



Code of Conduct and Ethics Statement

Healing. Dignity. Empowerment. Maryben Foundation exists to heal communities, restore dignity, and empower individuals through mental health, inclusion, and leadership. Country:

Country: Kenya

Contact: info@marybenfoundation.org | support@marybenfoundation.org www.marybenfoundation.org

Document Control

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1. Introduction

The Maryben Foundation Code of Conduct and Ethics Statement sets out the standards of behavior and values expected of all trustees, employees, volunteers, consultants, and partners. Our conduct reflects our commitment to the core values of Healing, Dignity, and Empowerment.

2. Purpose and Scope

This policy applies to all individuals working with or representing Maryben Foundation, including Board members, employees, interns, volunteers, and implementing partners. It provides guidance for ethical decision-making, professional behavior, and responsible representation.

3. Core Values and Principles

The Foundation's values guide every decision and action we take:

- Healing: We promote emotional, mental, and social well-being.
- Dignity: We respect every individual's worth, voice, and humanity.
- Empowerment: We equip individuals and communities to rise and lead.
- Accountability: We are transparent and responsible for our actions.
- Respect for Diversity: We embrace inclusion and equality for all.

4. Expected Conduct

All representatives of Maryben Foundation must:

- Uphold integrity, honesty, and professionalism at all times.
- Treat every person with respect, fairness, and compassion.
- Maintain confidentiality and protect sensitive information.
- Use Foundation resources responsibly and efficiently.
- Avoid conflicts of interest and declare any potential bias.

5. Ethical Standards in Representation

Representatives of the Foundation must demonstrate honesty and respect in all forms of communication, partnerships, and public engagement. Misrepresentation, discrimination, or any form of harassment will not be tolerated.

6. Use of Foundation Assets and Information

All physical and digital assets, intellectual property, and information belonging to Maryben Foundation must be used solely for legitimate organizational purposes. Personal use or misuse of resources is prohibited.

7. Zero Tolerance for Misconduct

Maryben Foundation maintains a zero-tolerance policy towards fraud, corruption, sexual exploitation, abuse, harassment, and any other unethical behavior. Violations will lead to disciplinary or legal action.

8. Duty to Report

All individuals covered under this policy have a responsibility to report unethical conduct, breaches of policy, or misconduct. Reports may be submitted confidentially to support@marybenfoundation.org. Retaliation against whistleblowers is strictly prohibited.

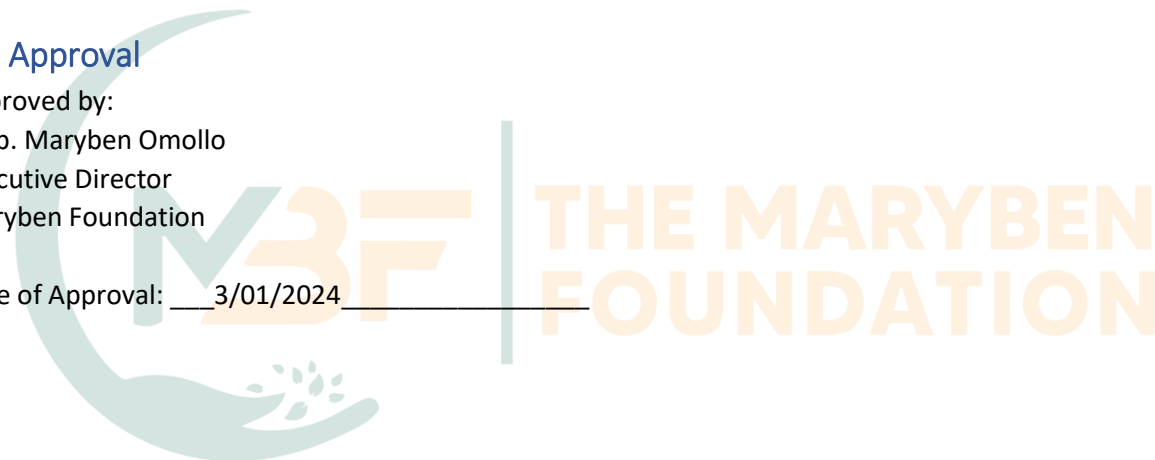
9. Compliance and Enforcement

The Executive Director is responsible for enforcing this policy and ensuring that staff and partners receive appropriate orientation and refresher training. Violations may result in disciplinary measures up to termination.

10. Approval

Approved by:
Amb. Maryben Omollo
Executive Director
Maryben Foundation

Date of Approval: 3/01/2024



Annex 1: Commitment and Acknowledgment Form

I, _____, acknowledge that I have read and understood the Maryben Foundation Code of Conduct and Ethics Statement. I agree to uphold the Foundation's values of Healing, Dignity, and Empowerment, and to conduct myself with integrity and respect in all roles and responsibilities entrusted to me.

Signature: _____ Date: _____

Position: _____ Department: _____

