

KWEFAAKO DEVELOPMENT INITIATIVE

PROPOSED CODE OF CONDUCT

INTRODUCTION

- Kwefaako Development Initiative (KDI) is a Savings and Investment organisation. Those who work for and are members of KDI endorse the concept of human rights in general and particularly citizen's rights and to respect those rights in all our positions, decisions and actions
- KDI's work is based on deeply held values and principles. It is essential that our commitment to principles and rules is supported and demonstrated by all members and staff. If any of us fails to act in a way that is consistent with our values and principles, we fail as an organization
- Our ability to achieve our aims is linked to our reputation. This reputation relies heavily on everyone who works for us upholding and promoting high standards of conduct.

Being a member of KDI, means you are accepting a special responsibility for safeguarding and promoting KDI's mission, Vision and Core Values and respecting the reputation of the Organisation.

- The Core values of KDI are; Integrity, Team work, Innovation and Responsibility and everyone has a responsibility of keeping, respecting and adherence to these core values.
- If you are a manager, you will have particular responsibilities to set a good example and to create working environments that support members and staff to uphold these standards and help you manage behaviour that breaks the Code of Conduct
- With this common rights perspective we strive for exemplary behaviour and the realisation of effective and reliable work for members. We consider of utmost importance to ensure that all resources are used in an appropriate and effective way, be it personal or economic resources, and that they are used for the means they are designated
- In order to make this Code of Conduct come alive within KDI, we must not only apply it individually but be ready to bring to the attention of relevant

management within KDI any potential incident, abuse or concern that we witness or are made aware of.

GUIDING PRINCIPLES

1. I will respect other members and or staff of KDI:

- I will respect the basic rights of all humansregardless of gender, disability, ethnicity, religion, caste, language, HIV status and other aspects of identity. I will act fairly, honestly and tactfully to treat people with dignity and respect.

I will not –

Take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way to infringe the rights of other members.

2. I will work actively to safeguard the Vision, Mission and Core Values of KDI:

- By carrying out my special responsibilities to which KDI has a duty of creating a safe environment for savings and investment, I will promote and work within the Vision, Mission and Core values of KDI.

I will not –

- Act in any way that breaches KDI's Policy and procedures or in any way places the interests of KDI at risk of harm
- Withhold information about any current criminal convictions, charges or civil proceedings and personal status quo when I join KDI or arising during my time of membership/ employment.

3. I will maintain high standards of personal and professional conduct:

- By striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as a KDI member/employee. I will not behave in a way that undermines my ability to do activities related to KDI or is likely to bring KDI into disrepute.

I will not -

- Engage in sexual relations with anyone under the age of 18, or abuse or exploit a child in anyway
- Exchange money, employment, goods or services for sexual favours
- Drink alcohol or use any other substances in a way that affects my ability to do my job, or affects the reputation of the organisation
- Be in possession of, nor profit from the sale of, illegal goods or substances
- Ask for or invite any personal payment, service or favour from others, especially beneficiaries, in return for our help, support, goods or services of any kind. - accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others which have been offered as a result of my membership/employment
- Enter into any sort of business relationship on behalf KDI with family, friends or other personal/professional contacts for the supply of any goods or service to KDI or any employment/ membership related matters without authorisation from the concerned KDI governing committee
- Use the organisation's computers, telephone and any other equipment to view, download, create or distribute inappropriate material, such as pornography, terrorist items, etc.
- Use the organisation's premises and or equipment to carry out personal business that is not related to KDI and outside the speculated hours of operation.

4. I will seek to protect the safety and wellbeing of myself and others:

- By being aware of and complying with KDI health, security and safety policies and practices and highlighting any areas of concern to management.

I will not –

- Behave in a way that causes unnecessary risk to myself or others.

5. I will protect KDI's Assets and Resources

- By handling our financial and other resources carefully. I will ensure KDI's Resources are not misused and protect them from theft, fraud and other damage.

I will not -

- Release to others any private and confidential information relating to KDI (or for which we are responsible) unless legally required to do so.

PERSONAL DECLARATION

I confirm that I have read, understood and shall abide by the Code of Conduct principles for the entire period I am working or associated with, and or represent Kwefaako Development Initiative (KDI).

I understand that violation of any of the above code of conduct can, depending on the degree of severity, result in immediate disciplinary action which can include dismissal and or termination of membership.

I will raise through appropriate channels any matter which appears to break the standards contained within this Code of Conduct.

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Signature

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Job title/ Membership Type

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Name in block letters

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Date