
KARIBU AFRICAN WOMEN'S SUPPORT GROUP

Code of conduct

August 2023

KARIBU AFRICAN WOMEN'S SUPPORT GROUP, hereafter referred to as 'the Organisation', recognises a duty of care to staff, volunteers and service users and has developed the following policy and guidance to ensure that all staff understand their responsibilities to other staff and the Organisation.

Policy - brief & purpose

Our Code of Conduct organisation policy outlines our expectations regarding employees' and volunteers' behaviour towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank.

Policy elements

What are the components of an Employee Code of Conduct Policy?

Organisation employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All employees must protect our organisation's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, partnerships, clients and public image.

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Organisation Property

All employees should treat our organisation's property, whether material or intangible, with respect and care.

Employees:

- I. shouldn't misuse organisation's equipment or use it frivolously.
- II. should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
- III. should protect organisation's facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace:

Personal appearance

All employees must maintain a clean and appropriate personal appearance.

Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

Any potential conflicts of interest are to be reported to the board for consideration/action.

Any position of influence is not to be used for personal gain.

No member of staff is to recruit based upon nepotism, favouritism or clientelism, but to recruit based purely upon merit.

Discretionary powers are to be used only in the interest of the organisation.

Job duties and authority

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our organisation.

Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But generally, we expect employees to be punctual when coming to and leaving from work.

Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees must be open for communication with their colleagues, supervisors or team members.

Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, facilities, subscriptions or other benefits our organisation offers.

Policies

All employees should read and follow our company policies. If they have any questions, they should ask the charity manager.

Disciplinary actions

The Organisation may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

Demotion.

Reprimand.

Suspension or termination for more serious offenses.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

Approved by on

Review date: _____