



# CODE OF CONDUCT AND MODERN SLAVERY POLICY

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## Approval Statement

**Policy Title:** Code of Conduct and Modern Slavery Policy

**Policy Code:** PY50005006

**Approval Date:** December 10, 2024

### Statement of Approval:

The Board of Directors of Peace by Youth (PY) formally approves the adoption and implementation of the Code of Conduct and Modern Slavery Policy. This policy has been reviewed and endorsed as a vital framework for promoting ethical behavior and actively preventing all forms of modern slavery, human trafficking, and exploitation within PY's operations and supply chains.

The Code of Conduct and Modern Slavery Policy reflects PY's commitment to upholding human rights and fostering an inclusive, fair, and respectful environment. It provides clear standards of behavior, mechanisms for reporting violations, and procedures for mitigating risks of modern slavery. This policy supports PY's mission to empower youth, foster peace, and promote social justice by ensuring ethical practices across its activities and partnerships.

### Implementation and Review:

This policy will be communicated to all relevant stakeholders and implemented across PY's operations, partnerships, and supply chains. It will be reviewed periodically and updated to align with emerging best practices, legal standards, and organizational priorities.

### Signatures:

Chairperson, Board of Directors

Name:

Nisar Ahmed



Signature:

Date:

December 10, 2024.

Secretary, Board of Directors

Name:

Hina Jamil



Signature:

Date:

December 10, 2024.

# I. INTRODUCTION

## PURPOSE OF THE DOCUMENT

This document serves as a comprehensive guide outlining the Code of Conduct and Modern Slavery Policy for Peace by Youth (PY). Its primary purpose is to establish a clear framework of principles, ethical standards, and legal obligations that govern the behavior and practices of all individuals associated with PY. The document is designed to:

1. **Set Clear Expectations:** Clearly define the standards of behavior and professional conduct expected from PY's staff, volunteers, partners, and any other individuals or entities associated with the organization.
2. **Promote Ethical Practices:** Encourage a culture of integrity and ethical decision-making within PY, ensuring that all activities align with the organization's values and ethical standards.
3. **Compliance with Laws and Regulations:** Ensure adherence to all relevant local, national, and international laws and regulations, particularly concerning human rights and labor standards.
4. **Combat Modern Slavery:** Articulate PY's commitment to preventing modern slavery in all its forms, including forced labor, human trafficking, and other violations of fundamental human rights.
5. **Guide Reporting and Response Mechanisms:** Provide clear guidelines for reporting any breaches of the code or instances of modern slavery, along with outlining the procedures for responding to such reports.

## SCOPE AND APPLICABILITY

1. **Applicability to Staff and Volunteers:** The Code of Conduct and Modern Slavery Policy apply to all staff members and volunteers of PY, regardless of their position, function, or geographic location. This includes full-time and part-time employees, temporary workers, consultants, and interns.
2. **Relevance to Partners and Stakeholders:** The principles and guidelines outlined in this document extend to PY's partners, suppliers, contractors, and any other stakeholders who engage with or operate on behalf of the organization. PY is committed to working only with entities that share and adhere to similar ethical standards and practices.
3. **Global and Local Considerations:** While the document is guided by universal principles of human rights and ethical conduct, it also recognizes the importance of local laws, cultures, and contexts. PY's approach is to harmonize global standards with local nuances to ensure effective and respectful implementation.
4. **Ongoing Relevance and Review:** The policies outlined in this document are not static; they will be reviewed and updated regularly to reflect evolving legal standards, best practices, and the changing environment in which PY operates. This ensures that the document remains relevant and effective in achieving its goals.

The introduction sets the stage for the detailed exploration of the Code of Conduct and Modern Slavery Policy that follows. It underscores PY's commitment to maintaining the highest standards of conduct and to actively combat modern slavery in all its operations and partnerships.

## II. CODE OF CONDUCT

### OVERVIEW OF THE CODE OF CONDUCT

The Code of Conduct for Peace by Youth (PY) is a cornerstone document that outlines the expected behaviors and ethical standards for all individuals associated with the organization. It serves as a guide to making decisions that are in line with PY's mission, values, and ethical commitments. This code is designed to foster a culture of integrity, respect, and accountability, ensuring that all actions taken by PY and its representatives are ethically sound and legally compliant.

### CORE PRINCIPLES AND VALUES

1. **Integrity:** All actions and decisions should be made with honesty and integrity. PY representatives are expected to uphold the highest standards of ethical behavior in all their professional dealings.
2. **Respect:** Respect for the dignity, rights, and cultures of all individuals is paramount. This includes respect for the communities PY serves, as well as colleagues and partners.
3. **Accountability:** Individuals must take responsibility for their actions and decisions, understanding their impact on the organization and its stakeholders.
4. **Transparency:** PY is committed to transparency in its operations and decision-making processes, fostering trust and confidence among its stakeholders.

### PROFESSIONAL AND ETHICAL STANDARDS

1. **Professional Conduct:** PY representatives are expected to conduct themselves professionally at all times, maintaining a high standard of conduct in all work-related activities.
2. **Ethical Decision-Making:** Decision-making should be guided by ethical considerations, taking into account the welfare of all stakeholders and the broader impact on society.

### COMPLIANCE WITH LAWS AND REGULATIONS

All activities undertaken by PY and its representatives must comply with applicable local, national, and international laws and regulations. This includes, but is not limited to, laws related to labor, finance, anti-corruption, and human rights.

### CONFLICTS OF INTEREST

1. **Disclosure of Conflicts:** Any potential or actual conflicts of interest must be promptly disclosed to PY's management. This includes situations where personal, financial, or other interests might influence professional judgment or actions.
2. **Avoidance of Conflicts:** PY representatives should actively avoid situations that could lead to a conflict of interest or the perception of a conflict.

### CONFIDENTIALITY AND PRIVACY

1. **Protection of Information:** Confidential and sensitive information about PY, its beneficiaries, partners, and employees must be protected and not disclosed without proper authorization.
2. **Privacy Rights:** The privacy rights of all individuals must be respected, and personal data must be handled in accordance with relevant data protection laws and policies.

## WORKPLACE BEHAVIOR AND ENVIRONMENT

1. **Safe and Respectful Workplace:** PY is committed to providing a safe, respectful, and inclusive workplace environment, free from harassment, discrimination, and bullying.
2. **Diversity and Inclusion:** Promoting diversity and practicing inclusion in the workplace is essential. All individuals should feel valued and able to contribute fully regardless of their background.

## COMMUNICATION AND REPRESENTATION

1. **Accurate Representation:** PY representatives must ensure that all communication, both internal and external, is accurate, truthful, and not misleading.
2. **Professional Representation:** When representing PY, individuals must act in a manner that positively reflects the organization's values and mission.

## DISCIPLINARY ACTIONS FOR VIOLATIONS

1. **Accountability for Violations:** Any violations of the Code of Conduct will be taken seriously and may result in disciplinary action, up to and including termination of employment or association with PY.
2. **Reporting Mechanisms:** PY will provide clear mechanisms for reporting violations of the Code of Conduct, ensuring that reports are handled appropriately and confidentially.

PY's Code of Conduct is an essential document that guides the actions and decisions of all those associated with the organization. It is a reflection of PY's commitment to maintaining the highest standards of ethical behavior, professional conduct, and legal compliance. All representatives of PY are expected to understand and adhere to the principles and standards set forth in this code.

# III. MODERN SLAVERY POLICY

## UNDERSTANDING MODERN SLAVERY

1. **Definition and Forms:** This section defines modern slavery, encompassing human trafficking, forced labor, debt bondage, child labor, and other forms of exploitation. It will describe how these practices violate basic human rights and dignity.
2. **Global and Local Context:** An overview of how modern slavery manifests both globally and in local contexts, with specific examples or case studies to illustrate the range and complexity of the issue.
3. **Impact on Individuals and Societies:** Discussion on the impact of modern slavery on individuals, including physical and psychological harm, as well as the broader social and economic impacts on communities and countries.

## PY'S COMMITMENT TO COMBATTING MODERN SLAVERY

1. **Organizational Stance:** A clear statement articulating PY's zero-tolerance stance on modern slavery in all its forms, emphasizing its commitment to protecting human rights.
2. **Policy Objectives:** Outline of the key objectives of PY's Modern Slavery Policy, including prevention, awareness, risk management, and compliance with relevant laws and international standards.
3. **Stakeholder Engagement:** PY's approach to engaging with stakeholders, including employees, partners, suppliers, and communities, in its efforts to combat modern slavery.

## RISK ASSESSMENT AND MANAGEMENT

1. **Risk Identification:** Procedures for identifying areas of risk for modern slavery within PY's operations and supply chains.
2. **Risk Mitigation Strategies:** Development and implementation of strategies to mitigate identified risks, including due diligence processes, supplier audits, and regular monitoring.
3. **Review and Reporting:** Regular review and reporting mechanisms to assess the effectiveness of risk management strategies and to make necessary adjustments.

## SUPPLIER AND PARTNER STANDARDS

1. **Selection Criteria:** Criteria for selecting suppliers and partners, ensuring they align with PY's stance against modern slavery.
2. **Compliance Requirements:** Requirements for suppliers and partners to comply with PY's Modern Slavery Policy, including contractual obligations and regular compliance assessments.
3. **Collaboration for Improvement:** Encouraging and supporting suppliers and partners to improve their practices related to preventing modern slavery.

## TRAINING AND AWARENESS

1. **Employee Training:** Regular training for PY's employees on recognizing and responding to signs of modern slavery in their operations and supply chains.
2. **Awareness Campaigns:** Development of awareness campaigns to educate staff, partners, suppliers, and the broader community about modern slavery and PY's efforts to combat it.

3. **Resource Availability:** Provision of resources and guidance to all stakeholders on modern slavery, including how to identify, report, and prevent it.

## REPORTING CONCERNS ABOUT MODERN SLAVERY

1. **Reporting Channels:** Clear and accessible channels for reporting concerns or incidences of modern slavery, ensuring confidentiality and protection for whistleblowers.
2. **Response Protocols:** Detailed response protocols for addressing reported concerns, including investigation procedures and actions to be taken.
3. **Support for Victims:** Outline of support mechanisms for victims of modern slavery identified within PY's operations or supply chains.

## CONTINUOUS IMPROVEMENT AND REVIEW

1. **Ongoing Evaluation:** Commitment to the ongoing evaluation of PY's Modern Slavery Policy and practices, ensuring they remain effective and relevant.
2. **Stakeholder Feedback:** Incorporation of feedback from employees, partners, suppliers, and other stakeholders into the review process.
3. **Policy Updates:** Regular updates to the policy based on new developments, insights from evaluations, and stakeholder feedback.

The Modern Slavery Policy section of PY's document establishes the organization's commitment to identifying, preventing, and addressing modern slavery in all its forms. It outlines a comprehensive approach involving risk assessment, stakeholder engagement, training, reporting mechanisms, and continuous improvement to ensure effective management and mitigation of modern slavery risks in its operations and supply chains.



# IV. IMPLEMENTATION AND COMPLIANCE

## IMPLEMENTATION OF THE CODE OF CONDUCT AND MODERN SLAVERY POLICY

1. **Policy Dissemination:** PY will ensure that the Code of Conduct and Modern Slavery Policy are widely disseminated and easily accessible to all employees, volunteers, partners, and stakeholders. This includes distribution through internal communication channels, training sessions, and on the organization's website.
2. **Integration into Operations:** These policies will be integrated into all aspects of PY's operations, from recruitment and procurement to project implementation and partnerships. This ensures that the principles and standards set forth are consistently applied across the organization.
3. **Leadership and Management Responsibility:** PY's leadership and management teams will be responsible for the active promotion and implementation of these policies. They will lead by example and ensure that their teams understand and adhere to the policies.
4. **Resource Allocation:** Adequate resources, including funding, personnel, and tools, will be allocated to effectively implement and enforce these policies.

## MONITORING AND COMPLIANCE

1. **Regular Monitoring Activities:** PY will establish regular monitoring activities to ensure compliance with the Code of Conduct and Modern Slavery Policy. This includes audits, reviews, and checks at various levels of the organization.
2. **Performance Metrics:** Key performance indicators and metrics will be developed to assess compliance with the policies. These metrics will be used to evaluate the effectiveness of the policies and identify areas for improvement.
3. **Reporting Mechanisms:** Transparent reporting mechanisms will be established to provide updates on compliance and monitoring activities to stakeholders, including the board of directors, employees, and external partners.

## WHISTLEBLOWER PROTECTION

1. **Safe Reporting Channels:** PY will ensure that safe and confidential channels are available for employees and other stakeholders to report violations of the Code of Conduct or Modern Slavery Policy. This includes a whistleblower hotline, email, and online reporting platform.
2. **Protection Measures:** PY is committed to protecting whistleblowers from retaliation, discrimination, or any form of harm as a result of their reporting. Policies and procedures will be in place to safeguard the rights and well-being of whistleblowers.
3. **Awareness and Training:** Training programs will include information on whistleblower protection, encouraging staff and stakeholders to report any misconduct without fear of reprisal.

## REVIEW AND UPDATE PROCEDURES

1. **Regular Policy Reviews:** PY will conduct regular reviews of the Code of Conduct and Modern Slavery Policy to ensure they remain relevant and effective. These reviews will take into account changes in laws, regulations, and best practices.

2. **Stakeholder Consultation:** The review process will include consultations with a broad range of stakeholders, including employees, partners, and subject matter experts, to gather diverse perspectives and insights.
3. **Updating Policies:** Following each review, necessary updates and amendments will be made to the policies. All changes will be communicated effectively to all stakeholders to ensure continued compliance and understanding.

The Implementation and Compliance section outlines the strategies and mechanisms PY will employ to effectively implement, monitor, and maintain the integrity of its Code of Conduct and Modern Slavery Policy. Through rigorous implementation, consistent monitoring, strong whistleblower protection, and regular reviews, PY demonstrates its commitment to upholding the highest ethical standards and combatting modern slavery in all its forms.

# V. CONCLUSION

## REAFFIRMATION OF COMMITMENT TO HIGH STANDARDS

As we conclude this comprehensive document encompassing our Code of Conduct and Modern Slavery Policy, Peace by Youth (PY) firmly reaffirms its unwavering commitment to maintaining the highest standards of ethical conduct and integrity in all its endeavors. We recognize that upholding these standards is fundamental to achieving our mission and sustaining the trust and respect of the communities we serve, our partners, and our stakeholders.

1. **Ethical Foundation:** Our Code of Conduct and Modern Slavery Policy are more than just guidelines; they are a reflection of our core values and ethical foundation. They represent our dedication to fostering an environment of respect, fairness, and accountability.
2. **Commitment to Human Rights:** Our strong stance against modern slavery underscores our commitment to protecting and promoting human rights. We recognize the critical importance of actively combating any form of exploitation and will continue to work tirelessly to eradicate modern slavery in all its manifestations.
3. **Organizational Integrity:** PY is devoted to operating with the utmost integrity, ensuring that our actions consistently align with our ethical principles. We understand that the way we conduct ourselves and our operations profoundly impacts our reputation, effectiveness, and ability to enact positive change.

## ENCOURAGEMENT OF COMPLIANCE AND REPORTING

PY emphasizes the importance of compliance with our Code of Conduct and Modern Slavery Policy, not just as a legal obligation but as a moral imperative. We encourage every individual associated with PY, including staff, volunteers, partners, and suppliers, to not only adhere to these policies but to be active participants in fostering a culture of ethical behavior and transparency.

1. **Active Participation:** We urge all members of our organization and our partners to actively engage with and uphold the principles outlined in our policies. This includes being vigilant, aware, and proactive in identifying and addressing any issues that may arise.
2. **Open Communication:** PY is committed to maintaining open channels of communication, making it easy and safe for anyone to report concerns or violations. We assure all that their voices will be heard and that their concerns will be addressed with seriousness and confidentiality.
3. **Continuous Improvement:** We recognize that the journey towards maintaining high ethical standards and combating modern slavery is ongoing. We are committed to continuous learning, adaptation, and improvement. PY welcomes feedback and insights that can help enhance our policies and practices.
4. **Training and Awareness:** PY will continue to invest in training and awareness initiatives to ensure that everyone connected with our organization understands their role in upholding our standards and is equipped to act in alignment with our values.

The Code of Conduct and Modern Slavery Policy are integral to the identity of Peace by Youth. They guide our actions and decisions, ensuring that we operate not only with efficacy and professionalism but also with a deep sense of ethical responsibility and commitment to the betterment of society. We stand united in our resolve to maintain these high standards and to continuously strive for a world free from exploitation and injustice.



# APPENDICES

## GLOSSARY OF TERMS

1. **Key Definitions:** Detailed definitions of important terms used throughout the Code of Conduct and Modern Slavery Policy. This includes, but is not limited to, terms like "conflict of interest," "modern slavery," "human trafficking," "forced labor," "ethical conduct," and "whistleblower."
2. **Conceptual Clarifications:** Clarifications of concepts that are central to understanding the policies, such as "ethical decision-making," "risk assessment," and "compliance."
3. **Cultural Sensitivity and Context:** Explanation of terms that might have different meanings in different cultural or operational contexts, ensuring a comprehensive understanding for a global audience.

## RELEVANT LEGAL FRAMEWORKS AND GUIDELINES

1. **Local and International Laws:** A compilation of relevant local, national, and international laws and regulations that inform the Code of Conduct and Modern Slavery Policy. This might include labor laws, anti-trafficking laws, and international human rights treaties.
2. **Industry Standards:** Information about industry standards and best practices related to ethics, human rights, and modern slavery, which PY adheres to or seeks to exceed.
3. **Policy References:** Citations or references to external documents, research papers, and policy materials that have informed the development of PY's policies.

## CONTACT INFORMATION AND REPORTING CHANNELS

1. **PY Contact Information:** Comprehensive contact details for PY, including main office address, phone numbers, and general email addresses. This section also provides contact information for key departments or personnel responsible for policy implementation and oversight.
2. **Reporting Channels for Ethics and Compliance:** Specific contact information for reporting ethical concerns or policy violations. This might include a dedicated hotline, specific email addresses, or a secure online reporting form.
3. **External Resources and Support Services:** Contact details for external resources, such as NGOs, legal aid services, counseling services, and other support agencies relevant to the content of the policies.
4. **Whistleblower Protection Contacts:** Information on how to access whistleblower protection resources, including contacts within PY's organizational structure and possibly external legal or advocacy resources.