



CODE OF CONDUCT

Updated August, 2017

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1. BACKGROUND

MANEPO is an umbrella body coordinating over sixty (60) civil society organisations whose aim is to help older people claim their rights, challenge discrimination and overcome poverty, so that they can lead dignified, secure, active and healthy lives in Malawi. In line with its mission, MANEPO is committed to ensuring that all staff, volunteers, interns, and consultants behave in a manner that respects and protects older and vulnerable people and the reputation of MANEPO. For this reason, MANEPO has developed a Code of Conduct which will be signed by all current and future staff, volunteers, interns and consultants.

The Code of Conduct is additional to and not a substitute for other established professional ethical codes which MANEPO has signed up/adheres to. MANEPO's Code of Conduct will be given to and discussed with all new staff at the offer stage and presented to existing staff prior to signing. The purpose of the Code is to give specific guidance to staff in relation to conduct and behaviour. MANEPO is committed to supporting staff to understand and adhere to the Code of Conduct in their day to day activities.

2. THE CODE OF CONDUCT

As an employee of MANEPO, your behaviour can illustrate, through example and action, model ways to work with and for older people. By working at the highest standard in your interaction with and support of all stakeholders, you will not only contribute to the success of MANEPO, but will further be working to directly and positively impact on older people, their families and their communities.

As an employee, volunteer, or consultant for MANEPO, you have the opportunity to champion and value older people's rights. This can be achieved by taking action to promote their cultural, social and economic rights and is reflected in your personal behaviour (including use of power), your relationship to local communities, and your relationship to colleagues.

2.1 Ethical Behaviour

- Demonstrate respect for all human rights and challenge discrimination on the grounds of age, gender, disability, ethnic origin, and religion
- Treat older people with dignity and respect and create an environment that prevents their physical, sexual or emotional abuse or neglect
- Take positive action to reduce older people's risk from harm.
- Act fairly and honestly and treat others with dignity and respect.
- Work in accordance with health, safety and security guidelines and avoid behaviour that creates unnecessary risk to your security and that of others
- Work actively to eliminate discrimination, harassment, abuse and exploitation, including those of a sexual nature that infringe the rights of others.
- Not work while under the influence of any drug, including alcohol, or drug related substance (with the exception of prescribed drugs for health reasons) that affects your ability to perform your duties, nor bring any such substances on MANEPO property, offices or in vehicles.
- Not engage in any type of sexual relationships with any person under the age of 18 years, including colleagues, programme beneficiaries or their family members.
- Not purchase, or acquire through coercion, sexual favours from colleagues and stakeholders.

- Be respectful of local culture and customs.

2.2 Corruption and Abuse of Power

- Ensure that MANEPO's resources e.g. vehicles, computers, communications equipment are not misused and protect them from theft, fraud or other damage.
- Not use the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.
- When allowed to use MANEPO equipment for personal use, exercise discretion to maintain the reputation of the organisation.
- Not use the power of your position for your own benefit or for the benefit of your family members or friends.
- Not form business relationships between family members or friends and MANEPO, or between MANEPO and any other business in which you have a managerial or financial interest. Declare any connections with family, friends or business with other parties that may constitute a conflict of interest.
- Not accept any favours and bribes, gifts (except small token of appreciation) from beneficiaries and contractors, or other forms of personal enrichment under any circumstances. Small tokens of appreciation may be received but line managers must be informed of any gifts that are offered or received.

2.2 Duty to report

- Report immediately any breaches of this Code to a line manager, either through the established reporting mechanism or, if not appropriate, to another senior member of staff or Human Resources Coordinator
- Ensure that all information about breaches of this Code is handled with the utmost discretion.
- All suspected breaches of the code will be thoroughly investigated and treated with the utmost confidentiality according to MANEPO's Disciplinary and Grievance Procedures.

MANEPO is committed to supporting staff to understand the Code and provide the opportunity to discuss the Code with their manager and colleagues in an open environment.

I have received MANEPO's Code of Conduct, which I have read, or had been read to me, and understand. I understand that failure to comply with any principles of MANEPO's Code of Conduct may result in disciplinary action, and where applicable in legal or criminal prosecutions.

NAME:

SIGNED:

DATE:

Please return this page to the Administrative Assistant/Human Resources Coordinator