**Annexure 1: Sample Code of Practice)**

**HR 002A - Sample Code of Conduct**

**Part I. - Purpose and scope of the Code of Conduct**

1. The purpose of the Code of Conduct is to elaborate on the basic principles on the duties and obligations of staff members.

2. Establishment of [CSO’s Name]’s guiding principles through core values: professionalism, integrity and respect for diversity, all of which underpin the specific obligations placed on the staff of the [CSO’s Name]. These obligations also apply to all other personnel performing functions at the request of the [CSO’s Name], whether on the basis of an assignment, a consultancy contract or on some other basis.

3. The obligations specified in this Code apply to all staff members, including the Executive Director. All staff members are accountable to the Executive Director (ED) for the manner in which they comply with their obligations under the Code of Conduct. The ED is accountable to the Governing Body.

4. Staff members must be aware that failure to comply with their obligations under this Code may carry serious consequences, including a negative assessment of their performance and conduct, non-renewal or termination of appointment or contract, and/or disciplinary proceedings which may lead to dismissal

**Part II. - Core Value**

***Professionalism***

5. Staff members shall demonstrate the highest standards of competence and efficiency and shall meet their professional goals and commitments with a view to achieving the purpose and objectives of the [CSO’s Name] rather than their personal concerns.

***Integrity***

6. Integrity is a core value to be demonstrated by staff members in all aspects of their professional conduct and personal behavior. Integrity includes honesty, truthfulness, impartiality, reliability, and incorruptibility, as well as the duty to live up to the promise made by staff members in the declaration of office required to exercise their functions in all loyalty, discretion and conscience.

***Respect for diversity***

7. Diversity of the workforce is an invaluable asset to the accomplishment of the [CSO’s Name]’s mission, as it brings together individuals from different backgrounds, cultures, genders and professional experience. Staff members are expected to welcome and respect diversity of persons and points of view, and its potential to enrich the work done by the [CSO’s Name].

**Part III. - Specific obligations**

***Professional obligations***

8. Throughout their service with the [CSO’s Name], staff members shall comply with their obligations under the [CSO’s Name] Legal Framework.

9. Staff members are subject to the authority of the ED including his or her decisions on assignment of any staff member to any of the activities or offices of the [CSO’s Name].

10. Staff members shall faithfully and diligently perform all aspects of their official duties in an efficient, competent and professional manner. In the exercise of their functions, they shall not act beyond the scope of their authority. They shall follow directions and instructions properly given by the ED and/or their supervisors.

11. Staff members shall not use their office or the knowledge gained from their official functions for private advantage or for the private advantage of any third party.

12. Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or other third party any information known to them, except as appropriate in the normal course of their duties or by authorization of the ED.

These obligations do not cease upon separation from service.

13. Staff members shall respect normal working hours and, whenever necessary in their professional judgment or at the request of a supervisor, they shall work beyond normal working hours.

***Use of the [CSO’s Name]’s property and assets***

14. Staff members are responsible for ensuring the appropriate use and protection of the [CSO’s Name]’s property and assets, and for avoiding waste and abuse. Property and assets include financial resources, material assets such as facilities, equipment and supplies, and other resources such as staff time. These resources should be used with care for purposes directly related to official objectives and duties.

15. Careless or improper use of resources, whether it involves abuse of the procurement process, theft of property, false claims for sick leave, false certification of information on the basis of which the [CSO’s Name] establishes entitlements, or waste of staff time on private business, is incompatible with personal integrity.

16. When using the [CSO’s Name]’s information and communication technology (ICT) resources, staff members shall only use software approved by the responsible official. They may not knowingly or through negligence create false or misleading data; make data available to unauthorized persons; damage, delete, alter or conceal data or attempt to access data on any system without authorization.

17. While limited personal use of the [CSO’s Name]’s ICT resources is permitted within reasonable boundaries, staff members must ensure that this does not result in additional costs to the [CSO’s Name].

18. Staff members are reminded that all rights, title, copyright and patent rights, in any work created as part of their official duties with the [CSO’s Name] are vested in the [CSO’s Name] and that they may not claim ownership of such rights or benefit from them other than as authorized by the ED.

***Relations with work colleagues***

19. Staff members must use the authority attached to their official functions with utmost respect for their work colleagues and shall not abuse the authority associated with their position in the [CSO’s Name].

20. Every person working for the [CSO’s Name] has the right to an environment free of discrimination and harassment, including sexual harassment. No staff member shall engage in discrimination, harassment or sexual harassment against an individual or group of individuals on any basis or in any form.

For the purposes of the Code, the following definitions shall apply:

a) “Discrimination” shall mean any unfair treatment or arbitrary distinction based on a person’s race, sex, religion, nationality, ethnic origin, sexual orientation, disability, age, language, social origin or other status. Discrimination may be an isolated event affecting one person or a group of persons similarly situated, or may manifest itself through harassment or abuse of authority.

b) “Harassment” shall mean any improper and unwelcome conduct that might reasonably be expected to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment. Harassment normally implies a series of incidents. Legitimate disagreements on work performance do not constitute harassment and are resolved in the context of performance management.

c) “Sexual harassment” shall mean any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected to cause offence or humiliation to another, especially when such conduct interferes with work, or is made a condition of employment, or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex.

21. Staff members shall not seek to obtain confidential information including personnel files, medical records, and information concerning audits, investigations, appeals and disciplinary actions unless they have been specifically authorized to do so for the performance of their official functions.

***Relations with governments and their representatives***

22. Staff members shall serve the interests of the [CSO’s Name] only and shall not seek or accept instructions from governments or their representatives in regard to the performance of their duties.

23. Staff members shall maintain the best possible relations with governments and avoid any action that might impair these relations. They shall not interfere in the policies or affairs of governments. It is unacceptable for them, either individually or collectively, to criticize or try to discredit a government. At the same time, it is understood that staff members may speak freely in support of the [CSO’s Name]’s policies, and have the right to express their political preferences within the bounds of paragraphs 31 and 32 below.

24. Staff members do not have authority to act as liaison agents between the [CSO’s Name] and the government. Exceptionally, the ED may request an individual to liaise with a government – a unique role for which integrity is essential.

25. Staff members must immediately report to their supervisors any real or perceived undue pressure exercised by any government or its agents to influence decisions to be made by the ED or the Governing Body.

***Relations with the media***

26. Staff members shall not, except in the normal course of their official duties or with the prior approval of the ED, communicate with the media on any matters that relate to the purpose, activities or interests of the [CSO’s Name].

27. When authorized to speak with the media, staff members must be aware that they speak in the name of the [CSO’s Name] and must avoid personal preferences and views that may be at variance with those of the [CSO’s Name]. Under no circumstances should they use the media to further their own interests, air their own grievances, or reveal unauthorized information.

***Relations with the public***

28. Consistent with their duty of loyalty to the [CSO’s Name], staff members may not air personal grievances or criticize the [CSO’s Name] in public. Should they face criticism of their work or of the [CSO’s Name], they are expected to respond with tact and restraint, promoting at all times a positive image of the [CSO’s Name].

29. While staff members are expected to promote openness and transparency, they must exercise the utmost discretion on all matters of official business. They may not disclose information that has not been made public by the [CSO’s Name] or to which access is not permitted under applicable policies and rules. This includes information that is known to them because of their work for the [CSO’s Name], even when that information is not specifically protected as confidential.

These obligations do not cease upon separation from service.

***Private conduct***

30. The [CSO’s Name] does not seek to regulate the private personal conduct of its staff, unless it could bring the [CSO’s Name] into disrepute, or interfere with performance of their official duties. Accordingly, staff members are expected:

a) To refrain from engaging in any form of criminal activity, and to respect local laws and regulations;

b) To refrain from any misrepresentation of their official functions, title or duties, especially in order to obtain some personal advantage or benefit;

c) To refrain from engaging in conduct which is, or may be perceived to be, an abuse of the privileges and immunities that are conferred solely in the interest of the [CSO’s Name], and not for the personal benefit of staff;

d) To fulfil their private financial obligations.

31. Staff members are free to express their political preferences by exercising their right to vote. They may be members of a political party provided that its prevailing views and the obligations imposed on its members are consistent with their status as staff members. They must exercise discretion in their support for a political party or campaign, and may not accept or solicit funds, write articles, or make public speeches, statements or endorsements to the press for this purpose.

32. In view of their status as [CSO’s Name] staff members, and of the consequent obligation to maintain impartiality and independence from Governments, staff members may not participate in political activities, such as standing for election or holding a political office.

33. Staff members are encouraged to participate in outside professional activities that foster contacts with private and public bodies and thus serve to maintain and enhance their professional and technical competencies.

***Conflict of Interest***

34. A “conflict of interest” arises when a staff member or a family member has financial, professional or other interests which could interfere with the proper discharge of the staff member’s professional duties as a [CSO’s Name] official by creating a situation where the staff member, a family member, or a third party whom the staff member wishes to favor could benefit or be perceived to benefit, directly or indirectly, from decisions taken by the staff member or which the staff member is in a position to influence.

35. In general, and without limitation, a conflict of interest may be deemed to exist in the following situations:

a) Where a staff member’s financial interest, or the interests of a family member or of a third party with which the staff member or a family member is associated, could affect the conduct of the staff member’s duties and responsibilities with respect to the [CSO’s Name] or result in a reasonable perception that such a conflict exists;

b) Where the staff member’s action could reasonably be seen to compromise or undermine the trust that the public places in the [CSO’s Name]; or

c) Where the staff member’s actions create the perception that the staff member is using his or her position in the [CSO’s Name] for personal benefit or the benefit of a family member or of a third party with which the staff member is associated.

36. Such conflict of interest situations, or a reasonable perception that a conflict of interest exists, do not necessarily imply corruption, wrongdoing or inappropriate activities.

37. Conflicts of interest can only be appropriately avoided by clearly placing the interests of the [CSO’s Name] above other interests. In particular, staff members shall not:

a) Hold a financial interest in, or be actively associated with the management of, any profit making business by reason of the staff member’s position with the [CSO’s Name];

b) Solicit or accept any benefits including economic benefit for themselves, a family member or a third party with which the staff member is associated;

c) Assist family members or a third party with which the staff member is associated in their dealings with the [CSO’s Name];

d) Take advantage or obtain a personal benefit, or allow a family member or a third party to obtain information in the course of their official duties that is not generally available to the public;

e) Directly or indirectly use, or allow the use of, the [CSO’s Name]’s property and any property entrusted to the [CSO’s Name], for anything other than officially approved activities;

f) Allow their actions and decisions to be influenced by the prospect of employment by a third party for themselves or a family member.

38. Staff members shall disclose to the ED, immediately and in writing, any actual or potential conflicts of interest, including those that derive from any family member or third party with which the staff member is associated

39. Should information come to light indicating that a staff member failed to disclose an actual or potential conflict of interest, the ED shall request the staff member to explain the alleged failure to disclose.

40. Should a conflict of interest situation arise on the part of the ED or a staff member holding an Executive position, the provisions

***Outside Employment and Activities***

41. Staff members and other personnel engaged on a full-time basis shall not, without prior authorization from the ED, hold an office or engage in occupations, whether remunerated or not, outside their employment duties with the [CSO’s Name].

42. The request for authorization must disclose the nature and scope of the proposed activity or employment, whether any honorarium or other compensation will be received and, if so, the amount(s) involved.

43. Authorization shall not be granted when the ED finds that the proposed outside employment or activity would be incompatible with the status and/or obligations of the individual concerned, or with the interests or objectives of the [CSO’s Name].

44. Staff members and other personnel engaged on a full-time basis may not submit material for publication without obtaining prior authorization from the ED.

45. Staff members on leave, with or without pay, must bear in mind that while on approved leave they remain subject to the terms of their employment by the [CSO’s Name]. Accordingly, they may only engage in outside activities during leave, paid or unpaid, after receipt of a written authorization from the ED.

46. Upon appointment to [CSO’s Name] and at each new appointment, every staff member must sign and submit a declaration to comply with the Code of Conduct and also a declaration of impartiality and confidentiality whenever they are called to participate in committees on procurement, recruitment, or in a similar activity which involves evaluation, selection, or drafting of job descriptions or terms of reference to select a particular candidate or tenderer.

47. Staff members must certify on the form that the declarations and disclosure made are true, correct, and complete to the best of their knowledge and belief, and that they understand that failure to provide true, complete, and accurate information to the best of their knowledge and belief may have serious consequences, including disciplinary action.

48. The staff member’s disclosure of interest will be maintained as strictly confidential, except as necessary to allow for review by the ED. In the event such review identifies situations in which an actual or potential conflict of interest exists, the ED shall take appropriate action in accordance with the provisions of this code of conduct.

49. Staff members must respond fully to requests for information from officials authorized by the ED to investigate possible misuse of funds, waste and abuse.

50. Engaging in retaliatory action or threatening to do so may itself constitute misconduct. Malicious accusations made in bad faith to harm work colleagues are a serious failure to live up to the standard of integrity expected of all staff members and, where established, would lead to disciplinary proceedings against a staff member having engaged in such conduct.

**Declaration**

I ............................................................................................................ read and understand on the term and conditions specified in Code of Conduct of [CSO’s Name].

Signature : ………………………………………………

Date : ………………………………………………

**HR 002B: Code of Employee Obligation**

*Code of employee Obligation shall apply to and regulate the disciplinary control and conduct of all employees of the [CSO’s Name]*

An employee shall conduct him/herself in accordance with their obligations and duties, whether expressed or implied, arising from their employment, whether during or out of working hours, at their workplace or elsewhere. Any conduct which is incompatible with such obligations and duties would constitute misconduct comprising of either minor or major offences which by implication are not tenable with their position as employees.

Obligation of an Employee would include;

1. Safeguard the property and interest of the [CSO’s Name] at all times.
2. Discharge his duties efficiently, diligently, honestly with fidelity and prudence.
3. Maintain and improve the standards of performance required of him.
4. Accept and carry out all lawful orders and instructions given to him by his superior officers.
5. Conduct him in such a manner as not to bring the [CSO’s Name] into financial loss in the course of his work or as not bring the [CSO’s Name] into disrepute in his relations with one another and with general public
6. Give his undivided allegiance to the [CSO’s Name] at all times and at all occasions when the [CSO’s Name] has a claim on his services.
7. Familiarize himself with and observe provisions of all policy and procedure Manuals including Disciplinary Rules and any other rules and regulations issued from time to time by the [CSO’s Name].
8. Be courteous towards the public and readily assist all persons visiting the [CSO’s Name] and be polite in his acts and transactions and official correspondence.
9. Avoid divulging official information of a confidential nature and of any other form that could cause embarrassment to the [CSO’s Name].
10. Not to utilize [CSO’s Name] labor on private jobs of any kind or put any [CSO’s Name] property for his personal use.
11. As soon as a charge is preferred against him/her in a Court of Law in respect of a criminal offence report the same to the head of his/her division or section.
12. If an employee is convicted in a Court of Law for a Criminal Offence, he shall report the findings of guilt or conviction immediately to his head of division or section.
13. Any other obligations that arises out of his employment relationship with the [CSO’s Name].