



PACIDA CODE OF CONDUCT

INTRODUCTION

- The Pastoralist Community Initiative and Development Assistance (PACIDA) is an indigenous, non-sectarian, non-profit, non-governmental organization committed to sustainable pastoralist development. PACIDA works with pastoralist communities in Kenya and Ethiopia to end poverty, hunger and disease while addressing the most pressing challenges affecting the communities. In line with our Vision, Mission and Values, PACIDA is committed to ensuring that all staff, directors, volunteers and consultants behave in a manner that not only protects the vulnerable but also displays respect and dignity towards one another and the communities where we work.
- This code of conduct is not a substitute for other established policies and guidelines and all employees will be expected to abide by it.

Why a code of conduct?

- The aim of this code of conduct is to give you guidance regarding the key issues that you may need to be aware of as PACIDA staff member, and the standards by which you may need to behave in certain circumstances.
- The code is designed for your guidance and protection, although a breach may result in disciplinary action (including dismissal in some instances) and, in some cases, may lead to criminal prosecution.
- This code of conduct holds the values and rules that PACIDA and its staff shall act by to uphold and safe guard the necessary standards of conduct and to avoid misconduct.

Who is covered?

- The code applies to all organizational staff, regardless of their position or location, and in accepting appointment; you undertake to discharge your duties and to regulate your conduct in line with the requirements of this code.

Status of this code of conduct

- This code of conduct is not only a moral code that serves as an illustrative guide for PACIDA and its staff to make ethical decisions in their professional lives, and at times in their private lives. It is also an integral part of their conditions of employment. This code of conduct is therefore an appendix to their individual employment contract.
- All PACIDA staff are responsible for encouraging, advocating and promoting the dissemination of this code of conduct. They also have a role in implementing, monitoring and enforcing its standards. Staffs are also urged to encourage partners to adhere to these

standards and to join PACIDA staff in upholding them. Managers at all levels have a special responsibility to support and develop systems that maintain an enabling environment.

- All staff are obliged to report to managers concerns or suspicions regarding criminal or ethical activities that are in conflict with this code of conduct and which may compromise PACIDA.

Implementation and Interpretation

- Whilst recognizing that local laws and cultures differ considerably from one country to another, this code of conduct reflects National and International Legal standards, as well as being written to reflect the organization's fundamental beliefs and values (as outlined below), to support its mission to work with others to overcome poverty and suffering and its commitment to ensuring that staff members avoid using possible unequal power relationships for their own benefit.

Core values and guiding principles.

- It is PACIDA and its staffs primary commitment to ensure the protection of and assistance to its beneficiaries, in accordance with PACIDA mandate.
- PACIDA and its staff will respect the dignity and worth of every individual, will promote and practice understanding, respect, compassion and tolerance, and will demonstrate discretion and maintain confidentiality as required. PACIDA and its staff will aim to build constructive and respectful working relations with humanitarian partners, will continuously seek to improve performance, and will foster a climate that encourages learning, supports positive change, and applies the lessons learned from experience.
- PACIDA and its staff will show respect for all persons equally without distinction whatsoever of race, gender, religion, colour, national or ethnic origin, language ,marital status, sexual orientation, age, socio-economic status, disability, political conviction, or any other distinguishing feature. PACIDA and its staff will strive to remove all barriers to equality.
- PACIDA and its staff will respect cultures, customs and traditions of all peoples, and will strive to avoid behaving in ways that are not acceptable in a particular context. However, when the tradition or practice is considered to be directly contrary to an international human rights instrument or standard, PACIDA and its staff will be guided by the applicable human rights instrument or standard.
- PACIDA and its staff will not tolerate any forms of sexual exploitation or abuse and are aware that misconduct is ground for disciplinary measures including summary dismissal. PACIDA specifically bans unwelcome sexual advances or physical contact, sexually oriented gestures and statements, and the display or circulation of sexually oriented pictures, cartoons, jokes or other materials. It also prohibits retaliation against any

employee who rejects, protests, or complains about sexual harassment. A complaint procedure is available to employees to report sexual harassment.

- PACIDA and its staff will be committed to child protection as described in section III A of PACIDA Child protection policy (revised in July 2012). This means treating all children with respect, honoring and caring for them regardless of their race, social background, age, gender, religion, disability, skin colour, nationality and beliefs while opposing all forms of child exploitation and child abuse including child sexual abuse.
- PACIDA will not discriminate their staff on the basis of their HIV status. The organisation will protect the right to confidentiality on medical status of all staff. Everyone must maintain strict confidentiality on all matters relating to the HIV status of any staff or their dependants regardless of how that information is acquired.

Staff Members' commitment:

As a staff member of PACIDA, I will:

1. **Be responsible for the use of information and resources to which I have access by reason of my employment with PACIDA.**
 - I will exercise due care in all matters of official business, and not divulge any confidential information about our beneficiaries, colleagues and other work related matters in accordance with the terms of employment and current guidelines.
 - I will ensure that I use PACIDA's information, funds and resources entrusted to me in a responsible manner and account for all money and property, following the appropriate policy and procedural requirements. The resources and property include;
 - Vehicles
 - Telephones, photocopiers, fax machines and stationery.
 - Other office equipment or equipments / resources belonging to PACIDA.
 - Computers including the use of email, internet and intranet
 - Organizational accommodation including housing in international locations)
2. **Contribute to building a harmonious workplace based on team spirit, mutual respect and understanding**
 - I will show respect to all colleagues, regardless of status or position, and will allow all colleagues the opportunity to have their views heard, and to contribute from their knowledge and experience to team efforts.

- I will communicate openly and share relevant information (subject to confidentiality requirements) with other colleagues, and will endeavor to respond in a timely manner to queries.
- I will respect my colleagues' privacy, and avoid misinformation and gossip.
- I will seek to resolve differences and solve problems when they arise, and will contribute to building constructive dialogue, guided by mutual respect and an open, positive approach, between management and staff representatives.
- As a manager I will be open to the views of all team members. I will provide timely feedback on the performance of each team member through guidance, motivation and full recognition of their merits.

3. Ensure the safety, health and welfare of all staff members, volunteers and contractors.

- I will adhere to all legal and organizational health and safety requirements in force at the location of my work.
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organizations and beneficiaries.

4. Ensure that my personal and professional conduct is seen to be, of the highest standards and in keeping with PACIDA beliefs, Vision, Mission and Values as well as aims.

- I will treat all people fairly and with respect and dignity.
- When working in an international context or travelling internationally on behalf of PACIDA, I will observe all local laws and be sensitive to local customs.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on PACIDA premises, accommodation or use PACIDA vehicle to transport illegal substances.
- I will ensure that my sexual conduct does not bring PACIDA into any ill repute and does not impact on or undermine my ability to undertake the role for which I am employed.

- I will not enter into commercial sex transactions with beneficiaries. For the purpose of this code of conduct a transaction is classed as any exchange of money, goods, services or favour with the other person.

5. Perform my duties and conduct my private life in a manner that voids possible conflicts of interest with the work of PACIDA and my work as a staff member of the organization.

- I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of PACIDA – e.g. contract for goods/services, employment or promotion within PACIDA, partner organizations, civil authorities, beneficiary groups.
- I will behave in a manner that does not undermine national or international perceptions of PACIDA impartiality.
- I understand that political activities in one's country are a private matter and I will not use PACIDA assets or time for political gains or campaigns.
- I will not accept gifts or any remuneration from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my employment with PACIDA apart from advertising novelties such as pens, T shirts, calendars etc.
- I will avoid personal relationships with Vendors, suppliers etc where parties in the relationship may receive or give unfair advantage or preferential treatment because of the relationship.
- I will avoid receiving personal discounts or other benefits from suppliers, service providers or customers that are not available to all PACIDA employees.
- I will not accept personal honoraria for services I perform that are closely related to my PACIDA work.
- I will avoid assisting private persons or companies in their undertakings with PACIDA where this might lead to actual or perceived preferential treatment.
- I will never participate in activities where conflicts of interests may arise.
- I will not abuse my position as an PACIDA staff member requesting any service or favour from others in return for assistance by PACIDA.

- I will not engage in any outside occupation or employment without prior authorization by management.
- As a manager I will ensure that recruitment exercises are handled in a fair and transparent manner and family relations are declared before recruitment.

6. Avoid involvement in any criminal activities that contravene human rights or those that compromise the work of PACIDA.

- I will contribute to combating all forms of illegal activities.
- I will notify PACIDA criminal convictions or charges prior to employment.
- I will also notify the organization if I face any criminal charges during my employment.
- I will not engage in sexual behaviour with children under the age of 18, regardless of local custom.
- I will not abuse or exploit children under the age of 18 in any way and will report any such behaviour of others to my line management.

7. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation.

- I will fully abide with the requirements of PACIDA equal opportunities, diversity and anti-harassment policies.
- I will never engage in any exploitative, abusive or corrupt relationships.

I have read carefully and understood the PACIDA Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support PACIDA Vision, Mission Values and beliefs.

I also understand that a breach of this code may result in disciplinary action including dismissal and in some cases may lead to criminal prosecution.

Name: _____

Signature: _____

Date: _____