

## **CODE OF CONDUCT AND ETHICS OF THE AMERICAN DISABILITY AND HOPE ASSOCIATION (ADHA)**

In accordance with the bylaws and interior regulations of the American Disability and Hope Association approved by the initial October 28, 2023, Board of Directors.

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## **Forward:**

Credibility and reputation have an incalculable value for any Organization that works in economic, political, social, and heterogeneous cultural contexts. It is thus essential to clearly express the common principles and responsibilities that guide our behaviors in our relationships with not only public authorities and development partners (donors and sponsors), but also the community organizations with whom we work as well any individual who has a legitimate interest related to our activities.

Our values and principles consistently result from our Vision and Mission, which is stated in our bylaws and interior Regulations. The Representative's Code of Ethics, which goes hand in hand with the organization's bylaws and interior Regulations, highlights all of the rights, duties, and responsibilities of all of the American Disability and Hope Association's members, collaborators, volunteers, and consultants.

Awareness and respect for the Code of Ethics and Behavior by all of the members of the organization is essential to guaranteeing our activities' effectiveness, reliability, and excellence. In addition, the principles that inspire us cannot disregard the need to rigorously follow the laws of the countries of performance. This is a primary objective of self-discipline that the American Disability and Hope Association adopted with the intention of meeting the criteria indicated in the organization's bylaws and interior regulations. The organization commits to promoting awareness of this document and ensuring that it is followed.

## **1- THE ORGANIZATION AND ITS VALUES**

### **1.1 – The ADHA's Origins:**

The American Disability and Hope Association's origins stem from its Founder whose name is Zakariaou DOUMBOUYA, a USA resident for about ten years who knew how to observe the realities of two countries differently. The first one, Guinea, his country of origin, was largely behind in terms of the living conditions and inclusion of the disabled. The second one, the USA, his host country, was a global benchmark in terms of the inclusion, protection, and promotion of the rights of the voiceless. He was aware that the two different situations he had experienced were realities that were direct opposites of each other in their ways of handling, designing, and approaching the concept of disability. These two sides of the same reality of being disabled led Mr. Doumbouya to start this great initiative to create major change at all levels in African countries.

From accessibility to the employability of the disabled, from social integration to awareness of the concept of disability among the African population and public authorities, the American Disability and Hope Association intends to lead this fight with the support of public authorities, international institutions, regional and subregional organizations, and people with a can-do attitude who care about inclusion as a fundamental value of a stable and just society. The organization is represented in (7) African countries, (5) European countries, and Canada.

### **1.2- Vision:**

ADHA aspires to have a world without discrimination through concretely putting into practice the ideals of equality and justice, sociopolitical inclusion, economic inclusion, and independence of the disabled through the promotion, protection, and respect for the rights of these vulnerable classes by all of the relevant stakeholders

### **1.3- Mission:**

ADHA wants to contribute, through the commitment, motivation, determination, and professionalism of its members, and thanks to the voluntary contribution of those who support it to various degrees, in the process of fighting for the promotion and protection of the rights of vulnerable classes for their integration socially, politically, and economically throughout the world, especially in Africa.

**1.4- Context:** in a rather reprehensible African context related to sociopolitical and economic integration and the promotion and protection of the rights of the disabled, the American Disability and Hope Association wishes to provide a balance or at least a practical recognition of the rights of this vulnerable class in developing countries where these rights are more often dormant. Respect for these fundamental rights supports the building of a society based on the principles of equality, justice, and solidarity throughout the world, especially in African countries where a lot of work still remains to be done in a lot of areas: accessibility, employability, social inclusion, social prejudices, etc.

ADHA rejects all forms of discrimination against the disabled and especially takes into consideration the recognition of the promotion and protection of the rights of this group of people as defined by International Conventions. You will find below

### **1.5- The Charter of Values of the AMERICAN DISABILITY AND HOPE ASSOCIATION:**

- ❖ **Solidarity:** ADHA wants to transmit and affirm a culture of solidarity through information and awareness for the promotion, defense, and respect of the rights of the disabled in our African societies to fight against stereotypes and other degrading factors as well as the international convention for the promotion of the protection of the rights of the disabled in the countries that are signatures.
- ❖ **Transparency:** ADHA commits to effectively handle collected funds and be accountable to all of its contributors and both institutional and private donors.

- ❖ **Neutrality:** The ADHA works completely independently and does not directly or indirectly maintain any political orientation and remains politically and religiously neutral.
- ❖ **Participation:** The ADHA involves national institutions and local communities as well as local associations or organizations as part of the implementation of its missions to identify the best possible approaches to the respect for cultures, customs, and communities to reach its inclusion objectives.
- ❖ **Responsibility:** The ADHA constantly evaluates the effectiveness of its actions and verifies the quality and capacity of local partners to guarantee the internal sustainability of projects.  
As part of its mission, the ADHA intends to collaborate with its public and private partners to provide more impact in its actions and promote awareness for the inclusion, accessibility, and employability of the disabled in Africa.

## 2- GENERAL PRINCIPLES

Respect for the laws, internal procedures, regulations, self-disciplinary codes, integrity, ethics, and deontology constitute a constant commitment and a duty for all ADHA members and should inspire the entire organization's behaviors.

The implementation of projects and activities of the organization must be done with the principles of transparency, honesty, good faith, respect for the laws and regulations that establish and protect the Organization.

Behavior in accordance with the principles of equality and honesty is required during the performance of professional activities. The principles contained in the code complete the rules of conduct that each member is required to observe while complying with the general obligations of conscientiousness, equality, and loyalty that must characterize the organization's job execution.

Under no circumstances may the conviction to act in the ADHA's interests justify, even partially, the adoption or implementation of behaviors that are dishonest or contradict the principles and contents of the code of ethics. Relationships between ADHA members, at all levels, must be based on the criteria and behaviors of collaboration, loyalty, and mutual respect.

**2.1 – Context of Application of the Code of Conduct and Ethics:** The Code of Conduct and Ethics references the values stated in the Charter of Values and principles affirmed in the international conventions mentioned below:

- ❖ United Nations Universal Declaration of Human Rights
- ❖ United Nations International Conventions on the Promotion of the Protection of the Rights of People with Disabilities
- ❖ Generally, the Codes of Conduct of Non-Governmental Organizations

This highlights all of the rights, duties, and responsibilities of the members, volunteers, consultants, and those who, in one way or another, collaborate with the ADHA. This aims to protect the reputation of both the ADHA and its members who work in the USA or abroad and helps to avoid the possibility of inappropriate and illegal behaviors.

**2.2 – Intended Audience:** The Code of Ethics is intended for

- The members and Representatives of the ADHA without any distinction and exceptions within the context of their specific functions and responsibilities, knowing that respect for the code is an essential part of the proper completion of their duties.
- All of those who – are either natural persons or legal entities – who, in one way or another, collaborate or have partnership relationships with the ADHA, without exception and independent of the nature of the relationship and its content (for example, suppliers of goods and services, entrepreneurs, professionals, beneficiaries of initiatives, public administrations at the international, national, or local level);
- Donors, sponsors, and any person or entity that voluntarily contributes to the maintenance and development of the ADHA.

**2.3 – Awareness and Distribution of the Code of Ethics:** Anyone who has a relationship with the ADHA (indicated above), whether they are internal or external to the Organization and the implementing Body, who are responsible for facilitating the Code's comprehension and practical application, will be made aware of the Code of Ethics. The Code shall be posted in the window, distributed not only to ADHA members and Representatives abroad, but also to partner organizations in paper or electronic format and posted on our website [www.adhanyc.org](http://www.adhanyc.org) where downloading it in an open format is possible throughout world and without restriction.

As a result, the ethics and deontology committee commits to distribute the Code so that it is known. It will provide the appropriate means of information, training, prevention, and control, ensuring the transparency of operations and behaviors put in place to take place with corrective measures if necessary.

It is the responsibility of the members of the ADHA at a higher level to provide a concrete form to the principles and content of the Code, assuming responsibility for the organization's interior and exterior and reinforcing confidence, cohesion, and team spirit.

**2.4 The Control Body:** ADHA's Board of Directors constitutes the supreme Control Body, to which it entrusts the task of verifying the pertinence of prevention instruments to an ethics and deontology committee.

This committee must be honorable, autonomous, independent, professional, and assiduous in its actions in compliance with regulations written for this purpose and attached to the organization and control model.

Its job is to ensure the effectiveness and pertinence of the organizational system and evaluate its actions as well as to propose possible matches, if necessary, and/or updates regarding specific problems or critical points updated over the course of their verifications. In order to perform their

job, the Control body has the right to access all of the organization's internal information or documents and autonomous powers of initiative and Control.

Each violation of the principles and provisions contained in this Code by Representatives or partner Organizations shall be reported through the following link:

[https://www.adhanyc.org/help.](https://www.adhanyc.org/help)

### **3- THE REPRESENTATIVE'S SPECIFIC OBLIGATIONS WITH THIRD PARTIES**

**3.1 – Relationships with Financial Partners:** In order to implement its activities in both the USA and abroad, the Organization uses public and private financing. Relationships with sponsors are based on full transparency and compliance with procedural rules. All banking transactions must be done using American Disability and Hope Association accounts. Transfers using the accounts of private parties will not be accepted. It is prohibited to allocate sums received as subsidies, contributions, or loans for purposes other than those for which they were granted.

The Organization shall refuse physical or cash donations that come from businesses that produce or engage in business involving firearms, pornographic material, or any other products or services intended to harm human beings or the environment.

**3.2 – Relationships with Local and International Organizations:** As part of its humanitarian activities, the organization promises and encourages the active involvement of local partners to implement activities and achieve its own objectives. The selection of partners (Entities or Associations) is tied to the following criteria:

- They must be national or international organizations legally established in the countries where they operate.
- They must base their actions on the principles of ethics and transparency in their collaboration.
- They directly or indirectly develop in order to promote and protect the rights of the disabled.

The board of directors must approve the selection of local partner structures, basing their decision on the information received regarding the structure in question and in accordance with the criteria posted above. For organizations of an international nature, the Board of Directors shall have the power to establish a partnership.

**3.3 – Relationships with the Press and Other Mass Media:** The success of ADHA programs also depends on the relationships it creates with the media. Organization members may be involved in representation tasks, and, in their current form, must play a role in communicating in the interests of the organization's objectives.

Material to be disclosed, the content of press releases, and signing of appeals must be discussed and validated by the board of directors.

Contacts with the media shall be maintained by the President and the chairperson of the media committee in strict collaboration with the representative. Requests for interviews and comments concerning Organization members must be communicated to the Media Committee.

Journalists dispatched by the Organization on projects or that contact in any case its members must be transparently and professionally hosted and accompanied during their work. The Organization shall call on the media and mass communication organizations through designated individuals, who must work with an attitude of greater fairness and availability. The Organization's outside communications must be true, complete and verifiable, not aggressive, and respectful of the rights and dignity of individuals.

### **3.4 – Participation in Initiatives, Events, or Meetings Outside of the Organization:**

The ADHA permits participation in initiatives, events, or meetings outside of the Organization on the condition that it positively contributes to its image and reputation and is in line with the reaching of its objectives.

The activities that meet these criteria are the following:

- The participation in National and International conferences, congresses, seminars, or awareness campaigns regarding the concept of Disability
- The writing of articles, essays, and generally publications that take part in the reaching of our targeted objectives
- The general participation in public (nonpolitical) events that perfectly align with the organization's objectives.

**3.5 – The Representative's Conflicts of Interest:** As a general rule, all situations likely to constitute or determine a conflict of interest between the organization and the representative must be quickly communicated to the Board of Directors by the Representative in question so that the Board can evaluate the situation and provide its appropriate instructions on a case-by-case basis.

**3.6 – Respect for the Laws and Regulations of the Countries of Performance:** ADHA Representative members abroad must commit to adopt any prevention and control measures to guarantee, as part of their activities, respect for the laws in effect in the countries of performance and internal procedures and regulations in any geographic context and at all decision making and administration levels.

The members are required to respect procedures legally established without any form of discrimination and with specific reference to the rights of vulnerable classes. They also must respect the cultural and religious orientation and dignity of the other.

Representatives, in their relationships with the private parties with whom they collaborate, must avoid any discrimination based on sex, health status, age, nationality, and political and religious orientations.

**3.7 – Representation and Protection of the Organization’s Reputation:** ADHA member Representatives must exhibit courteous and professional behavior in their organizational representation activities with governments, public authorities at all levels, sponsors, local partner organizations, and ADHA service beneficiaries. It is thus necessary to avoid behavior harmful to the Organization’s reputation.

**3.8 – Relationship between Two Country Representatives:** as part of the execution of their activities abroad, the ADHA has two Country representatives appointed through an official record and must work objectively and collegially for the proper functioning of the organization’s activities in every way. To this end, the code of conduct and ethics requires a collaboration respectful of the professional rules by both Representatives all while highlighting the degree of Responsibility of each of them.

For reasons of the effectiveness of the work relationships between the two Country Representatives, it is important to specify the order of responsibilities in the representation contained in the appointment record:

**Representative Number 1:** is the primary person responsible at the organization and is therefore someone who binds the organization under the direction of the Central body.

**Representative Number 2:** represents the second person responsible and therefore assists the first one in the performance of the organization’s activities for better coordination in the field.

If there is a disagreement regarding the execution of activities, it is important to bring the problem before the Executive office through the ethics and deontology committee, which will find a favorable outcome for the situation.

## **Certification**

I, Zakariaou DOUMBOUYA, founder of the American Disability and Hope Association, certify that the forgoing is a true and exact copy of this code of conduct and ethics of the aforementioned organization, duly adopted by the initial Board of Directors on October 28th, 2023

By: Zakariaou DOUMBOUYA

founder of the American Disability and  
Hope Association (ADHA)