



RUGE MUTAHABA
FOUNDATION

Code of Conduct
2023-2024

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1.0 Introduction

Our Code of Conduct plays a vital role in how we manage our people, our relationships with our board, partners and the youth. It serves as a point of reference for RMF to work in an ethical manner.

The following guidelines support the foundation in achieving its long-term goals in an ethical manner and provide a solid framework for addressing any ethical violations. These guidelines will be regularly reviewed and adapted according to best practices and the ongoing learning and experience of the foundation.

1.1 About Ruge Mutahaba Foundation

The Ruge Mutahaba Foundation is a not-for-profit social enterprise that was established in 2022, in loving memory of the late Ruge Mutahaba, a media and entertainment guru, who worked tirelessly to inspire, encourage and support young Tanzanians to pursue big dreams. Through his initiatives such as Fursa Initiative and the Tanzania House of Talent (THT), Ruge created opportunities for young Tanzanians to build their skills and inspired them to explore entrepreneurship opportunities in high growth sectors such as agriculture, technology, media and entertainment, food, and retail.

In the same spirit, the Ruge Mutahaba Foundation was established to address youth unemployment in Tanzania.

1.1.1 The Vision

A world where young people, regardless of their gender, cultural & socio-economic background can pursue their dreams and conquer the world.

1.1.2 The Mission

To create and promote an enabling environment for all young Tanzanians to access opportunities and gain control of their economic destiny.

All RMF's projects support that mission, and all who work for or on behalf of the foundation are expected to understand that mission and purpose.

The safeguarding of the young people, young women and marginalized youth is integral to the execution of our activities; young people will always be treated with respect, regardless of their gender, ethnic or social origin, language, religious or other beliefs, disability, sexual orientation or other status. They will also remain at the center of all

program design and implementation.

1.1.3 Our Values

In carrying out its vision and mission, the Foundation maintains a set of core values that were descriptive of the late Ruge Mutahaba. These values are aimed at fostering:

- **Creativity:** We approach the challenge we are solving, the world and each other with a sense of interest and wonder with the goal of adding value.
- **Innovation:** We challenge the status quo.
- **Excellence:** We aim to set the standard in everything we do. The pursuit of excellence takes different forms, but in every context, we strive to deliver the very best.
- **Perseverance:** We accept challenges and overcome them with confidence, courage, and optimism. We do hard things.
- **Empathy:** We take the time to understand the needs of the people we serve, the youth, and that of our partners, and incorporate them in designing programs and solutions.

1.2 Applicability of the Code of Conduct

This Code of Conduct applies to:

- Employees of RMF
- Members of the Foundation Board, commission members and advisors to the Board
- Employees of RMF's partner organizations and their implementing (subcontracting) partners
- Interns, other contracted personnel and business partners (e.g. consultants)
- Volunteers and visitors sent by the foundation to programs funded/supported

The Code of Conduct applies to all activities and functions executed on behalf of RMF. As part of the onboarding process, employees and members of the Board are familiarized with our Code of Conduct. By signing the Code of Conduct as part of their contract, they confirm that they acknowledge and will follow the Code of Conduct.

For employees and all those to whom our Code of Conduct applies, the Code of Conduct shall be used as a guideline to raise critical questions when taking decisions that might have ethical implications. It is encouraged to think before acting and to seek guidance when unsure.

1.3 Reporting Mechanism

All those to whom our Code of Conduct applies are required to closely reflect and align their activities accordingly. If questions occur or irregularities are observed, members of staff should report issues in any of the following ways:

- Anonymous report via our whistleblowing form
- Contact the person responsible for ethics and compliance
- Contact their line manager

2.0 Code of Conduct

2.1 Workplace Policies

We adhere to the general legal principles of Tanzanian laws, Tanzania Employment and Labour Relations Act 2004 and will be used in conjunction with the applicable laws and all other regulations including the Employee and Labor Relations Act. We also observe standards set by the International Labour Organization (ILO).

- We act professionally, honestly, openly and with integrity.
- We consider sustainable development by taking a balanced account of social, ecological and economic interests.
- We do not exploit our position/function for any private purposes or personal advantages.
- We do not accept bribes and decline any undue benefits (as stated in the Personnel Regulations and the Conflict of Interest Policy) that are offered.
- We do not bribe, nor do we incite others to bribe, and we do not grant any undue advantages to officials, companies or other persons.
- We reject any act of violence or harassment of any nature. We work inclusively and do not tolerate any form of discrimination.
- We avoid and declare conflicts of interest by adhering to the Conflicts of Interest Policy.
- We have a learning culture and are committed to learning from failure.
- We proactively seek feedback across hierarchies and learn from it.

2.2 Governance

The foundation has a Board that is responsible for setting the mission and strategic direction, and that provides an oversight of the finances, operations and policies of RMF. The Board ensures that:

- Its members have the requisite skills and experience to carry out their duties and fulfill their governance duties, acting for the benefit of the foundation and its purpose;

- The Chief Executive Officer and relevant staff provide the Board with timely and comprehensive information so that the governing body can effectively carry out its duties;
- The foundation conducts all transactions and dealings with integrity and honesty;
- The foundation promotes working relationships with Board members, staff and partners that are based on mutual respect, fairness, trust and openness;
- The foundation is fair and inclusive in its hiring and promotion policies and practices for all Board members and staff positions;
- Policies of the foundation are set down in writing, clearly articulated and officially adopted;
- The foundation has the capacity to carry out its programs effectively.

2.3 Working with partners

- We take our Code of Conduct as the basis for cooperation and relations with both legal entities and natural persons and partners. We guarantee this basic position by inserting the following clause in contractual agreements:

“The contractual partner undertakes, within the framework of this contractual relationship (i.e. with regard to the services and benefits defined in this agreement), to respect RMF’s Code of Conduct and to take all necessary measures to avoid any misconduct. Our Code of Conduct is deemed to form an integral part of the contract; any negligent or wilful breach thereof may lead to early termination of the contract on serious grounds.”

- We only work with partners who are aligned with RMF values and interests, and who confirm that, in their activities with RMF and in the entire service provision process or program implementation, they adhere to the corresponding applicable legal provisions.

2.4 Origin and use of financial resources

- We reduce the risk of unintentional involvement in unethical practices by following a due diligence procedure before involvement with external parties.
- We utilize financial means exclusively for the aims stipulated in the statutes.
- We effect transactions in accordance with the Signatory Authority Policy and the corresponding dual-control principle.
- We verify all transactions in accordance with correct, comprehensive and lawful bookkeeping.
- Accepting money with an illegal origin or its concealment is prohibited. We ensure that all payments and financial contributions are not used as a pretext for corruption.

2.5 Reporting and investigation

All parties to which our Code of Conduct is applicable are obliged to report concerns, suspicions, allegations and incidents that indicate actual or potential breaches of our Code of Conduct. The whistle blowing policy outlines the procedure for such reports.

RMF is committed to responding appropriately and effectively to all allegations and suspicions of abuse, both current and historical, through complaint mechanisms that are simple, clear, fair and accessible to all stakeholders, including youth and children.

The Executive Team as well as the Board are committed to this task with high priority. All those subject to complaints will be treated fairly and in line with the principles of natural justice (i.e. rule against bias and the right to a fair hearing).

Investigations will be objective and transparent and will be guided by external professional expertise and support when required. To the extent reasonable, the foundation will strive to maintain confidentiality to protect the affected individual(s), subject to its goal of engaging in a thorough investigation. The foundation may, however, be required to disclose the allegations or result of the investigation to the authorities.

2.6 Sanctions

RMF will monitor the implementation of our Code of Conduct. The foundation reserves the right to terminate its collaboration with the accused party immediately if no satisfactory action is taken or if not enough information is provided in the event of a suspicious incident. If necessary, legal action shall be taken.

3.0 Reviews and amendments

Our Code of Conduct must be reviewed regularly and amended if necessary. Resolutions about the amendment of this code may be passed at any time.