

GO 2 SCHOOL INITIATIVE UGANDA (G2SU) CODE OF CONDUCT

G2SU Organizational Code of Conduct:

The Organization, its members and all affiliated members must, at all times, comply with all applicable laws and regulations. G2SU will not condone the activities of members who achieve results through violation of the law or unethical dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. G2SU does not permit any activity that fails to stand the closest possible public scrutiny.

General Staff Conduct:

G2SU expects its members to conduct themselves in a reasonably professional manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job.

All members must not engage in any kind of sexual or sexually related behavior: i.e. sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer as well as creating ties with fellow members with intentions of sexual activity.

All members must dress decently and in line with the organizational standard code: a G2SU T-Shirt and a jean trouser should be the uniform attire for all members whenever they go for the organization's operations.

Conflicts of Interest:

G2SU expects that all members will perform their duties conscientiously, honestly, and in accordance with the best interests of the Organization. Members must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if members sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

Relationships with Clients and Suppliers:

Members should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the Organization, or that provides goods or services, or both, to G2SU if such investment or interest could

influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Organization.

Gifts, Entertainment, and Favors:

Members must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which G2SU has, or is likely to have, business dealings. Similarly, members must not accept any other preferential treatment under these circumstances because their positions with G2SU might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Kickbacks and Secret Commissions:

Regarding the Organization's business activities, members may not receive payment or compensation of any kind, except as authorized under the Organization's business and payroll policies. In particular, G2SU strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

Organization Funds and Other Assets:

Members who have access to Organization funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Organization's policies and procedures or other explanatory materials, or both. G2SU imposes strict standards to prevent fraud and dishonesty. If members become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or seek appropriate legal guidance so that G2SU can promptly investigate further.

When an employee's position requires spending Organization funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Organization's behalf to ensure that good value is received for every expenditure.

Organization funds and all other assets of G2SU are purposed for G2SU only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

Organization Records and Communications:

Accurate and reliable records of many kinds are necessary to meet the Organization's legal and financial obligations and to manage the affairs of the Organization. The Organization's books and records must reflect in an accurate and timely manner all business transactions. The members responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Members must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

Dealing With Outside People and Organizations:

Members must take care to separate their personal roles from their Organization positions when communicating on matters not involving Organization business.

Members must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve Organization business, members must not presume to speak for G2SU on any topic, unless they are certain that the views they express are those of the Organization, and it is the Organization's desire that such views be publicly disseminated.

When dealing with anyone outside the Organization, including public officials, members must take care not to compromise the integrity or damage the reputation of either the Organization, or any outside individual, business, or government body.

Prompt Communications:

In all matters relevant to customers, suppliers, government authorities, the public and others in the Organization, all members must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality:

When handling financial and personal information about customers or others with whom G2SU has dealings, observe the following principles:

- Collect, use, and retain only the personal information necessary for the Organization's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.