Code of Conduct

Atheer Organization for Development and Innovation

Atheer is committed to providing a working and volunteering environment based on respect, integrity and responsibility. This Code sets out the conduct expected of everyone acting on behalf of the organisation, protecting people's dignity and rights and helping to build trusted professional relationships with the community and partners.

1. Scope of the Code

This Code applies to board members, employees, volunteers, interns, consultants and anyone acting on behalf of Atheer.

It covers conduct during work, activities, meetings, visits and digital communications, and any interaction connected with a person's duties or representation of the organisation.

2. Respect and Equal Treatment

Everyone must treat colleagues, participants and partners with respect, listen to their views and accept differences without insult, ridicule or threats.

Participation and work opportunities are offered according to clear criteria related to the activity or task, taking account of people's needs and their ability to access activities.

3. Protecting Participants and Maintaining Professional Boundaries

Exploiting a person's need, trust or vulnerability to obtain an improper personal benefit, or making assistance, participation or employment opportunities conditional on receiving private benefits, is prohibited.

Personnel must maintain appropriate professional boundaries in their direct and digital interactions with participants, avoid pressuring them and refrain from unnecessary intrusion into their private lives.

4. Responsibility in Carrying Out Duties

Everyone must carry out agreed tasks, meet agreed deadlines, seek clarification or assistance when needed, and inform the responsible person of any obstacle affecting the work.

Accurate information must be provided about activities, results and expenses. Errors must be reported and corrected, and no promises or commitments may be made on behalf of the organisation beyond the authority granted.

Atheer is committed to explaining duties and responsibilities to personnel and volunteers, providing appropriate guidance, and treating their feedback and complaints with respect.

5. Privacy and Protection of Information

Personal information obtained by personnel through their work must be used only for authorised purposes. It must not be shared or published out of curiosity or for personal benefit.

Appropriate consent must be obtained before photographing people, recording interviews with them, or publishing their images and stories. Where children are involved, appropriate caregiver consent and the child's assent must be respected, and publication that could expose the child to harm must be avoided.

The responsibility to maintain confidentiality continues after employment or volunteering ends, subject to disclosures required by law or established reporting procedures.

6. Communication and Representation of the Organisation

No one may speak officially on behalf of Atheer or make commitments in its name without appropriate authorisation. Personal opinions must not be presented as official positions of the organisation.

Atheer's name, logo and accounts must be used for approved activities and purposes, with accuracy and respect in published content and correspondence.

The organisation's channels must not be used to spread hate speech, mistreat people or disclose their private information.

7. Integrity and Use of Resources

The organisation's funds, property, work equipment and delegated authority must be used for authorised purposes, with due care and with any loss or misuse reported.

Fraud, theft, bribery, soliciting kickbacks, and accepting a gift or benefit intended to influence a decision are prohibited.

Everyone must disclose interests that may affect their impartiality and refrain from participating in related decisions in accordance with the Conflict of Interest Policy.

8. Reporting and Addressing Misconduct

Personnel acting on behalf of Atheer must report misconduct or reasonable concerns that come to their attention during their work without unjustified delay. Anyone may submit a report through:

info@adi.org.ly

Reports may be submitted without providing a name, and complete evidence is not required before reporting reasonable concerns.

If a report concerns the person receiving it or one of the organisation's officials, it may be submitted directly to a board member who is not involved in the complaint.

Reports are reviewed fairly by people who are not implicated in the case, with respect for privacy and an opportunity for the person concerned to explain their position. Atheer prohibits retaliation against anyone who reports in good faith or cooperates in the review. A report that cannot be substantiated is not, by itself, evidence of bad faith by the person submitting it.

A substantiated breach may lead to appropriate action, including a warning, changes to duties, or termination of an assignment or contract, depending on the nature of the breach and the applicable rules and laws.

9. Implementation and Review

The Board of Directors oversees the implementation of this Code. Activity and team leads explain it to the people concerned and monitor compliance, in coordination with the Safeguarding, Anti-Fraud and Conflict of Interest Policies.

This Code takes effect from the date of its adoption by the authorised body under Atheer's governing rules. It will be reviewed at least annually, and whenever needed based on practical experience or changes in the organisation's work.