

Children and Youth Relief Organization.



CYRO

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"Building Dreams and transforming Lives"

CODE OF CONDUCT POLICY

Background

The Children and Youth Relief Organization (CYRO) is a dynamic and dedicated nongovernmental organization (NGO) based in the Somali Region of Ethiopia. Originally established in September 2021 under the name Yatim Orphan Care Organization (YOCO), the organization rebranded in August 2024 to reflect its expanded focus on providing holistic support to both children and youth. CYRO's core belief is that empowering the younger generation is a key to fostering sustainable development and peace. The organization addresses issues such as child protection, youth development, peacebuilding, and social inclusion, aligning its work with the United Nations Sustainable Development Goals (SDGs). CYRO partners with local communities, government agencies, and international bodies to create an environment where children and youth can thrive and contribute positively to society.

VISION

CYRO envisions a world where every child and young person is safe, empowered, and able to lead a fulfilling life, contributing to a peaceful and prosperous society. We aspire to be a leading organization in advancing child and youth rights, fostering community resilience, and promoting sustainable development in the Somali Region of Ethiopia and beyond.

MISSIONS

CYRO's mission is to empower and protect children and youth by providing comprehensive support, advocacy, and development opportunities. We are committed to fostering sustainable growth, promoting peace and reconciliation, and ensuring that every child and young person in our community has access to the resources and opportunities they need to reach their full potential.

Legal Status

CYRO is a legally registered FDRE Authority of Civil Society Organization (ACSO) operating in Ethiopia. This registration allows the organization to work within legal frameworks, enhancing credibility and expanding its reach through partnerships and international collaboration.

4.1 CYRO's Values:

1. Integrity: CYRO value honesty, transparency, and ethical behavior in all its operations.
2. Empowerment: CYRO focus on empowering individuals or communities, providing them with the tools, resources, or support they need to succeed.
3. Accountability: CYRO prioritize being accountable to its Staff, stakeholders, and the public, ensuring responsible use of resources and delivering on their commitments.
4. Collaboration: CYRO emphasize the importance of working together with stakeholders, and partners to achieve common goals.
5. Diversity and Inclusion: CYRO value diversity in terms of people's backgrounds, perspectives, experiences, and work towards creating an inclusive environment for all.
6. Advocacy & Sustainability: CYRO value advocating for the interests, rights, or causes they represent, striving to make a positive impact on society, and sustainable practices, aiming to minimize their environmental impact and promote social and economic sustainability.

CYRO upholds international humanitarian Principles:

- HUMANITY
- IMPARTIALITY
- NEUTRALITY
- INDEPENDENCE
- VOLUNTARY SERVICE
- CORE HUMANITARIAN PRINCIPLES

Working with stakeholders

CYRO is dedicated to networking with other NGOs, CBOs, CSOs, media groups, and concerned stakeholders. Networking with other organizations has always proved very productive by playing as a medium between the service providers and those at the receiving end. Networking provides an opportunity for looking at the issues from different angles i.e., from local, national, and finally at the regional level. At every level, the perspective of the issue changes, which then helps in comprehending the issue. CYRO plans to join at least two main clusters (protection youth) and will be active in these two clusters in the region and at the national level. CYRO has collected and stored the stories and information of victims in order help connect victims with human rights organizations, aid agencies and the regional government.

Board Functions

How does CYRO board function? What does it do? CYRO board sets the policies and strategies for the organization in line with the agreed purposes, principles, and scope of the organization. It also sets operational guidelines, work plans and budgets for the organization and policy and program support. The board assists the internal workings of the CYRO and or the Executive Director by setting criteria for membership of, and appointing, review panels and/or support groups. It may also establish a framework for monitoring and periodically independent evaluation of performance and financial accountability of activities supported by the organization. CYRO has a bylaw that governs what the board of directors' role is, and it should always abide by when they meet and make decisions that may affect the operational structure of the organization. This writing is not by law or does not constitute policy. It is a general description of what CYRO board does and how it functions. One of its main roles is representing the organization within the community. It represents views of CYRO in various constituencies, or within the organization's members in relation to outside CYRO. Often, the Board is the first contact that NGO's target audience has, and in some cases, it is the first contact where peoples' concerns are actually heard - due to the high standing of Board members in the community. The Board's presence in the field sometimes forces decision-makers to listen to affected people's concerns and can help to open up alternative solutions. Within the board set-up itself, CYRO is a board managed institute. The board members select and appoint the chairperson for the board and also participate in committees and working groups of the organization. CYRO Board of Directors meet Quarterly but can meet as per the bylaw more than once if the situation calls for an immediate meeting.

Advocacy

CYRO advocacy is achieving better results in the field of social/rural/urban/community and development, CYRO also believes in advocacy and therefore, the management has always strongly advocated for the issues related to CYRO. For achieving this objective, CYRO through its strong advocacy as approached the line departments of Government of Somali Region, NGOs, CBOs, Civil Society Organizations (CSOs), members of the community, notables and ASV Shas always promoted the right based approach and supported the dialogue as an important tool for achieving the above-mentioned objectives. This objective requires active participatory in cluster meetings both at regional and national clusters which CYRO plays a greater role.

Scope of the Policy

This policy reflects CYRO standards and values, culture, and core values. CYRO expects its staff to have a set of values, standards, and principles. CYRO code of conduct includes policies and rules for employees, employers, and volunteers to follow. It is part of that guides minimum standards which are the creation of these codes. These guidelines outline how CYRO team members appropriately interact with one another and with other people at work.

The objective of CYRO code of conduct is to make a commitment to self-regulation, inform ethical decision-making for every stakeholder. CYRO code of conduct is also a vital part of organizations compliance and legal policies.

This policy applies to all team members, volunteers, interns, and partners.

1. **Safety and health:** Protect the safety and well-being of staff and volunteers, community members and all people of concern. Abide with all safety procedures and protocols while on duty as well as outside CYRO business. Protect the assets of the organization and use only for the purpose in which it was designated.
2. **Impartial:** Treating all people, rivals, or disputants equally, without bias or favoritism. Avoid biases, neutral and fair decision making.
3. **Trustworthy:** Fulfill promises, provide accurate information, and act with integrity.
4. **Confidentiality:** All CYRO business, reports, project information, staff identities, personal information, benefits, contracts, and resources are strictly confidential except official requests to CYRO. Before sharing such information inform your supervisor for review and approval.
5. **Attendance& Punctuality** be punctual and determined to CYRO working hours. Be available physically on your duty station unless authorized by your supervisor for travel business, illness or leave.
6. **Intellectual property right:** All assignments, reports, documents accessed or acquired while on official CYRO duty is the property of CYRO. All members who are leaving CYRO should hand over intellectual properties under their custody.
7. **Respect:** It is the duty of every staff member, volunteer, or intern to respect and promote the concept of harmony towards all individuals, communities, donors, diverse groups, and races. Respect local laws, customs and avoid any criminal activities or sensitive political

comments that can jeopardize CYRO relationship with the authorities and parties. Respect the rights of child, vulnerable women, and elder people.

8. **Conflict of interest:** This could happen when a clash between your personal interests and professional duties or responsibilities. If you believe the actions, you are doing may face or feel impartiality due to conflict of interest, remove yourself from the involvement of the judgement.
9. **Professionalism:** Each employee, volunteer or intern shall strive to uphold high professional standards while engaged in CYRO business. Conduct themselves in a manner that could not jeopardize CYRO reputation and business. Should refrain from any influence of drug while on duty.
10. **Un acceptable behavior:** All CYRO team, members, volunteers, and partners should adhere to all CYRO policies and procedures including but not limited to CYRO safeguarding policy, CYRO Human resource policy, CYRO financial and administration policy. Refrain from any unethical behavior that may intimidate, discriminate, belittle, or abuse both verbally and physically to the people of concern. Insult, fighting, intimidation, and retaliation are considered gross misconduct and hence may lead to termination without notice.
11. **Integrity and Honesty:** All CYRO team members be truthful and transparent in all communications. Avoid conflicts of interest and unethical practices. Treat all people with dignity including beneficiaries, ethnic, race, religion, Gender status, marital status.
12. **Equality:** Foster fairness and inclusivity promotes fairness and justice. Ensure that all individuals have the same rights, opportunities, and access to resources, regardless of their background, identity, or characteristics.
13. **Romantic relationship with CYRO team members:** Inform your supervisor of any romantic relationship, marriage between CYRO staff members to check any possible conflict of interest.

Reviewed by:

Approved by: