



# **WATOTO WASOKA**

FOOTBALL MADE IN SLUMS

## **Code of Conduct**

| Policy Document | Version | Drafted    | Approved   | Next review |
|-----------------|---------|------------|------------|-------------|
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**Approval:**

| Date       | Name           | Designation              | Signature                                                                             |
|------------|----------------|--------------------------|---------------------------------------------------------------------------------------|
| 25.11.2024 | Francis Mugoya | Executive Director / CEO |  |
|            |                | Board Chair              |  |

## **INTRODUCTION**

### **Message from the CEO**

I am pleased to introduce to you Watoto Wasoka's Code of Conduct, a set of principles and guidelines that reflect our commitment to integrity, professionalism, and ethical behaviour in all aspects of our work. At Watoto Wasoka, we recognise the importance of conducting ourselves with the highest standards of conduct, both inside and outside the organisation. Our Code of Conduct serves as a compass, guiding us in our interactions with colleagues, stakeholders, partners, and the communities we serve. It outlines our expectations for behaviour, emphasising respect, honesty, fairness, and accountability in all our endeavours. As members of the Watoto Wasoka community, we all play a crucial role in upholding these principles and fostering a culture of integrity and excellence. By adhering to the standards outlined in this code, we not only safeguard the reputation and success of our organisation but also contribute to a positive and inclusive work environment where everyone can thrive. I encourage you to familiarise yourselves with this Code of Conduct and integrate its principles into our daily work. Let us continue to strive for excellence and integrity in all our endeavours, knowing that together, we can achieve great things while staying true to our values. Thank you for your dedication and commitment to the mission of Watoto Wasoka.



Sincerely,  
Francis Mugoya  
CEO, Watoto Wasoka

### **About Watoto Wasoka**

Watoto Wasoka is a youth-led sport for development organisation in Uganda. We envision a world in which every child is empowered to learn and thrive through play. We create intentional opportunities for young people to survive, play and learn, in a safe environment. Our work spans the thematic areas of access to health, education, gender equality and sport. We organise some of the biggest football events for youth in East Africa (if not Africa); our last Slums Derby attracted more than 2,100 kids, while the last Christmas Camp was attended by almost 3,000 boys and girls from all over Uganda. Our work has been recognised and/or awarded at the FIFA Diversity Award (2019), iF Social Impact Award (2023), and the Sport Impact Awards (2023).

Our vision: A world in which every child learns and thrives to their full potential.

Mission: To improve health and education outcomes for underprivileged children in Uganda through football.

#### **Our Values:**

- People. Every participant and team member can develop
- Integrity. Honesty with participants and partners
- Respect. Fair, generous and respect for everyone
- Fun. Fun and enjoyment from what everyone does

### **Introduction to the code**

Welcome to the Watoto Wasoka Code of Conduct!

Here, we outline the principles and guidelines that define our community and guide our actions both on and off the field. Our commitment to people, integrity, respect, and fun forms the cornerstone of everything we do.

In keeping with our vision, mission, and values, we are committed to maintaining the highest degree of ethical conduct amongst all our staff, board of directors, and associated personnel. Thus, this Code of Conduct details Watoto Wasoka's expectations of employees and associated personnel in key areas.

Let's embark on this journey together, fostering a culture of respect, integrity, and excellence in all aspects of our endeavours.

### **Scope and purpose**

This Code of Conduct applies to all personnel employed, and/or associated, with Watoto Wasoka, full-time and part-time. Adapted Codes of Conduct are applicable to volunteers, service providers and coaches.

The purpose of this Code of Conduct is to set out the conduct expected of Watoto Wasoka personnel while working with the organisation.

The Code is applicable at all times; breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

We are expected to uphold the law in Uganda, where we operate, except where the Code of Conduct is more stringent, in which case the Code applies.

### **Code of Conduct standards**

As Watoto Wasoka, we will:

#### **a. Follow our code**

Our Code of Conduct reflects who we are as an organisation and our commitment to the highest ethical standards possible. Every action and decision we make at all levels defines who we are. Our Code applies to everyone working with or on behalf of Watoto Wasoka, including employees, contingent staff and the Board of Directors.

If we are faced with a compliance concern or an ethical dilemma, the Code provides us with easy-to-understand information to guide our decisions.

We seek help if we have questions or need guidance. We always use good judgment to protect Watoto Wasoka's reputation, and we seek help when we need guidance.

#### **b. Speak Up**

We understand that our reputation is earned. When we see something that threatens our reputation, we raise a concern. We encourage open communication and a Speak Up culture so we can raise concerns without fear or favour.

If we become aware of any behaviour that is unethical or violates the law, our Code, or our policies, we speak up and report it immediately, for appropriate action to be taken.

#### **c. Foster a culture of respect**

We treat each other as a team of unique individuals committed to excellence, workplace safety and employee welfare. For us, promoting a culture of respect means treating each other well. This enables us to work better together, and it establishes trust. Our commitment to respecting each other is also good for our work, and the organisation at large.

## **1. PEOPLE**

### **1.1. Teamwork and collaboration**

We believe that we can achieve more when we work together and foster responsible collaboration in our work. As we undertake our own work, we look out for others, and we offer our best selves to support team mates to accomplish shared goals.

We understand that team also includes facilitating a conducive environment and providing necessary conditions for others to work at their full potential and enhance their productivity.

### **1.2. Personal conduct**

We conduct ourselves in a manner that reflects positively on Watoto Wasoka. We strive for high standards in our work, taking responsibility for our actions and not abusing our position of power as a representative of Watoto Wasoka.

We will refrain from behaving in a way that undermines our ability to do our job or is likely to harm Watoto Wasoka's reputation.

### **1.3. Working with young people**

Watoto Wasoka is a children and youth-focused organisation. Cognisant of this, we will ensure that we put the best interests of young people at the forefront of all our work from planning, implementation, reporting and monitoring and evaluation.

We will not emotionally or psychologically abuse a child or young person in our care.

In all our work with children, we shall follow and be guided by our Child Protection Policy.

### **1.4. Culture of respect**

We listen to and consider the perspectives of others, valuing diversity and fostering an environment of inclusivity. We treat every member of the Watoto Wasoka community with respect, regardless of differences in background, nationality, race, gender, religion, or ability. We understand that respect and fair play is an important virtue on and off the field.

### **1.5. Care for self, and others**

We prioritise physical and mental well-being of all participants. We follow recommended safety guidelines and procedures. We behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of ourselves and others, including partner organisations and communities with whom we work.

We report any concerns or incidents to the appropriate authorities immediately.

### **1.6. Discrimination and abuse**

We refrain from all forms of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others. Sexual exploitation and abuse constitute acts of gross misconduct and are therefore grounds for termination of our employment and/or prosecution.

We will ensure that our personal and professional performance is always based on a non-discriminatory, gender sensitive and environmental-friendly conduct.

## **2. ORGANISATION**

### **2.1. Value orientation**

We are driven by our values – people development, integrity, respect, and fun. They guide us, and our reference point in deciding what/how to act in compromising situations.

In implementing our mission, we seek to add value to our participants and the community at large through play. We pursue value-based relationships with partners and like-minded organisations to achieve our goals.

### **2.2. As an employer**

As an organisation, Watoto Wasoka is committed to providing engaging, challenging, and meaningful work for all our staff. We will ensure that the right working conditions and a supportive environment are provided for our team during their employment with us, to the highest possible level within our means.

We are a law abiding and legally compliant employer. We are passionate about growing and maintaining a good reputation amongst our stakeholders.

### **2.3. Continuous improvement**

We see ourselves as a learning organisation and will use every opportunity for learning and continuous improvement. We welcome constructive criticism.

We strive for continuous improvement in personal skills and knowledge. We participate in training and development opportunities provided by Watoto Wasoka, and we support the ongoing development and growth of the organisation.

### **2.4. Conflict of interest**

We may, from time to time, find ourselves in a situation where our personal or financial interests might appear to be in conflict with the interests of Watoto Wasoka. In such situations, we will disclose to our relevant supervisors any personal relationships, outside activities or financial interests which might influence or appear to influence our judgments or decision-making. We will seek advice if we are not sure we understand what might be considered a conflict of interests.

### **2.5. Corruption and fraud**

In order to carry out our work with Integrity, we have a zero-tolerance policy with regards to corruption and fraud. We have a duty to fight against corruption and fraud. We maintain accurate financial and business records and follow any guidelines on record.

We will not ask for or invite any kind of bribe, or favour from others, especially beneficiaries, from our work with Watoto Wasoka and will resist any undue political pressure in decision-making. In particular, we will not receive or provide bribes, including kickbacks of any kind.

### **2.6. Organisation assets and resources**

We are all responsible for protecting organisational resources from loss, damage, and improper use to ensure the operational performance of Watoto Wasoka.

We will not use Watoto Wasoka offices, or property for private gain, financial or otherwise, or for the private gain of any third party, including family, friends or those they favour.

We will handle Watoto Wasoka resources and assets prudently. We will perform our official duties and conduct our private affairs in a manner that avoids conflict of interest.

### **3. COMMUNITY**

#### **3.1. Teams, coaches**

Teams (from communities and schools) form the core of our participants and are led by coaches (including teachers). In all our interactions, we promote inclusivity and equal opportunities for all participants. We encourage participation from diverse backgrounds and ensure that everyone feels welcome. We expect coaches to set a positive example for participants to follow. We expect all coaches to demonstrate respect, fairness, and integrity in all interactions with all participants.

#### **3.2. Sportsmanship**

We celebrate both victories and defeats with grace and humility, recognising that the true spirit of competition lies in the friendship and mutual respect shared amongst participants. We encourage our participants to shake hands with opponents and congratulate them on their efforts, regardless of the outcome of the game. We play the game with honesty, fairness, and integrity, while adhering to the rules and spirit of fair play.

#### **3.3. Conflict resolution**

We address conflicts and disagreements in a constructive and respectful manner, seeking resolution through open communication and compromise. We refrain from engaging in verbal or physical altercations, instead choosing to address conflicts in a calm and respectful manner. We seek assistance from coaches, mentors, or other members of the Watoto Wasoka community if necessary to facilitate the resolution of conflicts.

#### **3.4. Legal and compliance**

We judiciously comply with the laws and regulations at all local, national and international levels relevant to our work and the very existence of our organisation. When working in another context or travelling on behalf of Watoto Wasoka, we will be observant of all local laws and be sensitive to applicable customs.

#### **3.5. Community engagement**

We actively engage with the community and promote positive relationships. We see our community as a large pool of stakeholders ranging from the young people themselves, coaches, teachers, schools and community teams, partners and donors, as well as other partners in development. We actively seek and encourage community involvement in the planning, implementation and appraisal of our activities and events.

Wherever we work, we seek to be a positive role model both on and off the field.

#### **4. CONSEQUENCES OF MISCONDUCT**

Violations of this Code of Conduct by any member of Watoto Wasoka will result in appropriate disciplinary measures. The process and procedure for addressing misconduct are as follows:

##### **4.1. Reporting misconduct:**

Any member who experiences or observes a misconduct or violation of the Code of Conduct should report the incident to the leadership or designated authority immediately. Reports can be submitted in writing or verbally, ensuring a clear and detailed account of the incident, such as dates, times, locations, and individuals involved.

##### **4.2. Initial review:**

Upon receiving a report, the designated authority will conduct a preliminary assessment to determine the credibility and severity of the claim. If necessary, the accused party may be temporarily relieved of duties during the review period to ensure fairness and prevent potential interference.

##### **4.3. Investigation:**

A formal investigation will be carried out, which may include interviews with involved parties, review of evidence, and consultation with relevant stakeholders. The accused will be given an opportunity to respond to the allegations.

##### **4.4. Decision and action**

Based on the findings, the leadership or designated disciplinary committee will decide on the appropriate course of action, ensuring compliance with organisational policies and any legal standards. Possible outcomes may include:

- Warning: a formal written or verbal notice to address and rectify behaviour.
- Suspension: a temporary removal from participation in activities or responsibilities.
- Expulsion: a permanent removal from the organisation.
- Legal action: in severe cases, prosecution may be pursued as necessary.

All relevant parties will be informed of the investigation's outcome and any resulting actions in a timely and clear manner.

##### **4.5. Appeals:**

Members have the right to appeal decisions by submitting a written request to the leadership within seven (7) days of the decision, if they believe due process was not followed. Appeals will be reviewed by an independent committee.

##### **4.6. Follow-up and monitoring:**

Corrective actions, if applicable, will be monitored to ensure compliance. Additional support, such as training or counselling, may be provided to prevent recurrence.

##### **4.7. Commitment to fairness and confidentiality:**

Watoto Wasoka is committed to addressing all reports of misconduct with urgency, fairness, and confidentiality, ensuring that the process protects the dignity and rights of all parties involved. Retaliation against individuals who report violations in good faith is strictly prohibited and will itself constitute a violation of this Code.

## **5. CONCLUSION**

By adhering to the guidelines outlined in this Code of Conduct, we demonstrate our commitment to building a community that values people, respect, integrity, and excellence above all else. We pledge to do our part to uphold these values and create an environment where every member of the Watoto Wasoka community feels welcome, supported, and empowered to succeed.

I accept to carry out my duties and to regulate my conduct in accordance with the requirements of this Code of Conduct:

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

## **6. CROSS REFERENCE:**

- Employment Act, 2006
- Watoto Wasoka Child Protection Policy
- Watoto Wasoka Conflict of Interest Prevention Policy
- Watoto Wasoka Data Protection Policy
- Watoto Wasoka Procurement Policy
- Watoto Wasoka Anti-Terrorism and Anti-money laundering Policy
- Watoto Wasoka Finance Manual
- Watoto Wasoka Human Resource Manual