



## THE GIRLS EXCELLENCE MOVEMENT CODE OF ETHICS

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THE GIRLS EXCELLENCE MOVEMENT -GEM will conduct its nonprofit operations with all honesty and abide by all international standards of ethical of acceptability wherever we operate in the world. We will constantly improve the quality of our services, projects, programs and operations and will create a reputation for transparency, accountability, inclusiveness, respect, responsibility, integrity, trust, excellence and sound judgment. No illegal or unethical conduct on the part of volunteers, directors, board members, mentors, employees or affiliates would be tolerated, and all such conduct is prohibited in GEM's best interest. **THE GIRLS EXCELLENCE MOVEMENT - GEM** will not compromise its principles for short-term advantage. The ethical performance of GEM is the sum of the ethics of the young men and women who work with us in delivering our Mission. Thus, we are all expected to adhere to high standards of personal, collective and organizational integrity.

Volunteers, directors, mentors, board members and employees of GEM must never permit their personal interests to conflict, or appear to conflict, with the interests of GEM. As we always affirm, the GEM Interest, which is to inspire girls to aspire to greater heights supersedes all personal and affiliate interest. Volunteers, directors, board members, team leaders and employees must be particularly careful to avoid representing **THE GIRLS EXCELLENCE MOVEMENT - GEM** in any transaction with others with whom there is any outside business affiliation or relationship. Volunteers, mentors, managers, team leaders, directors, and employees shall avoid using GEM contacts to advance their private projects or personal interests at the expense of GEM, and its target beneficiaries.




No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization in order to attract or influence GEM activity. Volunteers, mentors, directors and employees shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, in order to attract or influence outcomes in favour of GEM projects.

Volunteers, directors, mentors, managers and employees of **THE GIRLS EXCELLENCE MOVEMENT-GEM** will often come into contact with, or have possession of, proprietary, confidential or sensitive information either about GEM, their colleagues, the girls and such information be strictly safeguarded. This information – whether it is on behalf of GEM or any of our target beneficiaries or affiliates – could include strategic business plans, operating results, marketing strategies, data, sponsors lists, personnel records, upcoming acquisitions and divestitures, sexual abuse reports, stories and confessions, new grant opportunities, processes, methods, materials, documents and strategies. Proprietary, confidential and sensitive GEM information, about the girl's individuals and entities should be treated with sensitivity and discretion and only be disseminated on a need-to-know basis with approval from Team Leaders, or the Executive Director.

Misuse of materials and inside information in connection with trading in the GEM's securities can expose the culpable individual Volunteers, directors, mentors, managers and employees to civil liability and penalties under the Ghana entities code. Under this Act, directors, officers, and employees in possession of material information not available to the public are "insiders." Spouses, friends, suppliers, brokers,

and others outside the company who may have acquired the information directly or indirectly from a director, officer or employee are also “insiders.” The Act prohibits insiders from trading in, or recommending the sale or purchase of, the company’s securities, while such inside information is regarded as “material”, or if it is important enough to influence you or any other person in

the purchase or sale of securities of any company with which we do business, which could be affected by the inside information. The following guidelines should be followed in dealing with inside information:

-  Until the material information has been publicly released by the company, an employee must not disclose it to anyone except those within the company whose positions require use of the information.
-  Employees must not buy or sell the company's securities when they have knowledge of material information concerning the company until it has been disclosed to the public and the public has had sufficient time to absorb the information.
-  Employees shall not buy or sell securities of another corporation, the value of which is likely to be affected by an action by the company of which the employee is aware and which has not been publicly disclosed.

Volunteers, directors, mentors, managers and employees shall seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.

Volunteers, directors, mentors, managers and employees will refrain from gathering competitor intelligence by illegitimate means and refrain from acting on knowledge which has been gathered in such a manner. The officers, directors and employees of THE GIRLS EXCELLENCE MOVEMENT - GEM will seek to avoid exaggerating or disparaging comparisons of the services and competence other nonprofits.

Volunteers, directors, mentors, managers and employees will obey all international Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.

Volunteers, directors, mentors, managers and employees will remain personally balanced so that their personal life will not interfere with their ability to deliver quality products or services to the company and its clients.

Volunteers, directors, mentors, managers and employees agree to disclose unethical, dishonest, fraudulent and illegal behavior, or the violation of company policies and procedures, directly to management.

Violation of this Code of Ethics shall result in disciplinary action, including possible termination or imprisonment. The degree of discipline relates in part to whether there was a voluntary disclosure or any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Remember we are leaders with no titles and as expected to hold ourselves and each other accountable to the highest ethical standards. As ambassadors of excellence, we must first be judged to be of excellent ethical conduct at all times.