



This document has been provided by the International Center for Not-for-Profit Law (ICNL).

ICNL is the leading source for information on the legal environment for civil society and public participation. Since 1992, ICNL has served as a resource to civil society leaders, government officials, and the donor community in over 90 countries.

Visit ICNL's **Online Library** at
<http://www.icnl.org/knowledge/library/index.php>
for further resources and research from countries all over the world.

Disclaimers

Content. The information provided herein is for general informational and educational purposes only. It is not intended and should not be construed to constitute legal advice. The information contained herein may not be applicable in all situations and may not, after the date of its presentation, even reflect the most current authority. Nothing contained herein should be relied or acted upon without the benefit of legal advice based upon the particular facts and circumstances presented, and nothing herein should be construed otherwise.

Translations. Translations by ICNL of any materials into other languages are intended solely as a convenience. Translation accuracy is not guaranteed nor implied. If any questions arise related to the accuracy of a translation, please refer to the original language official version of the document. Any discrepancies or differences created in the translation are not binding and have no legal effect for compliance or enforcement purposes.

Warranty and Limitation of Liability. Although ICNL uses reasonable efforts to include accurate and up-to-date information herein, ICNL makes no warranties or representations of any kind as to its accuracy, currency or completeness. You agree that access to and use of this document and the content thereof is at your own risk. ICNL disclaims all warranties of any kind, express or implied. Neither ICNL nor any party involved in creating, producing or delivering this document shall be liable for any damages whatsoever arising out of access to, use of or inability to use this document, or any errors or omissions in the content thereof.



Code of Conduct for Non-Government Organizations

Code of Conduct for Non-Government Organizations

Preamble

Freedom of association, and the organizationing and expression of one's opinion are the most fundamental and universal human rights, which are guaranteed by the Constitution of the Republic of Indonesia. Accordingly, the existence of associations and organizations of citizens like Non-Government Organizations is an essential matter for the existence and welfare of human beings.

The existence of Non-Government Organizations is the manifestation of humanity's responsibility in the form of freedom, initiatives, equality, pluralism, solidarity and justice; accordingly, they must be continuously fought for.

The existence of Non-Government Organizations promotes the involvement of people and provides vital mechanisms for the development of solidarity, and accelerates the realization of people's initiatives to resolve their common problems.

Non-Government Organizations have a role in developing community's self-reliance potentials and enhancing people's concern for the solution of social problems.

Non-Government Organizations are aware that their roles of promoting community participation in any process of development requires systematic and sustainable approaches and phases.

The role of Non-Government Organizations should be implemented using sound and responsible methods, with full sense of awareness and responsibility.

Accordingly, as members and representatives of Non-Government Organizations, we herewith tie ourselves to the Code of Conduct of Non-Government Organizations, which has been jointly formulated and agreed on and which reflects our common responsibility to God, to ourselves and our partners.

I. PRINCIPLES OF EXISTENCE AND OPERATION

Integrity

1. Non-Government Organizations are independent and, consequently, not a part of or affiliated with any state or government institutions.
2. Non-Government Organizations are non-partisan, and, consequently, not a part of or affiliated with any political party, and shall not carry out practical politics in the sense that they shall not seek power.
3. Non-Government Organizations are non-sectarian and free themselves from any prejudices linked to religion, tribe, race, group and gender.
4. Non-Government Organizations are formed with clear vision and mission that side with marginal people, and do not merely seek projects.

5. Non-Government Organizations are formed with the orientation to not seek profit for their founders and members of management board, but rather to serve their fellow human beings and humanity.
6. Non-Government Organization upholds the principle of utilizing natural resources and the environment in a sustainable manner.
7. Non-Government Organizations, in fulfilling their vision and mission, do not consort to corruption, collusion and nepotistic activities.

Transparency

1. Any information relevant to the mission, membership, activities and funding of Non-Government Organizations is basically public in nature, and, consequently, Non-Government Organizations must make public reports on their activities and finances at least once a year.
2. Non-Government Organizations are open to any new opinion and idea that stress the interests of marginal people, and will work together with other Non-Government Organizations to achieve their common goals.

Independency

1. Non-Government Organizations are autonomous and free from the influences and interests of the government, political parties, funding agencies and business sector organizations, which can cause the independency, self-reliance and capability of Non-Government Organizations to disappear.
2. Any decision maker in a Non-Government Organization can not hold decision making positions at government institutions, private business companies, political parties or other organizations which are linked to political parties.

Anti-Violence

Non-Government Organizations, in defending people's rights, proposing views and ideas, and in carrying out any activity so as to achieve their goal, do not use violent methods.

Gender Equality

1. Non-Government Organizations always maintain the principle of equal rights between women and men in making decisions and in formulating their policies, and in providing opportunity for the development of their staff.
2. Non-Government Organizations always maintain the principle of gender equality and justice in carrying out any program and activity.

Finance

1. Non-Government Organizations design their financial system so as to ensure that any funds obtained will be used according to their allocation and intended purpose, and guarantee accountability to all parties.
2. Non-Government Organizations carry out their book-keeping system and financial reporting system according to the general accounting standards which apply for the non-profit sector.

II. Responsibility and Obligation to Other Parties

Non-Government Organizations, in maintaining their relationships with outside parties, base themselves on their strong sense of responsibility and duty as follows:

**On their Relationship with
Self-Reliant Groups (KSM) and the Community at Large**

1. Non-Government Organizations honor the integrity of Self-Reliant Community Groups (KSM), and supports their independency.
2. Non-Government Organizations honors the culture, tradition and dynamics of the local community and promotes the emergence of community initiatives.
3. Non-Government Organizations facilitate participatory and democratic leadership in the community.
4. Non-Government Organizations facilitate the development and the management of resources, the improvement of programs and organizational capacity of KSMs, and the strengthening of the networks and cooperation between KSMs and the local community.

**On their Relationship with
the Government, Private Sector and Funding Agencies**

1. Non-Government Organizations open themselves to the development of relationships and cooperation with the government, private sector, funding agencies and other international institutions in order to materialize their vision and mission.
2. Non-Government Organizations, in maintaining their relationship and cooperation with other parties, upholds the principles of equality, openness, partnership, mutual respect and professionalism.

On their Relationship with other NGOs

1. Non-Government Organizations are aware of the diversity of NGOs and, consequently, acknowledges the existence of other NGOs which have a clear commitment and concern to serve the interests of the community.

2. Non-Government Organizations develop solidarity and cooperation based on the principle that they are a partner of other NGOs in community empowerment.
3. Non-Government Organizations work together with other NGOs to develop professionalism standards based on their dedication and honesty to serve the community.
4. Non-Government Organizations will constantly work together with other NGOs to uphold democracy, protect human rights, and preserve the environment and natural resources.

On the Development of NGO's Staff

1. Non-Government Organizations are a vehicle for personal development, individually and collectively.
2. Non-Government Organizations develop participatory and democratic management.
3. Non-Government Organizations promote transparency and accountability of their management board and executive board to their workers.
4. Non-Government Organizations guarantee access to information for decision making at all levels of management.
5. Non-Government Organizations develop the principle of fair compensation and constantly attempt to improve the welfare and honor the rights of their workers.

III. Supervision and Violence

Violence and Sanctions

1. Non-Government Organizations tying themselves to this Code of Conduct will be sanctioned if proven to have violated the Code of Conduct rules.

2. Mechanisms and forms of the sanctions given to Non-Government Organizations found violating Code of Conduct rules shall be decided by an Ethics Board, which is appointed and given authority to carry out the task.

Principles of Supervision

1. The meaning of the Code of Conduct of NGO shall be interpreted in terms of its contents and spirit.
2. The Code of Conduct of NGO is implemented by each components of the NGO as a individuals and an organization.
3. The Code of Conduct of NGO is upheld by each components of the NGOs including their activists and the organization itself.
4. Implementation of the Code of Conduct of NGO is supervised by an Ethics Board to be formed on an ad-hoc basis as mentioned above.

Implementation of Supervision

1. In order to implement and uphold the Code of Conduct of NGO, an Association of Non-Government Organizations shall be formed.
2. The Association of Non-Government Organizations shall admonish members who violate the Code of Conduct of NGO.
3. In undertaking supervision, the Association of Non-Government Organizations shall form the Board of Ethics of Non-Government Organizations to handle violations by association members of the Code of Conduct.
4. The Board of Ethics can give recommendations to the Association of Non-Government Organizations on matters relevant to the implementation, maintenance and supervision of the Code of Conduct of NGO.
5. The Board of Ethics of Non-Government Organizations has the task of deciding the form or the weight of sanctions given by the

Association of Non-Government Organizations to its members found violating the Code of Conduct.

IV. Conclusion

After thoroughly discussing and agreeing on the contents of this Code of Conduct of Non-Government Organizations, we, the undersigned representatives of Non-Government Organizations, willingly and with full consciousness will carry out this Code of Conduct of NGO at our respective organizations, and will socialize it to other Non-Government Organizations, because the Code of Conduct is open to be accepted and practiced by the Non-Government Organization community.

This Code of Conduct of Non-Government Organizations was agreed on and ratified in a meeting of Non-Government Organizations, and its implementation will be evaluated periodically for improvement when it is deemed necessary or upon the recommendation of half plus one of the total number of the Association of Non-Government Organizations.