with all applicable laws, regulations, and internal policies.

b. Confidentiality

- Protect the confidentiality of all sensitive information related to ARC's work, including information about children, families, donors, and partners.

c. Conflicts of Interest



- Avoid conflicts of interest and disclose any potential conflicts promptly in accordance with ARC's Conflict of Interest Policy.

d. Financial Responsibility

- Use ARC's resources prudently and ethically, ensuring accuracy in financial reporting and accountability in all financial transactions.

e. Professional Behavior

- Maintain a professional demeanor at all times, avoiding behavior that could harm ARC's reputation or relationships.

f. Child Protection

- Adhere to the highest standards of child protection, ensuring the safety and well-being of all children in ARC's programs and activities.

g. Non-Discrimination and Inclusion

- Promote an inclusive environment, free from discrimination based on race, gender, age, disability, religion, or any other characteristic.

h. Respect for Human Rights

- Uphold and advocate for the rights of children and respect the human rights of all individuals in our programs and operations.

5. Reporting and Accountability

a. Reporting Misconduct

- Report any unethical behavior, misconduct, or violations of this Code of Ethics promptly to a supervisor, the Executive Director, or the Chair of the Board.

b. Non-Retaliation

- ARC will not tolerate retaliation against anyone who in good faith reports a concern or participates in an investigation.

c. Investigation and Action

- ARC will investigate all reported concerns promptly and take appropriate action, which may include disciplinary measures up to and including termination of employment or volunteer service.

6. Training and Communication



- ARC will provide training on this Code of Ethics to all staff, volunteers, and board members upon their initial association with ARC and annually thereafter.
- The Code of Ethics will be communicated to all stakeholders and made publicly available.

7. Acknowledgment

- All ARC staff, volunteers, and board members must acknowledge receipt and understanding of this Code of Ethics, and agree to adhere to its principles and standards.

Acknowledgment of Receipt and Understanding

I, the undersigned, have received and carefully read the Code of Ethics for Action for the Rights of Children (ARC). I understand and agree to comply with the principles and standards outlined in this document.

Signature: _____

Name: _____

Title/Position: _____

Date: _____