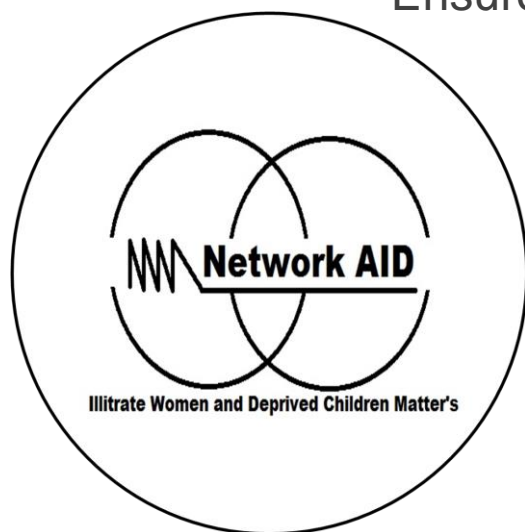


Network AID Code of Conduct for Employee Paid or Unpaid (Staff/Volunteers/Interns or Fellows) 2023

Ensure Fairness, Checks & Balance to All Employee



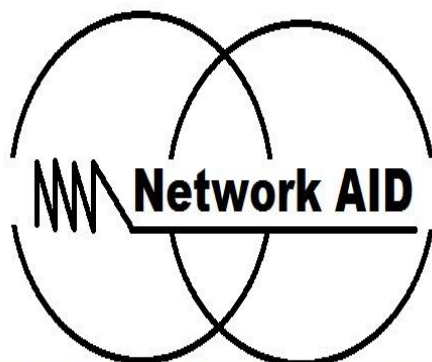
Abstract

This document speaks to the conduct necessary and guide all employee

Network AID

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Network AID Code of Conduct for Employee Paid or Unpaid (Staff/Volunteers/Interns or Fellows) 2023



Illiterate Women and Deprived Children Matter's

Introduction

Network AID is an organisation with values that have helped it develop into a recognized and well established international non governmental organisation in Sierra Leone. It is in line with the values of the organisation "Network AID" that this Code of Conduct has been achieved.

It is important to note that all employees (volunteers, interns, contractors, paid or unpaid) of the organisation have an obligation to uphold the organisation values, policies, code of conduct, governing statute whether at their place of work including remotely or not. It is important that all employee read this document and other related documents and refer to it when necessary, during the course of their work. Network AID Code of Conduct is in line with all the relevant legislation governing employment/volunteerism/internship contracts and industrial relation. The management of Network AID reserves the rights to amend, revise, or make any changes to the code of conduct, as and when required, provided they are in line with the values, mission and vision of the organisation and the laws of the Republic of Sierra Leone and countries of operation with the approval of the Chief Country Coordinator.

Summary

All employees

1. Must be accessible, professional, gender sensitive, punctual and reliable to the volunteer and to other staff during working hours;
2. Shall be neat, modestly dress and presentable at all times;
3. Are to uphold the good name and integrity of Network AID and Network AID programs at all times;
4. Agree not to enter into intimate relationships with the beneficiaries, volunteers and interns/fellows;
5. Will act and make decisions without prejudice or discrimination, particularly in relation to gender, race, nationality, disability, sexual orientation and medical status;
6. All monitoring and evaluation documents and report must be submitted in time to the programme team or designated person.

All members of staff agree to:

1. Complete weekly/monthly/quarterly planning schedules and submit them to their supervisor on time;
2. Complete and submit leave application forms to their supervisor for consideration at least 5 working days before they wish to commence leave;
3. Inform their supervisor by 10:00am at the latest of absence from work due to illness or other unforeseen circumstances;
4. Keep accurate account of all Network AID monies entrusted to them, and submit this account, together with receipts, to the financial controller on a regular weekly basis;
5. When using Network AID vehicle, to ensure that all details are recorded in the vehicle logbook;
6. To inform the Supervisor when using the Network AID vehicle;
7. Maintain staff and volunteer confidentiality at all times;
8. Fulfill all their contractual obligations.

Consequences

7. Failure to comply with this code of conduct and policies will result in the following disciplinary procedure:
 - I. The following offences will result in instant dismissal:
 - a. Sexual misconduct and sexual offences;
 - b. Drunkenness or drugs use at work or during work activities;
 - c. Any criminal offences e.g rape, sexual penetration, theft, fraud, staff members may be suspended pending the completion of an investigation into the alleged case.
 - II. In other cases, the following disciplinary procedures will be followed:

Misconduct	Incapacity
1. 1 st Meeting with line supervisor- minutes written and signed by both parties. Verbal warning given and senior supervisor informed	1. 1 st Meeting with line supervisor- minutes written and signed by both parties. Action plan set for accomplishment of targets and date set for follow-up meeting
2. 2 nd meeting with line supervisor and written warning. Senior supervisor consulted and Country Coordinator informed.	2. 2 nd meeting with line supervisor and verbal warning. Action plan and date set for following meeting
3. 3 rd meeting with line supervisor and senior supervisor (and witness if either party wishes) final written warning letter	3. 3 rd meeting with line supervisor and senior supervisor. Writing warning. Action plan and date set for follow-up meeting
4. Dismissal	4. 3 rd meeting with line supervisor and senior supervisor (and witness if either party wishes) final written warning and action plan
5	5. Dismissal.

Schedule 1

Definition of offences

1. POOR TIME KEEPING / ABSENTISM:

1.1 Lateness for Duty / Work

An employee is late for duty / work if they are not at their place of work at the time stipulated, including after a permitted break;

1.2 Working Hours

It is an act of misconduct for an employee to abandon work before time, even if the employee had no other work to do, unless they have obtained permission from their immediate supervisor, including before a break;

1.3 Absence from Place of Duty

An employee is absent from their place of duty if they leave without permission or reasonable excuse when they should be present at their place of duty;

1.4 Absent With Leave

An employee is absent without leave if they take of without approved leave or if they absent themselves without being granted leave of absence or overstay their leave;

2. POOR/ SUB STANDARD PERFORMANCE

2.1 Incompetence

An employee shall be deemed incompetent if, due to lack of skills, they consistently turn out unsatisfactory work;

2.2 Inefficient

An employee shall be deemed inefficient if, if considered to do their work with the leave of skill and speed which would be reasonably expected of an employee qualified for the job;

2.3 Habitual Tardiness

An employee commit misconduct if by their slow action endanger other worker or property at the workplace;

2.4 Concealing Defective Work

An employee commits an act of misconduct if the cover up or conceal work not properly done and not up to the required standard;

2.5 Neglect Of Duty

An employee neglects their duty if they do not perform their duty, or underperform, abandons, or disregard it, regardless of whether their job is done or not and/or engages themselves in other unauthorized activities during working hours;

2.6 Negligence

An employee is negligent if they do not take reasonable care in the performance of their job to avoid acts or omissions which can be reasonably foreseen would be likely to cause loss, danger or injury;

2.7 Laziness

An employee shows laziness, dislikes or avoids work;

2.8 Deliberately Working Slowly

An employee is deliberately working slowly if, without reasonable medical or other explanation, they deliberately reduce their pace of work below that of an average employee doing the same work and in the same manner so that they reduce their output, or takes a longer period than normal to complete his/her work without sufficient cause;

2.9 *Loss of Property*

An employee loses property if any property belonging to the organisation which is entrusted into their care or custody, or is made available for their use in the performance of their work is lost through negligence;

2.10 *Sleeping On Duty*

An employee commit misconduct of sleeping on duty if, they neglect their duty and fall asleep or habitually doze on duty, without medical reason;

3. **INDISCIPLINE / DISORDERELY BEHAVIOUR**

3.1 *Refusing a Work / Perform a Contractual Duty*

It is misconduct for an employee to refuse to work/perform any of those duties which they are bound to perform that is part of or incidental to the job they are employed to do;

3.2 *Insubordination*

An employee is insubordinate if by word or conduct they openly defy the authorities of any supervisor or supervisor;

3.3 *Disobedience of Orders*

An employee disobeys an order if they show clear intention that they will not carry out an order or does in effect not carry out the order issue to them. They may be in the form of safety rules, organisation regulations, standing orders, circular or instruction whether written or oral if brought to the notice of the employee by a person in authority and must be obeyed unless they are deemed unlawful;

3.4 *Discreditable Conduct*

It is discreditable conduct for an employee to be rude and un-obliging towards colleague employee, beneficiary, partner or donor and the public who have dealings with the employer;

3.5 *Inappropriate Sexual Relations*

A sexual relation refers to both relationships involving penetrative sex and relationship involving non-penetrative sex. Inappropriate sexual relationships are sexual relationships between Network AID employees and other. Others sexual relationships will be considered inappropriate if they bring the name of the organisation in disrepute or tarnish the values held by Network AID and the culture of regarding employee as role models; if employees met before joining the organisation this does not considered inappropriate;

3.6 *Drunk on Duty*

An employee is drunk on duty if it is clear or obvious from the smell of their breath and lack of physical coordination or behavior they are under the influence of intoxicating drink or drugs rendering them incapable of performing their duties;

3.7 *Inappropriate Appearance and Dress*

Inappropriate appearance includes persistent personal uncleanness. Inappropriate dress is any clothing of a nature which may cause offence and tarnish the values of Network AID and the culture of regarding its staff as role model;

3.8 *Drinking on Duty*

An employee is drinking on duty if, while on duty, they are drinking any intoxicating drink. This excludes courtesy drinks whilst on employee premises;

3.9 *Loitering*

An employee is loitering if they linger or hang about from place to place and not perform their duty or socialize at length with another employee or member of the public;

3.10 *Disruption*

An employee commits misconduct if they conduct themselves noisily or make any noise(s) that may affect the concentration of other employees;

3.11 *Improperly Calling a Meeting*

It is misconduct to call a meeting during working hours without agreed procedures;

3.12. *Carrying Unauthorized Passenger*

It is misconduct to carrying an unauthorize passenger without following the agreed procedures or approval from a supervisor and a travel consent form filled by the passenger;

3.13. *Instigating or Taking Part in Unlawful Job Action*

It is misconduct for an employee to instigate or take part in strike, boycott, sit in, work-in or go-slow in order to force management to comply with demand whether related or unrelated to conditions of work without following the correct procedure for settling dispute;

3.14. *Doing Private Business or Working During Working hours*

An employee is bound to devote their time to the work they are employed to do during working hours, it is therefore a misconduct if they devote that time to do their own private business or work whether or not it is for gain, including reading of any newspaper, magazine, book or any other literature not related to official duty;

3.15. *Breach Of Confidence*

It is a breach of confidence for an employee to disclose confidential matters or secret to unauthorized person;

3.16. *Inciting Disaffection*

An employee incite disaffection if by any conduct or word they degrade any person;

3.17. *Use of Abusive, Threaten or Insulting Language*

An employee uses threnthen, abusive or insulting language which ridicules or shows contempt for another and it likely to provoke physical violence. The use of threaten, abusive or insulting language or behavior with intent to provoke a breach of the peace or which does so is a criminal offence. It is also a civil offence;

3.18. *Uttering False Document*

An employee shall commit the misconduct of uttering a false document if they obtain leave by false pretence or obtains or endeavor to obtain a medical certificate by false pretences in order to obtain such leave;

3.19. *Conflict Of Interest*

An employee has conflict of interest if they are engaged in any activities outside their employment which prejudice the business of the employer or if such activity is inconsistent or incompatible with the proper performance of their work or position in the undertaking;

3.20. *Malicious Conduct*

It is a malicious conduct for an employee to make or publish any statement orally or in writing, whether signed or unsigned, which they are unable to verify by prove or evidence and is calculated to bring the employer or other people into hatred, dishonor, disrepute or disgrace. It is a malicious conduct to give the impression that some wrongful conduct or breach of law has been committed when it is not;

3.21. *Damaging Property*

An employee damages property if with necessity or justification willfully causes damage to any property belonging to the employer, destroy it or throw it away if useful or recklessly injured or does not care whether any such property would damage or destroyed;

3.22. *Misuse of Organisation Property*

It is misconduct to use organisation property for unauthorized purposes or to remove the same from organizational premises to use for private purposes without authorization;

3.23. *Illegal Trading on Working Premises*

An employee commits an offence by selling or conversing on organizational premises without consent or approval from supervisor or senior supervisor;

3.24. *Withholding Information*

Employee withholding information if deliberately or without justification do not give information within their knowledge that is required in connection with the business of the employer of their employment;

3.25. *Unfair Labour Practice*

As stipulated in the labour laws – includes victimization, discrimination nepotism/favoritism in employment promotion;

4. **SUBVERSIVE AND DEFAMATORY ACTS**

4.1 *Making Threat*

An employee making threat if intend to cause fear and alarm by an act of omission and whether by works or conduct causes apprehension of fear in another person or themselves, family or property whether immediately or in the future. Making threats is a criminal offence;

4.2 *Intimidation*

An employee intimate another if by threat they prevent of obstruct another employee or person from performing their duties or uses unlawful means to compel another to act or to refrain from acting against their will;

4.3 *Assault*

An employee commits the misconduct of assault if by acts, gestures or words causes another reasonable fear of the infliction of physical violence to his/her person or actually unlawful strikes, touches or in some other manner directly or indirectly applies force to them. Assault is a crime. It is also a civil offence for which the injured party can institute proceeding in civil court in order to obtain compensation or redress for the injuries suffered. An allege assault victim shall reach out the organisation before result to the court if not satisfy with the organisation resolution;

4.4 *Fighting*

This is an exchange of blows between two of more employees or persons usually following a challenge by one to the other. If an injury is inflicted the matter should be reported to a supervisor and the reported to the police later;

4.5 *Falsifying and Altering Records*

An employee falsifies and alter a record if they make any record or document which intentionally make false statement. This is a crime and it amounts to fraud;

4.6 *Attempting to Commit any Offence*

An employee attempt to commit an offence if for any reason do not succeed in committing an offence but carried out an act which are evidence of their intent and directed toward putting that intent into effect;

4.7 Fraud

It is a fraud to unlawfully make, with intention to defraud, a misrepresentation whether written, oral or by conduct which causes actual prejudice of which is potentially prejudicial to another. Fraud is a crime and as well as civil offence;

4.8. Stealing/theft

An employee commits the offence and crime of theft if they dishonestly or unlawfully take or appropriates property belonging to the organisation or another or a member of the public from the organization premises, this is also including conducting business with the intention to deprive the owner permanently of that property and keeping the item taken or disposing of it to a third party;

4.9 Embezzlement

An employee commits the offence and crime of embezzlement if they convert to their own use property which has been received by them on behalf of the employer "Organisation";

4.10 Forgery and 'Uttering'

It is a forgery to falsify any signature document or written information and to communicate the same to another with the intent of causing actual prejudice or which is potentially prejudicial to the employer;

4.11 Sabotage

It amounts to sabotage if an employee deliberately inflicts harm or damage to any machine, materials or goods, equipment with the intention of disrupting production or spoiling product by causing loss to the employer;

4.12 Corruption

It amounts to corruption if an employee unlawfully and intentionally agrees to take or pay any bribe or any other consideration in return for doing or refraining from doing anything for anyone in relation to their duties.

4.13 Extortion

It amounts to extortion if an employee to demand money, a favor, property, services or any other advantage for the purpose of intentionally and unlawfully subjecting pressure to another employee or member of the public dealing with the organisation, whether by threat or not performing their employment duty to such a person or by abuse of their discretion or otherwise;

4.14 Falsification of Qualification Certificate

An employee is guilty of an offence if they falsifying qualification certificates;

4.15 Deriving without a License or Authority

An employee driving without a license or authority if without being the holder of a valid driving license they drive on any road, including the employer's premises, any motor vehicle belonging to the employer, or other person and does so in the cause of his/her employment;

4.16 Unauthorized and Unlawful Entry

It is an offence to permit an unauthorized and unlawful entry of any person(s) or article(s) onto the organisation premises and failure to observe security regulations;

4.17 Possession of Dangerous Weapon

An employee is guilty of an offence if found in the possession of dangerous weapon such as firearms on duty unless with special permission from the relevant authorities;

4.18 Taking Drugs on Duty

An employee takes drugs on duty if while on duty they take any form of drugs or narcotic prohibited by law which has the effect of inducing drowsiness, sleep or senselessness or otherwise impairs their normal faculties.

4.19 Possession of Drugs

An employee is said to be in possession of drugs if while at the workplace they have in their possession or control any drug that is prohibited by law.

4.20 Gambling

It is misconduct for an employee to engage in gambling on the employer's premises.

4.21 Sexual Harassment

This is unsolicited conduct of a sexual nature or other conduct based on sex affecting the dignity of men and women at work. These include:

- a. Unwelcome physical touch
- b. Verbal or non-verbal conduct
- c. Conduct of sexual nature and sex-based conduct i.e. conduct that denigrates or ridicules or intimidates or is physically abusive of an employee because of their sex, such as derogatory abuse and insult which are gender-related and offensive comments;

4.22 Criminal Conviction

An employee is guilty of misconduct if they are convicted for any criminal case and sentenced to imprisonment with or without the option of a fine or non-payment of any fine;

4.23 Aiding Misconduct

An employee is guilty of misconduct if they deliberately assist, encourage or permit any person to commit any misconduct in this code or refuses to give any information within their knowledge concerning the misconduct or deliberately ignores something that is reasonably obvious.

5. EXCEPTIONS

All code applies except absenteeism in relation to remote work. A policy speaks to that.

6. SAFETY AND HEALTH REGULATION

All Employee:

1. Must take responsibility of the safety of his/her self as well as others.
2. Must have the contact information of all employees.
3. Must ensure the safety of our beneficiary during the course of our event or activities.
4. Must take the responsibility to communicate any unsafety and unhealthy issues to the appropriate persons or supervisors within the organisation.
5. Must take the responsibility to communicate any communicable disease to the appropriate persons or supervisors within the organisation.
6. The organisation must take steps to ensure the safety and health of employee within its premises.
7. The organisation must from time to time conduct mental health activities and other social, entertainment activities that deem safe and healthy.