

CODE OF CONDUCT

Adopted by ADFM's Board of Directors

Last update: December 2023



INTRODUCTION

As an organization within the civil society of Mauritania, we are driven by a mission deeply rooted in the desire to bring about positive change in society and contribute to the well-being of our community. To achieve this noble vision, it is essential that we maintain the highest standards of ethics, integrity, and transparency.

This code of conduct establishes the principles and guidelines that govern our individual and collective behavior as members of this organization. It reflects our core values of respect, responsibility, collaboration, and dedication to our mission. By adhering to this code of conduct, we commit to the following principles:

Integrity : Act with honesty, fairness, and impartiality in all our interactions, avoiding any conflicts of interest or dishonest practices.

Respect : Treat each individual with dignity, compassion, and consideration, celebrating diversity and fostering an inclusive environment free from discrimination.

Responsibility : Take responsibility for our actions, decisions, and their consequences on our community and stakeholders.

Transparency : Communicate openly and honestly, sharing information appropriately with our members, beneficiaries, partners, and the public.

Responsible resource management : Manage the resources entrusted to us responsibly and efficiently, ensuring they are used to fulfill our mission in the most effective and sustainable manner possible.

Confidentiality : Preserve the confidentiality of sensitive information and respect the privacy of individuals involved in our activities.

ARTICLE 1: General Behavior

Every employee must adhere to basic rules of etiquette and conduct in the community:

- a) Insults, threats, verbal abuse, aggressive behavior, and incivility are prohibited within our organization.
- b) Each employee must act with honesty, integrity, and transparency.
- c) Any violation of discipline rules may lead to the application of one of the sanctions provided for in this code of conduct.

ARTICLE 2: Adherence to ADFM's principles

Every employee must adhere to basic rules of etiquette and conduct in the community:

- a) Demonstrate loyalty to the organization.
- b) Avoid committing any acts that could harm the organization.
- c) Preserve the confidentiality of ADFM's decisions.

ARTICLE 3: Working Hours and & Absences

- a) Employees must adhere to the applicable working hours set by the Management.
- b) Any lateness must be justified to the Management and reported whenever possible.
- c) Any absence due to illness or accident must be reported and justified to ADFM's Management.
- d) No employee can leave their workstation without a valid reason.
- e) Any leave must be authorized by the Management.

ARTICLE 4: Execution of the Employment Contract

- a) In the execution of the tasks assigned to them, employees must comply with the directives given by their superiors.
- b) Employees must dedicate themselves to their professional activity during working hours unless all tasks assigned for the day are completed.
- c) It is prohibited to retain funds belonging to ADFM.

ARTICLE 5: Use of Equipment

- a) Unless specifically authorized, the premises and equipment of the organization must be exclusively reserved for professional activities.
- b) Taking objects belonging to the organization outside the premises, even temporarily, is prohibited without prior approval from the hierarchical supervisor.
- c) Every employee must keep the equipment entrusted to them in good condition for the execution of their work.

ARTICLE 6: Violation of the Code of Conduct Articles

Any violation of discipline rules may lead to the application of one of the sanctions provided for in this regulation.

Nature and Scale of Sanctions

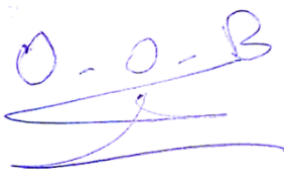
Any behavior deemed wrongful by the employer may, depending on its nature and severity, result in one of the following sanctions:

- Reprimand
- Warning
- Disciplinary suspension (maximum duration of 5 days)
- Demotion
- Termination for simple misconduct
- Termination for serious misconduct
- Termination for gross misconduct

This applies to all members working closely or remotely with ADFM.

By adopting this code of conduct, we collectively commit to embodying the values and principles that strengthen the credibility and strength of our organization. We recognize that our success stems not only from individual actions but primarily from our ability to collaborate harmoniously and responsibly to achieve our common mission.

By signing this code of conduct, we reinforce our commitment to our organization, community, and our shared vision of a better future for all.



Oumou Oumar Bâ
General Director

Date : 2023-12-17



Haby Mamadou Dia
President of the Board of Directors

Date : 2023-12-17