



## **WARDI CODE CONDUCT AND ETHICS**

**TO BE REVISED ON NEED AND ENDORSED BY WARDI BOARD**

**NOVEMBER 2021**

## **1. Policy Summary and purpose**

WARDI establishes the following Code of Conduct and Ethics for its staff, consultant and contractors. Our Employee Code of Conduct policy outlines our expectations for employees' behavior toward their coworkers, supervisors, and the organization as a whole.

We advocate for free expression and open communication. However, we expect all employees, volunteers, hired consultants and contractors to adhere to our code of conduct. They should refrain from offending, engaging in serious disputes, or disrupting our workplace. We also anticipate that they will promote a well-organized, respectful, and collaborative environment. The organization is committed to develop and promote standards and best practices in integrity in the work place.

## **2. Scope**

This code of conduct applies to all WARDI Organization's staff, volunteers, consultants and contractors in Somalia and Kenya.

## **3. Policy Elements**

WARDI employees, Volunteers, consultant firms and contractors are required to adhere to WARDI's Code of Conduct while performing their duties. The following are the elements of our Code of Conduct:

### **A. Compliance with organizational law**

WARDI employees, Volunteers, consultant firms and contractors are responsible for ensuring the legality of our Organization. They must follow all environmental, safety, and fair-dealing laws. When it comes to our Organization's finances, services, partnerships, and public image, we expect them to be ethical, responsible, and accountable. We also expect them to carry out their duties in accordance with organization's policies and procedures; shall not violate the rights and freedoms of any person.

### **B. Respect in the workplace**

All WARDI employees, volunteers and clients should respect their coworkers. We will not tolerate any form of discrimination, harassment, or victimization. Everyone must follow our defined policies in all aspects of their work, including recruitment, performance evaluation, and interpersonal relationships.

### **C. Protection of Organizational Property**

- (i) WARDI employees and its clients shall take all reasonable steps to ensure that any property entrusted to his/her care is adequately protected and not misused or misappropriated.
- (ii) WARDI employees and its clients who contravenes subsection (i) above shall be personally liable for losses resulting from the contravention.
- (iii) WARDI employees and its clients shall not use, for personal gain or otherwise, the assets of the Organization, including tangible assets such as equipment and machinery, vehicles, systems, facilities, materials, resources as well as intangible assets such as proprietary information, relationships with primary or secondary party of interest and shall employ them for the purposes of conducting the business for which they are duly authorized;
- (iv) WARDI employees and its clients shall return to the Organization all property in their

custody, possession or control at the end of their appointment.

#### **D. Maintain Professionalism**

all employees and clients must demonstrate integrity and professionalism in their work place

##### **Personal appearance**

Members of staff for the Organization shall dress decently and appropriately as acceptable in organization's dressing code.

#### **I. Corruption**

WARDI discourages its employees and clients accepting gifts and Bribery for the benefit of any external or internal party with the intention of compromising the integrity, objectivity or impartiality of its employees and clients. Any gifts or donations received shall be declared to the Organization for submission into the Gifts Register. The Organization shall make and publicize regulations regarding receipt and disposal of gifts.

#### **II. Falsification of Records**

A member of staff shall not falsify any records or misrepresent information to the public.

#### **III. Sexual Harassment**

- (i) A member of staff shall not sexually harass a member of the public or a fellow employee;
- (ii) In subsection (i), "sexually harass" includes doing any of the following, if the person doing it knows or ought to know that it is unwelcome—
  - (a) Making a request or exerting pressure for sexual activity or favors;
  - (b) Making intentional or careless physical contact that is sexual in nature; and
  - (c) Making gestures, noises, jokes or comments; including innuendoes regarding another person's sexuality.
  - (d) Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior by WARDI Employees and Related Personnel is prohibited at all times. This includes buying sex materials or the exchange of assistance that is due to program participants.

#### **IV. Humanitarian principles**

WARDI employees, volunteers and clients should comply with core humanitarian principles that include the following:

- ✓ Humanity
- ✓ Neutrality
- ✓ Impartiality
- ✓ Independence

#### **V. Job duties and responsibilities**

All employees must carry out their responsibilities with integrity and respect for clients, stakeholders, and the community. Supervisors and managers must not abuse their positions of authority. We expect them to delegate tasks to team members based on their competencies and

workload. Similarly, we expect team members to follow team leaders' instructions and complete their duties skillfully on time.

All WARDI employees, volunteers and contractors shall, to the best of their ability and in accordance with the relevant stipulated Terms of Reference —

- (a) Carry out the duties efficiently, effectively and honestly;
- (b) Carry out the duties in a transparent and accountable manner;
- (c) Deliver service with utmost transparency and integrity;
- (d) Keep accurate records and documents relating to the functions of their area of work
- (e) Report truthfully on all matters of the Organization.

#### **VI. Absenteeism and tardiness**

Employees must adhere to their work schedules and observe official working hours and not be absent without proper authorization or reasonable cause. We can make exceptions for situations that prevent employees from working during normal working hours or days. However, we generally expect employees to arrive and leave work on time.

#### **VII. Conflict of interest**

Employees are expected to avoid any personal, financial, or other interests that may interfere with their ability or willingness to perform their job duties.

- (i) WARDI employees, Volunteers and clients shall not hold shares or have any other interest in a corporation, partnership or other body, directly or through another person, if holding those shares or having that interest would result in the officer's personal interests conflicting with his/her official duties;
- (ii) A member of staff shall not award a contract, or influence the award of a contract to—
  - (a) Himself/herself;
  - (b) A spouse or relative;
  - (c) A business associate; or
  - (d) A corporation, partnership or other body in which the employee has an interest.

#### **VIII. Collaboration**

Employees, volunteers and clients should be pleasant and cooperative. They should try not to disrupt the workplace or obstruct their coworkers' work.

#### **IX. Communication**

All employees must be willing to communicate with their coworkers, supervisors, and team members. Members of staff shall not be held liable by the Organization in respect of any statement made to the media by staff, provided that such member/s of staff acted with the express authority of the Organization and in good faith and within the scope of his/her duties.

The channel of combination should be clear and directive to every staff such that Where the incident involves between two or more members of staff and the senior management, communication shall be made to the Board of WARDI Relief and Development Initiatives for decision making dispute resolution in guidelines with WARDI human resource policy.

A member of staff shall ensure that confidential or secret information or documents entrusted to his/her care are adequately protected from improper or inadvertent disclosure. An employee is therefore not expected to directly or indirectly disclose, reproduce or transfer, in whole or in part of confidential information.

**X. Policies**

WARDI employees, volunteers and clients must read and adhere to WARDI’s policies. They should consult their managers or the Human Resources (HR) department if they have any questions.

**4. Disciplinary actions**

Employees who repeatedly or intentionally violate our code of conduct may face disciplinary action from our company. Depending on the violation, disciplinary actions will be taken. Among the possible outcomes are:

- ✓ Demotion.
- ✓ Reprimand.
- ✓ For more serious offenses, suspension or termination may be imposed

In cases of corruption, theft, embezzlement, or other illegal behavior, we may take legal action.

**Declaration:**

I, ----- hereby declare that I have received the code of conduct and that it is my sole responsibility and duty to read and understand the code, which is an integral part of my employment or service terms and conditions. In carrying out my duties and assignments, I will act with complete integrity.

I promise to follow the code, and if for any reason I fail to meet any of its requirements, I will not use ignorance or a lack of understanding as an excuse. I also agree that the WARDI board/senior management has the absolute right to take action in the event of a code violation.

I fully understand that the board/management has the absolute right to add, amend, review, or delete any of the code's contents as and when necessary and that I will be held accountable for such additions, amendments, revisions, and or deletions.

Signature -----

Full Name -----

Title -----

Date: -----