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NPO Registration: 120 373 | PBO Number: 9300 479 46 | PO Box 153, Jeffreys Bay, 6330

# Code of Conduct

## Introduction

In keeping with its vision and values, JBay Recycling Project (JBRP) is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details JBRP's expectations of those representing it.

## Scope and purpose

This Codes of Conduct is applicable to committee members, volunteers, casual staff, visitors, partners and donors who are are expected to uphold the laws of South Africa , except where the Code of Conduct is more stringent, in which case the Code applies.

The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including laying criminal charges.

## Mission and values

Education, Awareness, Connection and Responsibility. To empower children and retain their rightful dignity by providing the means for them to trade recyclables for necessities.

## Code of Conduct Standards

As a representative of JBRP I will:

Uphold the integrity and reputation of JBRP by ensuring that my professional and personal conduct is consistent with JBRP's values and standards

- I will treat all people fairly with respect and dignity
- I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring JBRP into disrepute and does not impact on or undermine my ability to undertake the role which I am to fulfill
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on JBRP premises

Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult

Ensure the safety, health and welfare of all JBRP staff members and associated personnel (volunteers, casual staff, partners, visitors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work

**Susan Smit** (Treasurer) - 082 864 2714 | Sue@petimberhomes.co.za

**Tanja Lategan** (Coordinator) - 084 684 6771 | wvjbay@mweb.co.za

**Alison Mary Kuhl** (Chairperson) | **Kelly Tommelein** (Secretary) | **Henry Dillon** (Communications Officer)  
**Libby Seymour** (Additional Member)



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- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

Be responsible for the use of information, assets and resources to which I have access by reason of my association with JBRP

- I will ensure that I use JBRP assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use JBRP IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use JBRP IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of JBRP
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within JBRP, to any person with whom I have a financial, personal, family (or close intimate relationship) interests
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my association with JBRP

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential or sensitive information unless legally required to do so

## Complaints and reports

JBRP volunteers are obligated to bring to the attention of the committee any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code.

Committee members receiving reports or concerns are obliged to action or refer the report immediately as per the JBRP Complaints Policy and procedures

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In accepting my appointment I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code

Name:

Signature:

Date:

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