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**NON-DISCRIMINATION  
POLICY**

**AND CODE OF ETHICS**

**AMA Association**

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**ASOCIACIÓN AMA**

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*Petén, Guatemala, Central America*

*November 2018*

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## **NON-DISCRIMINATION POLICY AND CODE OF ETHICS**

The AMA Association is committed to the general principle of equality and non-discrimination as a fundamental element of international human rights law (IHRL). The policy of the AMA Association is not to discriminate based on race, age, color, sex, language, national or social origin, physical or mental disability, religion, political preference, place of birth, socio-economic condition, or any other nature.

It is the duty of the AMA Association to cultivate and nurture a culture of ethics, integrity and responsibility that guides the conduct and behavior of the administrative and technical team. Likewise, it is the duty of the AMA Association to share with third parties with whom it establishes alliances and agreements the values and ethical principles that guide the performance of the organization.

### **BEGINNING**

#### **Integrity**

Demonstrate high levels of honesty, truthfulness, justice and responsibility in all aspects linked to the tasks and interests of the Association.

#### **Respect for human rights**

Ensure full respect for human rights, the rights of girls, adolescents, youth and women. Practice respect for dignity, understanding, tolerance and respect for diversity.

## **Responsibility**

Demonstrate responsibility for the good performance of their obligations, decisions and actions to achieve the fulfillment of their functions.

## **Avoid conflict of interest**

Separate private interests from labor interests to prevent potential conflicts that may occur.

## **Ensure that authority is not abused**

Not abuse the authority attributed to them, such as taking advantage of their colleagues, beneficiaries or other people or groups to obtain benefits of a financial, political, sexual or harassment nature, as well as in the inappropriate use of the Association's assets.

## **Ensure confidentiality of information**

Information not available for general use, financial or other resources will not be used, disseminated or transmitted to third parties without authorization. This obligation remains in force even after the contractual expiration or termination of the relationship with the Association.

## **Practice equal opportunities**

Act with equal opportunities and not discriminate in terms of race, creed, color, ethnic origin, nationality, religion, sex, sexual orientation, gender expression, age, marital status, physical or mental disability, or other condition in which different areas of development of the Association.

## **VALUES**

### **love moves us**

We are encouraged by the love of girls and women for themselves and their communities to awaken and boost their leadership.

### **We are all one**

When we work together, in trust, respecting and valuing culture, opinions and diversity, we develop authentic leadership and achieve better results in favor of the rights of girls, adolescents and young women.

### **We put ourselves in your shoes**

Only by interacting with girls, adolescents and young women are we sensitive to their interests and humanize our work.

### **We are all protagonists**

Every girl, adolescent and young woman is the protagonist of her future. We create spaces where they can develop their leadership and use it to improve their lives and the lives of others.

### **We are a hotbed**

We cultivate leadership in girls, adolescents and young women who contribute to other leaderships that drive social change in their communities.

### **We learn by playing**

We use fun and games to teach, motivating girls, adolescents and young women, to achieve their desires.

## **Best Practices**

### **Equal Employment Opportunity**

The AMA Association is committed to equal employment opportunities and does not discriminate in the terms, conditions or privileges of employment in terms of race, creed, color, ethnic origin, nationality, religion, sex, sexual orientation, gender expression, age , marital status, physical or mental disability, or other condition.

Any employee, member of the Council, volunteer, member or beneficiary who perceives that he or any other person belonging to the AMA Association has been discriminated against, will be invited to report the fact to the Executive Director and/or competent public institutions.

### **Prohibition of discriminatory harassment/harassment**

Harassment or intimidation of donors, team members or volunteers based on their race, creed, color, ethnicity, origin, religion, sex, sexual orientation, gender expression, age, status is specifically prohibited and will be grounds for contractual termination. civil, physical or mental disability. Harassment and intimidation include abusive, rude or intimidating behavior or language.

The AMA Association is committed to maintaining a work space free of any type of harassment and will not tolerate any discrimination towards team members, volunteers, partners or beneficiaries.

Substantial acts of discrimination, harassment or intimidation must be immediately reported and reported to the Executive Directorate, the supervisor and/or competent public institutions for immediate action to be taken.