



**PURPOSE**

The purpose of the code of conduct is to create a supportive and enabling environment for young people to take their place as SRHR activists and leaders, and as global next generation youth leaders. Individuals who are either members or affiliates of the Hubs – including visiting the Hubs – must respect and adhere to the principles enshrined in this code of conduct.

All Youth Hub members and anyone using or visiting the Youth Hub must respect and adhere to the principles enshrined in this code of conduct.

Conduct outside of these guidelines shall be not be accepted and may lead to expulsion from the Youth Hubs or more serious action being taken.

**PRINCIPLE 1:**



**INCLUSIVITY**

Those who embrace inclusivity will own the global future; those who do not are condemned to live in very small worlds with limited opportunities. We are determined to prepare you for a global & continental future as well as for one in your own country. Open your minds to difference & diversity and interact with a vast array of young people in all their diversity.

SAT's values include non-discrimination. No discrimination will be tolerated directly or indirectly against anyone using the Youth Hubs on any of the following grounds: gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, race, religion, conscience, belief, culture, language, or refugee status.

**PRINCIPLE 2:**



**GENDER EQUALITY & NON-SEXISM**

The world is heading towards gender equality. Both men and women will benefit in new ways of seeing each other, relating to each other and better understanding and connecting with each other.

Youth Hub standard operating procedures will specify gender ratios for various processes, but in general all structures, work, representation, etc. will strive for gender equality.

**PRINCIPLE 5:**



**COLLABORATION**

Team work is the way of the future. People using the Hubs should be friendly and collaborative and work collectively as much as possible. They should try not to disrupt the Hubs or present obstacles to activities being undertaken.

**PRINCIPLE 4:**



**MEANINGFUL YOUTH PARTICIPATION**

Inclusivity is a salient value of all hubs (also principle 1). Concerted effort by all stakeholders should be taken to:

- Improve the status and profile of youth work and innovation through transparent relationships, balanced power dynamics through safeguarding young people and the promotion of youth collaborations/networks.
- Develop capacity and empower youth.
- Ensure youth representation and participation in SRHR forums.

**PRINCIPLE 3:**



**RESPECT**

All people using or visiting the Hub should respect their peers and others with whom they come into contact. Apart from discrimination listed above, The Hubs won't allow any kind of harassment, victimization or bullying. This applies equally online as it does in the Hub.

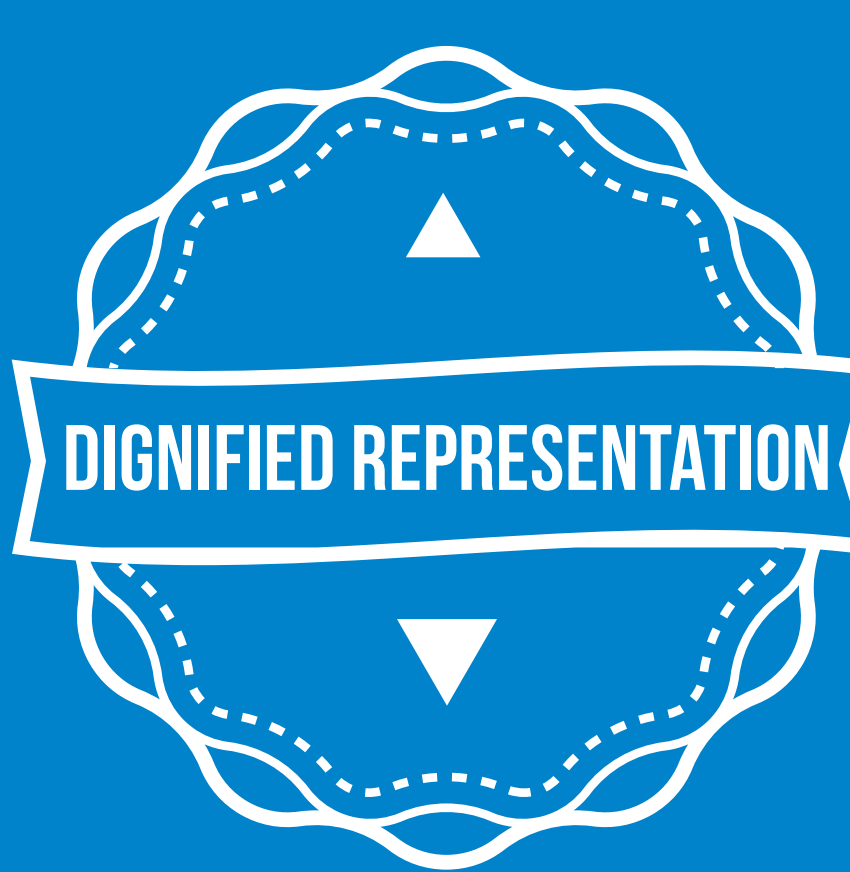
**PRINCIPLE 6:**



**COMMUNICATION**

All people using the Hubs must be open for communication with their peers, with SAT staff and with adults.

**PRINCIPLE 7:**



**DIGNIFIED REPRESENTATION**

Those involved in any communication or representing the hubs will conduct themselves in a respectful, dignified manner and with integrity. Such principles extend to behaviour in any internal, external and online and offline platforms.

**PRINCIPLE 8:**



**ASSIGNMENTS AND RESPONSIBILITIES**

All people using the Hubs should fulfil their voluntary or assigned responsibilities with integrity and respect towards all others, including the community. Those who coordinate a task or work or a structure should not abuse their authority. We expect them to delegate duties to others taking into account their competences and workload.

**PRINCIPLE 11:**



**CONFLICT OF INTEREST**

A conflict of interest is a situation in which a person cannot make a fair or sound judgement because they are influenced by possible gain to themselves, or friends or family. We expect all people using the Hubs to avoid any personal, financial or other interests that might hinder their capability to participate.

**PRINCIPLE 10:**



**ZERO TOLERANCE FOR CORRUPTION**

Members, individuals attending hubs or affiliated to any activities are to at all times conduct themselves in an ethical and transparent manner averting any political or financial incentives or bribes offered. All members will be expected to sign and adhere to SAT's anti-corruption policy. It must be noted that failure to report suspected or known corruption, constitutes an illegal act in and of itself.

Civil or criminal charges in a court of law will follow a serious offence. SAT is obliged to prosecute all discovered cases of corruption.

**PRINCIPLE 9:**



**ZERO TOLERANCE OF SEXUAL HARASSMENT**

Sexual harassment, either verbal or physical, is strictly prohibited and considered a serious legal offence with grounds for immediate disciplinary action through SAT's internal processes and laws set out in each country. Civil or criminal charges in a court of law may follow a serious offence. All members will be expected to sign and adhere to SAT's sexual harassment policy.

**PRINCIPLE 12:**



**PROTECTION OF SAT & HUB PROPERTY**

All employees should treat SAT property with respect and care. This includes avoiding and reporting any misuse of equipment, and protecting SAT facilities and other material property (e.g. SAT vehicles) from damage and vandalism, whenever possible.

**PRINCIPLE 13:**



**PRIVACY & CONFIDENTIALITY**

SAT materials, policies and other sensitive information are subject to copyright, and consent must be sought prior to any publication or distribution. The promotion of the Hubs as a safe space for SRHR issues is dependent on the contents of shared discussions, dialogues among youth representatives being treated with utmost privacy and confidentiality.

**PRINCIPLE 14:**



**DISCIPLINARY ACTIONS**

SAT may have to take action against any person who repeatedly or intentionally fails to follow the Youth Hub code of conduct. Actions will vary depending on the violation.

Possible consequences include:

- A reprimand or request for an apology
- Suspension or expulsion from use of the Youth Hub for more serious offences
- SAT will without exception take legal action in cases of corruption, theft or embezzlement
- SAT may take legal action in the case of a sexual harassment incident and will without exception take legal action in the case of a sexual assault case.

In the first instance, any infraction of this code of conduct must be reported to the Country Programme Officer (CPO) or where there is not one in country, to the Country director. There must be no exceptions to this procedure.

The CPO will work with Hub structures to remedy, or to discipline, SAT retains the right to take any action or make any decision it regards as essential in the event of a breach of the code. Any person against whom such actions are taken has the right to know of the accusation of breaking the code, to defend themselves by explaining their view of the incident and to know and understand what decisions made.

A decision of expulsion from the Hub may be appealed to the SAT Regional Office.