



# VALUES CHARTER

## Integrity

We are committed to maintaining the highest degree of integrity in all our dealings with all members of the SA First Forum, as well as with individuals and parties we engage with in the pursuit of our goals and objectives, particularly, respecting the confidentiality of information exchanged and the protection of all personal information received in the course of pursuing our objectives.

*Always do what you promise to do.*

## Communication

In our engagement with other individuals

- Always be polite and respectful of individuals' opinions, especially when discussions become heated.
- Be respectful of the different perspectives in the forum and engage in respectful dialogue to seek and gain understanding thereof.
- Practice the behaviours of listening to understand first, respectful and dignified discussions, dialogue and tolerance towards each other under all circumstances.
- Never use derogatory, threatening, abusive, discriminatory or obscene language or images in all communications, inclusive of social networks.

In our communication as a Forum

- Always exercise good judgement when posting on social networks and be aware that inappropriate conduct on social networks can negatively affect the organisation and yourself.
- Unless you are specifically mandated to communicate on behalf of the organisation, be completely upfront that the views being expressed are your own.
- Everything we say, and particularly criticism, should be accurate, fact-checked and capable of substantiation.
- *If we are not sure of something, we ask!*

## Duty of Care

Our actions and activities will always be guided by respect for our country's Constitution, and we believe that all individuals and organizations, including ourselves, should avoid causing any adverse

effect on the human rights of people in the organizations we deal with, the local and wider environments, and the well-being of society at large.

*Always be aware of the impact of your conduct on others.*

## Team Behaviours

™ **Ten Components of a Thinking Environment (Nancy Kline)** – *“The quality of everything that we do depends on the quality of our thinking first”.*

- **Attention** – Listening with respect and without interrupting the person who is speaking
- **Equality** – We treat each other as thinking peers, and each person has a turn to speak without interruption
- **Ease** – We will not rush our thinking
- **Appreciation** – Practising and offering genuine acknowledgement of a person’s qualities and practising a 5:1 ratio of appreciation to criticism
- **Encouragement** – We encourage each other to do our best thinking and do not compete as to who has the best ideas
- **Feelings** – We express our feelings in a respectful and dignified manner and cause no harm to others
- **Information** – Withholding or denying information results in intellectual vandalism; we establish the facts
- **Diversity** – We welcome our divergent thinking and diverse group identities
- **Incisive Questions** - Removing assumptions that limit our ability to think for ourselves clearly and creatively by asking questions
- **Place** – Creating a physical environment that says back to people, “You matter”

## Ethics

We always conduct ourselves and our activities honestly and honourably, and expect those individuals and organisations we interact and engage with to do the same.

Our integrity commits us to always do what is right and to maintain the highest level of ethical conduct in our interactions with all stakeholders.

We reject all forms of dishonesty.

Every person and organisation aligned to our Founding Statement, plays a critical role and this is achieved through developing and nurturing trustworthy relationships.

## Non-Partisanship

SA First Forum is a forum of individual membership, is non-sectarian and is neither a party nor aligned to any political party.

Members are free to support any party of their choice but in keeping with the non-partisan character of the forum there should be no party statements made, interests or recruiting done at forum gatherings, or in forum communications media.

This does not preclude the forum from sharing platforms with, or participating in mass gatherings which may include political parties and organisations. All members are expected to respect this element of the code.

## Intellectual Property and Moral Rights

We retain the moral rights in, and ownership of, all intellectual property that we create. In return we respect the moral and intellectual copyright vested in others' intellectual property.

## Equality and Discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age, sexual orientation or personal disability.

## Conflict of Interest

A conflict of interest situation arises when the 'private interests' of the people compete or conflict with the interests of the Forum. 'Private interests' means both the financial and personal interests of the people or those of their connections. The onus is on every individual member to declare a conflict or potential conflict of interest to the working committee, in the event that he/she feels a potential for a conflict of interest is emerging or has emerged.

## Quality assurance

We maintain the quality of what we do through constant ongoing review by the working committee of all communications and other activities.

## Fundraising

Whenever we approach any individuals, companies or institutions for funds or other resources, or we are offered funding or other resources by any of these, we will maintain the highest level of ethical conduct, with zero tolerance for any forms of illegality or dishonesty. This includes limiting our engagement to entities that have integrity and that subscribe to similar values and ethics as SA First Forum and respecting the rights of our members and our donors to be informed of the purposes for which we are raising funds, and the purposes for which funds are used.