

## Code of Ethics

ASED implements its mission in compliance with the fundamental principles enshrined in its Code of Ethics. This Code defines the rules according to which ASED operates and aims to guarantee that the organization's activities in favour of the children and their relatives benefitting from ASED's work are conducted to the highest ethical standards, and to ensure that the organization is deserving of the confidence bestowed upon it by private and institutional donors, and its partners.

### Founding principles

Art. 1. ASED is a not-for-profit Swiss association for cooperation and development. Its goal is to offer deprived children the means to take responsibility for their own destiny, by facilitating their access to high quality education and professional training tailored to their environment.

Art. 2. ASED is committed to conducting its activities in line with the Convention on the Rights of the Child and the Millennium Development Goals.

Art. 3. ASED is committed to the welfare of deprived children regardless of religion, ethnicity, race or gender; it is apolitical and secular.

Art. 4. ASED selects its partner organizations in accordance with the current Code.

### In the field

Art. 5. ASED requires all its partners to adhere to the current Code.

Art. 6. ASED is committed to implementing projects originating from local actors and responding to needs in the field.

Art. 7. ASED is committed to collaborating closely with local partners, learning from their expertise and actively participating in their capacity-building.

Art. 8. ASED is committed to respecting the livelihoods and cultures of the local communities among whom it intervenes, in the spirit of sustainable social, economic and environmental development.

Art. 9. ASED will make every effort to manage the risks inherent to all development projects, such as corruption, during the conception, implementation and follow-up of its projects.

## Finances

Art. 10. ASED is committed to conducting fully transparent financial management, and to using clear and concrete guidelines and actions.

Art. 11. ASED will at all times maintain an administrative structure that is as light and efficient as possible.

Art. 12. ASED will maintain precise up-to-date accounts and establish annual accounting documents as required by the law and in compliance with ZEW0 directives.

Art. 13. ASED undertakes to refuse any and all financial assistance from natural or legal persons whose activities are, or may be thought to be, in contradiction with the principles contained in the current Code.

## Implementation of projects

Art. 14. ASED undertakes to respect the conditions included in the agreements or contracts signed with its donors, and to do all that is necessary to ensure that its projects are executed in compliance with these agreements and following the approved budgets.

Art. 15. ASED guarantees to donors to use their funds and to implement projects as far as possible in compliance with the project conditions agreed between the two parties. Any changes resulting from the evolution of the situation or context of the project will be systematically subject to agreement between the two parties.

## Members and donors

Art. 16. ASED undertakes to keep its members, partners and donors regularly informed of the progress of its projects.

Art. 17. ASED undertakes to ensure the strictest confidentiality of all information relating to its members and donors.

Art. 18. ASED undertakes to respect national laws governing the administrative and/or fiscal treatment of donations.

Art. 19. ASED will respect the request of those donors who do not wish to receive mail or information relating to ASED activities.

January 2016