



# E.A.R. DIOCESE KIGEME

## BP 67 Nyamagabe

<b>Title:</b>	<b>Code of conduct</b>
<b>Policy statement:</b>	<p>EAR KIGEME DIOCESE staff and representatives are expected to conduct themselves in a manner that:</p> <ul style="list-style-type: none"><li>- Reflects honesty and integrity</li><li>- Promotes trust and respect between colleagues and those we interact with, especially community members</li><li>- Maintains the effectiveness, values and mission of the organisation; and</li><li>- Protects EAR KIGEME DIOCESE reputation</li></ul>
<b>Procedures:</b>	Financial manual procedures, administrative procedures, procurement procedures, recruitment procedures,
<b>Definitions:</b>	<p><b>Social Media</b></p> <ul style="list-style-type: none"><li>- Staff must be aware that the nature of social media is that it is public and widely available.</li><li>- When staff engage in social media, they should use sound judgement and common sense and understand that statements made on social media must be both positive and respectful.</li><li>- Staff are personally responsible for the content they publish on social media during working and non-working hours.</li><li>- Staff should not share confidential information that could:<ul style="list-style-type: none"><li>- Damage mutual trust and respect between staff</li><li>- Prevent staff from performing their duties effectively</li><li>- Places staff at risk</li><li>- Damage EAR KIGEME DIOCESE reputation as an organisation.</li></ul></li></ul> <p><b>Aggressive Behaviour</b></p> <ul style="list-style-type: none"><li>- Staff must refrain from being aggressive or violent and must not harass, verbally or physically abuse other staff members.</li></ul> <p><b>Bullying</b></p> <ul style="list-style-type: none"><li>- Staff must not physically, verbally or emotionally intimidate or become hostile towards other staff.</li></ul> <p><b>Sexual Harassment</b></p>

	<ul style="list-style-type: none"><li>- Staff should not make unwelcome sexual advances, ask for sexual favours or be sexually offensive in their conduct.</li></ul> <p><b>Showing favouritism</b></p> <ul style="list-style-type: none"><li>- Staff must not indicate any improper preference or allow inappropriate factors to influence decisions regarding dealings with others, including suppliers, vendors, contractors and employees.</li></ul> <p><b>Hiring relatives and friends:</b></p> <ul style="list-style-type: none"><li>- Staff must not hire relatives, friends, or members of one's ethnic group to exclude other qualified persons. Staff must follow the correct employment procedures when hiring staff.</li></ul> <p><b>Falsification of records</b></p> <ul style="list-style-type: none"><li>- Staff must not knowingly provide false or incorrect information to mislead or misrepresent information for personal gain.</li></ul> <p><b>Disrespectful conduct</b></p> <ul style="list-style-type: none"><li>- Staff must refrain from shouting, using abusive words or being disrespectful.</li></ul> <p><b>Dangerous Materials</b></p> <ul style="list-style-type: none"><li>- Staff must not have dangerous or unauthorised materials such as explosives or firearms in the workplace.</li></ul> <p><b>Discrimination</b></p> <ul style="list-style-type: none"><li>- Staff must not treat individuals unjustly or prejudicially on the grounds of any particular characteristic, including gender, age, disability, nationality, religion, or ethnicity.</li></ul> <p><b>Excessive Absenteeism:</b></p> <ul style="list-style-type: none"><li>- Staff must be present at work, as this will affect performance and impact the morale of the rest of the team. Staff must inform their line manager when absent and provide a Doctor's note if their absence is likely to be more than 7 consecutive days.</li></ul>
<b>Gross misconduct:</b>	<p>The following conduct/behaviour has been identified as acts of gross misconduct, and if found guilty following a disciplinary hearing, it will typically lead to dismissal.</p> <p><b>Theft and Fraud</b></p> <ul style="list-style-type: none"><li>- Staff must not be found in possession of any property belonging to EAR KIGEME DIOCESE or another staff member unless the Staff was given permission to have the property.</li><li>- Staff are not to behave or participate in any fraudulent activities.</li></ul> <p><b>Bribery and Corruption</b></p> <ul style="list-style-type: none"><li>- Staff are not to give, take, receive or ask for any gifts, favours or goods that may be viewed or perceived as a bribe or participate in any activities that are corrupt.</li></ul>

	<p><b>Drunkenness</b></p> <ul style="list-style-type: none"><li>- Staff is not to abuse alcohol.</li><li>- Under no circumstances should staff drink and drive or be drunk whilst at work.</li><li>- Being drunk outside of working hours, in a public place, May EAR KIGEME DIOCESE reputation.</li></ul> <p><b>Drugs</b></p> <ul style="list-style-type: none"><li>- Under no circumstances should staff have any form of illegal substance in their possession or use.</li></ul> <p><b>Safety and Security</b></p> <ul style="list-style-type: none"><li>- Staff must not breach, ignore or compromise safety and security procedures/guidelines and must always place the safety and security of staff first.</li></ul> <p><b>Wilful Disobedience or Negligence</b></p> <ul style="list-style-type: none"><li>- Staff must not overlook their line manager's lawful and reasonable instructions.</li><li>- Under no circumstances are staff to wilfully abuse or misuse EAR KIGEME DIOCESE property, equipment or vehicles.</li></ul> <p><b>Prevention of Sexual exploitation and abuse</b></p> <ul style="list-style-type: none"><li>- Staff must not engage in sexual activity with children (persons under 18) regardless of the age of consent locally. The mistaken age of a child is not a defence against disciplinary action or termination of employment.</li><li>- Staff must not exchange money, offer employment, or provide goods or services for sex, including requesting sexual favours.</li><li>- Staff must not enter into a sexual relationship with a community member.</li><li>- Staff must not use their position of authority or seniority to ask for sexual favours</li><li>- Staff must not sexually exploit or abuse adults at risk.</li></ul> <p><b>Human trafficking</b></p> <ul style="list-style-type: none"><li>- Staff must ensure that they are not involved in human trafficking. Exploitation could include:<ul style="list-style-type: none"><li>- forced labour or services</li><li>- bonded labour or debt bondage</li><li>- forced child labour</li><li>- forced sex work by adults or children</li><li>- child soldiers</li></ul></li></ul>
<b>Related Policies &amp; Procedures:</b>	<ul style="list-style-type: none"><li>- Conflict of interest policy</li><li>- Data Protection Policy</li><li>- Equal Opportunities Policy</li><li>- Fraud, Loss and Bribery Policy</li></ul>

	<ul style="list-style-type: none"> <li>- Safety &amp; wellbeing Policy</li> <li>- Misconduct Policy</li> <li>- Safeguarding Policy</li> <li>- Whistleblowing Policy</li> </ul>
<b>Why is the policy needed:</b>	<p>This policy sets out the standards of conduct/behaviour EAR KIGEME DIOCESE expected from all staff, volunteers, consultants and Board members/Trustees as they work with others to achieve our mission.</p> <p>This policy aims to ensure that staff, while working for EAR KIGEME DIOCESE behave in ways which:</p> <ul style="list-style-type: none"> <li>- Promote mutual trust and respect between staff and the people we work with.</li> <li>- Enable staff to perform their duties effectively</li> <li>- Protect staff and those we work with from risks</li> <li>- Protect EAR KIGEME DIOCESE reputation as an organisation.</li> </ul> <p>It follows that EAR KIGEME DIOCESE would be concerned if staff were behaving in ways that might lead to a breakdown of mutual trust and respect, render them unsuitable for the type of work they do, affect their performance, harm themselves or others, or damage EAR KIGEME DIOCESE reputation. Staff's conduct/behaviour outside working hours would also be a matter of concern if it resulted in any of these outcomes.</p> <p>By accepting employment with EAR KIGEME DIOCESE staff accept the requirements outlined in this policy, as amended from time to time.</p> <p>If staff are unsure of the conduct/behaviour required of them about their work or terms and conditions of employment, they should speak to their line manager, who will be able to clarify the requirements.</p>
<b>Who must follow this policy:</b>	This policy applies to all staff and associates. Throughout the policy where the word 'staff' is used, this should be taken to include staff, volunteers, consultants and Board members/trustees.
<b>Person responsible:</b>	
<b>Version:</b>	[Draft or Final version]
<b>Approved by:</b>	The bishop and legal representative of EAR Kigeme Diocese
<b>Approval date:</b>	21/10/2024
<b>Next formal review:</b>	20/10/2027