



## **CODE OF CONDUCT**

### **1. Preamble**

This Code of Conduct is a public declaration of the principles of good conduct and standards of behaviour that Gender Links (GL) has decided its stakeholders could reasonably expect from the employees, fixed contract and part time staff, interns, volunteers, consultants, contractors and partners to demonstrate, in the performance of their duties and functions.

The Code of Conduct outlines key responsibilities of all GL personnel in relation to respecting the welfare and rights of the people with whom they work.

GL management at all levels is responsible for ensuring that all personnel are aware of the Code of Conduct, that they understand what it means in concrete behavioural terms and how it applies to their programme context.

The Code of Conduct should be cross referenced with Gender Links'

- Safeguarding and Preventing Sexual Exploitation Policy
- Human Resources Policy
- Accountability and Transparency Policy
- Information Technology Policy
- Finance and Administration Policy
- Procurement Policy
- Zero Tolerance for Corruption Policy
- Whistle Blowing Policy

### **2. Scope**

The requirements within this Code of Conduct will extend to all Board Members (where applicable) employees, fixed contract and part time staff, interns, volunteers, consultants, contractors and partners engaged to provide services on Gender Links.

### 3. Definitions

For the purpose of this document, employees at Gender Links country, head office and Cottages, fixed contract and part time staff, volunteers, consultants, contractors and partners will be referred to as “those engaged”.

The term “consultants” refers only to those persons who are specifically notified within their contractual terms of engagement of an obligation to be bound by the terms of this policy

The term “partners” refers only to organisations that are specifically notified within their Memorandum of Understanding of an obligation to be bound by the terms of this policy.

### 4. Purpose

The Code of Conduct is designed to:

- Assist personnel to better understand the obligations placed upon their conduct.
- To articulate the behavioural and professional requirements expected of all those engaged in and on behalf of GL whilst performing and discharging their duties.
- To explain and provide guidance regarding the consequences to those engaged in GL works, who behave in a manner which is in breach of this Code of Ethics.

### 5. Values

In order to actualise/achieve GL’s vision of a region where women and men can realise their full potential and participate equally in all aspects of public and private life, as well as to prevent all forms of harassment, fraud, corruption and unethical business practices, it is expected that those engaged on behalf of GL

- Will conduct themselves in a manner that generates trust and confidence and enhances the standing, mandate and image of GL.
- Observe the following key values underpinning the Code of Conduct:
  - **Transparency:** Conduct research in a transparent and responsible manner in compliance with gender equality principles.
  - **Collaboration:** Work with partners in a manner that adheres to sound fiscal policy and promotion of the vision and mission of GL.
  - **Human Rights Principles:** Foster adherence to human rights principles and ethical behaviour. This includes non-tolerance of an atmosphere of tension created by unwelcome conduct of a sexual nature, including unwelcome sex related remarks, sexual advances and requests for sexual favours
  - **Consultation:** Adopt a consultative approach to the policies and programmes of GL.
  - **Accountability:** Uphold highest standards of accountability, efficiency, competence, integrity and transparency in the execution of their work. Comply with all contractual stipulations and obligations

### 6. Inappropriate behaviour

Please refer to Annex B for **behaviour that will not be tolerated** and the degree of severity of each offense.

Refer also to **GL’s Safeguarding and Prevention of Sexual Exploitation Policy** for conduct in this area that will not be tolerated and how it will be addressed.

GL has a **Zero-Tolerance for Corruption Policy**. Even suspicions of any devious matters are to be reported and investigated both within Gender Links and partners.

### **Use of Information/Media Liaison**

*(Refer IT policies and procedures and the communications policy)*

- Information obtained by persons engaged in the course of their duties and functions is to be respected and used in a careful and prudent manner.
- As a general rule unless specifically asked to do so, staff are not authorised to speak on behalf of GL. When sharing information about the organisation or area of expertise staff shall make it clear that they are offering personal opinions that may not necessarily reflect the views of GL and other employees.
- Staff must ensure that their commentary as a GL employee, does not lead to political or negative repercussions, as to compromise the work of GL.

## **7. Sanctions for violating the Code of Conduct**

Refer to GL HR Policies, 230 -251 for Grievance and Disciplinary Procedures.

Refer to Annex 2 for GL list of acts of misconducts and sanctions that will be taken in such cases.

## **8. Understanding and signing the code**

Those engaged shall ensure that they have read and understood this Code of Conduct and will sign Annex 1 as confirmation

## Annex 1

### Understanding and signing the GL Code of Conduct

The employee, Board Member, intern, volunteer, consultant and contractor or partner below has read, understood and is in agreement with the content of this document. The signatory accepts the consequences of any violation of any of the above provisions under this Code of Conduct

Signature:	Gender Links representative signature
Name in print:	Name in Print:
Job Title/Position:	Position
Date and Place:	Date and Place:

## ANNEX 2: LIST OF POSSIBLE ACTS OF MISCONDUCT AND SANCTIONS

This list is not exhaustive and should be used as a guideline. Each misconduct case must be dealt with on its merits and degree of seriousness. Managers should however caution when applying these guidelines and should at all times remain consistent in the application thereof.

### CODES:

CT - Consultation	VB – Verbal Warning	WW – written warning	2WW - Second written Warning	FWW - Final Written Warning
SD – Summary Dismissal	DH - Dismissal Hearing			

CATEGORY	NO.	NATURE OF OFFENCE	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
<b>VERY SERIOUS</b>	1	Deliberate violation of safety rules, causing injury to another person and/or damage to property. Interpretation of deliberate may differ from one case to another in mitigation. Ignorance is no defence.	DH			
	2	Alcohol/Drugs – in possession of on GL premises/under the influence of alcohol/drugs. Unless sanctioned by supervisor in case there is a GL official function.	DH			
	3	Theft, fraud, falsification of documents, commits an offence involving dishonesty including defrauding GL for personal gain.	SD			
	4	Sabotage – committing the act and /or assisting in the act both on GL premises and of a partner/client.( destroying files, influencing partners and donors to disengage or view GL in bad light)	SD			
	5	Assault – verbal and or physical. (Slapping, shouting etc. The degree of the assault depends from one case to another and may be upgraded depending with the severeness of injury )	DH			
	6	Assault with intent to cause grievous bodily harm. The courts of law can also give supporting evidence.	SD			
	7	Misappropriates or makes improper use of GL property and/or facilities of GL including the internet	DH			

CATEGORY	NO.	NATURE OF OFFENCE	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
	8	Incitement, intimidation, engaging in undesirable activities as deemed by GL code of conduct	DH			
	9	Refusal to obey lawful instruction from your superior.	DH			
	10	Makes use of his/her position on the staff to advance interests that are partisan or otherwise undermine the principles for which GL stands	DH			
	11	Uses sensitive and /or confidential information obtained while carrying out his/her duties for any other purpose than that of carrying out his/her duties.	DH			
	12	Commits a gender related offence, including sexual harassment, or acts in any way that is discriminatory of others as set out in GL Gender and Diversity Policy, Safeguarding and Prevention of Sexual Exploitation Policy	SD			
<b>VERY SERIOUS</b>	13	Is negligent or lax in the performance of his/her duties	DH			
	14	Does something or fails to do something which prejudices the administration, discipline or efficiency of GL	DH			
	15	Discloses information obtained while carrying out his/her duties in an improper manner without the permission.	DH			
	16	Publicly comments to the prejudice of GL.	DH			
	17	Desertion – three consecutive working days without permission, or without good reason. It is the responsibility of the employee to communicate with his supervisor regarding any period of absence.	SD			
	18	Gross negligence	DH			
	19	Gross incompetence	DH			
	20	Unlawful possession of GL property	DH			
	21	Does not materially comply with GL policies and regulations	DH			
	22	Receiving unauthorised monies and gifts from clients without reporting such	DH			
	23	Incitement of strike etc. Without going through the GL grievance procedures first	DH			
	24	Being found guilty in any criminal court of an offence that could harm GL image	DH			
<b>TIME KEEPING</b>	25	Extended breaks, late arrivals, early departures	WW	2WW	FWW	DH
	26	Unwarranted absence from place of work without good reason	WW	2WW	FWW	DH
	27	Failure to obey instructions	FWW	DH		

CATEGORY	NO.	NATURE OF OFFENCE	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
<b>WORK OUTPUT</b>	28	Keeping others from doing their work.	FW	DH		
	29	Poor quality of work, not adhering to work standards.	CT	WW	FWW	DH
	30	Non-productive, unsatisfactory work output.	CT	WW	FWW	DH
	31	Dereliction of duty, disregard of specifications.	FWW	DH		
	32	Creating or contributing to unsanitary poor housekeeping conditions.	WW	2WW	FWW	DH
	33	Injury to another through horseplay and/or negligence.	DH			
	34	Failure to report damage to equipment, vehicle and/or tools for which one is responsible	FWW	DH		
	35	Failure to report injury or accident	FWW	DH		
	36	Wilful damage to GL property	DH			
	37	Non-observance of non-smoking areas	WW	FWW	DH	
	38	Littering	WW	FWW	DH	
<b>ATTITUDE</b>	39	Failure to keep work station and surrounding area clean	WW	FWW	DH	
	40	Wasting materials and not complying to GL green policy	FWW	DH		
<b>FIREARM OFFENCES</b>	41	Threatening someone with firearm	SD			
<b>DRIVING OFFENCES</b>	42	Driving under the influence of alcohol	SD			
	43	Transporting members of public without permission	FWW	DH		
	44	Failure to report accident to Police and employer respectively	DH			
	45	Wilful and/or malicious damage to GL Property	DH			
	46	Removing parts or petrol from vehicle for personal gain	SD			
	47	Driving without valid licence	FWW	DH		
	48	Overloading of GL vehicle	FWW	DH		
	49	Failure to report defect/damage	FWW	DH		
	50	Negligent/reckless driving	FWW	DH		
	51	Excessive speeding	FWW	DH		
	52	In possession of GL vehicle without permission	DH			

CATEGORY	NO.	NATURE OF OFFENCE	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
<b>IT RELATED</b>	53	Spending time on internet for personal use irrespective of purpose	FWW	DH		
	54	Viewing pornographic material at work	SD			
	55	Viewing private and confidential company information without permission	DH			
	56	Copying programs/files/documents etc. belonging to GL other than for GL use	SD			