



# Code of Conduct Policy

## *Introduction*

*Tambu Ayis Support Service (TASS) is committed to fostering a positive and inclusive environment for all individuals involved in its activities. This Code of Conduct outlines the principles and guidelines that govern the behaviour of everyone associated with TASS, including employees, volunteers, service users, and partners. By adhering to this Code of Conduct, we aim to create a respectful and safe community that promotes the well-being of all.*

## Principles

1. **Respect and Dignity:** TASS is dedicated to treating every individual with respect and dignity, irrespective of their background, identity, or personal circumstances.
2. **Inclusivity:** We embrace diversity and strive to create an inclusive environment that values and welcomes individuals from all walks of life.
3. **Safety:** TASS is committed to ensuring the safety and well-being of all participants. Any form of harassment, discrimination, or harm will not be tolerated.
4. **Confidentiality:** We recognise the importance of confidentiality in our work. Personal information shared within the TASS community must be treated with the utmost privacy and respect.
5. **Professionalism:** All individuals associated with TASS, including employees and volunteers, are expected to maintain a high level of professionalism in their conduct and interactions.

## Guidelines

1. **Harassment and Discrimination:** TASS does not tolerate any form of harassment or discrimination based on race, ethnicity, gender, sexual orientation, age, disability, religion, or any other protected characteristic.
2. **Communication:** Open and respectful communication is encouraged within the TASS community. Disagreements should be addressed constructively and professionally.
3. **Conflicts of Interest:** Individuals associated with TASS should avoid situations that could create a conflict of interest between personal and organisational responsibilities.



4. Use of Resources: All resources provided by TASS, including physical assets, information, and funds, should be used responsibly and for the benefit of the organisation's mission.

5. Compliance with Laws: TASS expects all individuals to comply with local, national, and international laws. Any illegal activities or behaviours that violate the law are strictly prohibited.

### Reporting Violations

Any individual who believes that the Code of Conduct has been violated or has concerns about inappropriate behaviour within the TASS community is encouraged to report the issue promptly. Reports can be submitted to Miranda Josiah via [tambuayisss@outlook.com](mailto:tambuayisss@outlook.com).

### Enforcement

Violations of this Code of Conduct may result in disciplinary action, which can include counselling, training, suspension, or termination of association with TASS. Decisions will be made based on the severity of the violation and its impact on the TASS community.

### Review and Amendments

This Code of Conduct is subject to periodic review to ensure its effectiveness. Amendments may be made based on changes in organisational structure, legal requirements, or community feedback.

### Approval:

Miranda Josiah  
Founder/Director  
Tambu Ayis Support Service (TASS)

Adopted on:	October 2023
Review on:	October 2024