CHIYUBUNUZYO ARTS & CULTURE ASSOCIATION (CACA)

CODE OF ETHICS AND CONDUCT POLICY

Organization: Chiyubunuzyo Arts & Culture Association (CACA)

Established: 2011

Formally Registered: 2014

Area of Operation: Simuchembu and Nenyunga Chiefdoms, Gokwe North, Midlands Province, Zimbabwe

Policy Status: Approved Organizational Policy

Effective Date: 2026

Review Cycle: Every three years or as required

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1. PURPOSE

The Code of Ethics and Conduct Policy establishes the ethical standards and expected conduct of all individuals representing or working with Chiyubunuzyo Arts & Culture Association (CACA).

The policy promotes integrity, accountability, respect, transparency, responsible use of resources, protection of cultural heritage, and professional conduct in all CACA activities.

It applies to the Board, management, employees, volunteers, consultants, project personnel, community representatives, artists, partners, and any other person acting on behalf of CACA.

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2. OUR ETHICAL COMMITMENT

CACA is committed to conducting its work in a manner that:

- Respects human dignity and fundamental rights.
- Promotes equality, inclusion and participation.
- Protects and promotes Tonga cultural heritage.
- Encourages community ownership and participation.
- Uses organizational resources responsibly.
- Maintains transparency and accountability.
- Prevents fraud, corruption and misuse of resources.
- Protects children and vulnerable persons.
- Promotes environmental responsibility.
- Maintains professional relationships with partners, donors and communities.

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3. CORE VALUES

3.1 Integrity

All CACA representatives shall act honestly, fairly and consistently and shall not knowingly provide false or misleading information.

3.2 Accountability

CACA personnel are responsible for their decisions, actions and use of organizational resources and must be prepared to explain them when required.

3.3 Transparency

CACA shall promote openness in decision-making, financial management, procurement, recruitment, partnerships and project implementation.

3.4 Respect and Dignity

Everyone working with or benefiting from CACA shall be treated with dignity, courtesy and respect regardless of background, status, age, disability or other personal circumstances.

3.5 Cultural Respect

CACA shall respect, protect and promote Tonga cultural knowledge, traditions, artistic expressions, stories, practices and heritage while ensuring that communities retain appropriate ownership and participation.

3.6 Professionalism

All representatives shall perform their responsibilities responsibly, competently and in a manner that protects the reputation of CACA.

3.7 Community Participation

CACA shall encourage meaningful participation of communities in identifying needs, designing activities, implementing projects and assessing results.

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4. EXPECTED STANDARDS OF CONDUCT

Every person representing CACA shall:

1. Act honestly and responsibly.

2. Respect colleagues, community members, artists, partners and beneficiaries.

3. Protect confidential organizational and personal information.

4. Use CACA property and funds only for authorized purposes.

5. Follow approved policies, procedures and management decisions.

6. Declare actual or potential conflicts of interest.

7. Avoid activities that could damage CACA's reputation.

8. Report suspected fraud, corruption, abuse or serious misconduct.

9. Maintain accurate records and documentation.

10. Respect cultural property and intellectual rights.

11. Follow applicable laws and regulations of Zimbabwe.

12. Represent CACA accurately and professionally when dealing with external organizations.

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5. PROHIBITED CONDUCT

CACA does not tolerate:

- Fraud or theft.

- Bribery or corruption.

- Misappropriation of organizational funds or property.

- Falsification of records or documents.

- Harassment, intimidation or bullying.

- Sexual exploitation, abuse or harassment.

- Discrimination.

- Abuse or exploitation of children or vulnerable persons.

- Unauthorized disclosure of confidential information.

- Deliberate destruction or misuse of organizational property.

- Using CACA's name or resources for unauthorized personal gain.

- Retaliation against a person who makes a genuine complaint or report.

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6. CONFLICT OF INTEREST

A conflict of interest occurs when an individual's personal, family, financial or business interests could improperly influence their responsibilities to CACA.

All Board members, management and relevant personnel shall disclose potential conflicts of interest.

A person with a significant conflict shall not participate in a related decision unless the matter has been appropriately reviewed and the person's participation has been formally authorized.

Conflicts of interest shall be documented in organizational records.

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7. ANTI-FRAUD AND ANTI-CORRUPTION

CACA maintains a zero-tolerance approach to fraud and corruption.

No employee, Board member, volunteer, consultant or representative may:

- Offer or accept bribes.

- Manipulate procurement processes for personal benefit.

- Submit false invoices or claims.

- Divert project funds.

- Accept improper payments or benefits.

- Misrepresent project results or expenditures.

- Use donor funds for unauthorized purposes.

Suspected fraud or corruption must be reported through the appropriate CACA reporting mechanism.

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8. GIFTS AND BENEFITS

CACA representatives shall not accept gifts, payments, favors or benefits that could influence—or reasonably appear to influence—their professional decisions.

Small customary tokens of appreciation may be accepted where they are culturally appropriate, reasonable and do not create an obligation.

Any significant gift or benefit must be disclosed to the appropriate supervisor or Board authority.

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9. SAFEGUARDING AND PROTECTION

CACA is committed to creating safe environments for children, young people, persons with disabilities and other vulnerable community members.

All representatives shall:

- Treat beneficiaries with dignity and respect.
- Avoid abusive or exploitative behavior.
- Never engage in sexual activity with children.
- Never exploit a person's vulnerability for personal or financial benefit.
- Report suspected abuse or safeguarding concerns.
- Follow CACA's safeguarding procedures.

Where appropriate, CACA shall establish additional safeguarding procedures for projects involving children or vulnerable groups.

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10. CULTURAL HERITAGE AND INTELLECTUAL PROPERTY

CACA recognizes that cultural knowledge and expressions may have significant communal value.

Personnel shall not improperly appropriate, commercialize or disclose culturally sensitive knowledge without appropriate authorization.

When documenting Tonga stories, songs, dances, traditions, crafts, oral histories, photographs or other cultural expressions, CACA shall seek appropriate community participation and consent.

Where cultural material is published or shared, appropriate acknowledgement and attribution shall be provided.

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11. CONFIDENTIALITY AND DATA PROTECTION

CACA representatives shall protect confidential information obtained through their work.

Confidential information shall not be disclosed to unauthorized persons unless:

- The information is already publicly available;
- Disclosure has been authorized;
- Disclosure is legally required; or
- Disclosure is necessary to protect a person from serious harm.

Personal information collected from beneficiaries, staff, artists, volunteers and partners shall be handled responsibly.

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12. USE OF CACA RESOURCES

Organizational funds, equipment, vehicles, documents, computers, internet services, artistic materials and other resources shall be used responsibly and primarily for authorized CACA purposes.

CACA property shall not be used for personal gain or unauthorized activities.

All financial and physical resources must be properly accounted for.

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13. SOCIAL MEDIA AND PUBLIC COMMUNICATION

Persons representing CACA on social media or in public forums shall communicate responsibly.

They shall not:

- Publish confidential information.
- Misrepresent CACA's official position.
- Publish offensive or discriminatory material using CACA's identity.
- Share photographs or personal information without appropriate permission.
- Damage the reputation of CACA, its partners or communities.

Only authorized persons may make official statements on behalf of CACA.

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14. PROFESSIONAL RELATIONSHIPS

CACA expects respectful and professional relationships among Board members, staff, volunteers, artists, consultants, partners and community members.

Disagreements should be addressed constructively through dialogue and established organizational procedures.

Personal disagreements must not interfere with organizational responsibilities.

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15. REPORTING MISCONDUCT

Any person who reasonably suspects misconduct should report it to an appropriate CACA authority.

Reports may concern:

- Fraud or corruption.
- Abuse or exploitation.
- Harassment.
- Conflict of interest.
- Misuse of organizational resources.
- Serious violations of organizational policies.
- Conduct that could seriously damage CACA or its beneficiaries.

Reports shall be treated seriously and, as far as reasonably possible, confidentially.

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16. PROTECTION AGAINST RETALIATION

CACA shall not tolerate retaliation against a person who makes a genuine report or participates honestly in an investigation.

Any person who deliberately makes a false accusation for malicious purposes may, however, be subject to disciplinary action.

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17. INVESTIGATION AND DISCIPLINARY ACTION

Allegations of serious misconduct shall be reviewed fairly and impartially.

Where appropriate, CACA may:

1. Receive and document the complaint.
2. Conduct a preliminary assessment.
3. Gather relevant information.
4. Give the concerned person an opportunity to respond.
5. Make a reasoned decision.
6. Take appropriate corrective or disciplinary action.
7. Refer matters to relevant authorities where required by law.

Disciplinary measures may include verbal or written warnings, suspension, termination of engagement, recovery of funds or property, or referral to relevant authorities, depending on the seriousness of the matter.

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18. RESPONSIBILITIES OF THE BOARD

The Board shall provide overall oversight of ethical conduct within CACA.

The Board shall:

- Promote a culture of integrity.

- Ensure appropriate policies are established.

- Address serious allegations involving senior personnel.

- Monitor organizational compliance.

- Protect whistleblowers and complainants from retaliation.

- Ensure appropriate corrective action is taken.

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19. RESPONSIBILITIES OF MANAGEMENT

Management shall:

- Communicate this Code to personnel.

- Ensure staff and volunteers understand their responsibilities.

- Monitor compliance.

- Address misconduct promptly.

- Maintain appropriate records.

- Provide guidance when ethical questions arise.

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20. ACKNOWLEDGEMENT

All Board members, employees, volunteers, consultants and other relevant representatives may be required to acknowledge that they have read, understood and agree to comply with this Code.

By accepting a role with CACA, individuals commit themselves to uphold the principles contained in this policy.

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21. POLICY REVIEW

This policy shall be reviewed at least every three years, or earlier where there are significant changes in legislation, organizational structure, donor requirements or operating circumstances.

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22. APPROVAL

This Code of Ethics and Conduct Policy is adopted by the governing authority of Chiyubunuzyo Arts & Culture Association.

Approved by: Director & Founder

Name: Brian Kembo

Position: Chairperson / Authorized Board Representative

Signature: 

Date: 10 February 24

Organization Stamp: _____