

# FAIRCHAIN FOUNDATION GENERAL CODE OF CONDUCT

## 1.1 Introduction.

The FairChain Foundation is a non-profit social enterprise receiving government, foundation, non governmental and/or private sector funds dedicated to supporting small holder farmers to earn a living wage.

The foundation is dedicated to unleashing the power of technology to support small holder farmers to earn a living income through the promotion of value adding activities, improved yields, harvests and farming techniques and improved access to more profitable markets.

The organisation is fully committed to the principle of honesty, integrity and follow ethical values in all interactions and implementation we engage in. All FairChain Foundation staff are required and expected to provide all internal and external engagements and interaction be dealt with in an open, fair and impartial manner that follow this Code of Conduct.

## 1.2 Aim of the Code of Conduct.

The General Code of Conduct has been developed to identify the main ethical values of the FairChain Foundation and to apply standards of conduct to these values as regards to all staff (including contracted consultants). The Code's purpose is to provide general guidelines and clarity about the ethical conduct to be adopted when working for the FairChain Foundation.

## 1.3 Values and principles.

Integrity and honesty

The core values of the FairChain Foundation are integrity and honesty and are to be applied in all internal and external interactions. No one associated with FairChain Foundation as an employee or contractor will use their connection with the FairChain Foundation to solicit advantage of their position. The term "advantage" is defined as:

1. any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of any description;
2. any office, employment or contract;
3. any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
4. any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
5. the exercise or forbearance from the exercise of any right or any power or duty; and
6. any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (1.), (2.), (3.), (4.) and (5.).

It is the policy of this organisation to prohibit all staff from soliciting any advantage from any persons having business dealings with the organisation (e.g. donors, clients, suppliers, contractors). Staff who wish to accept any advantage from such persons should seek special permission from the Board of Directors prior to the acceptance.

Any gifts over the value of US\$25, offered voluntarily to the staff in their official capacity are regarded as gifts to the organisation and they should not be accepted without permission from the staff supervisor.

Staff who misuse their official position for personal gains or to favour their relatives or friends are liable to disciplinary action, dismissal, and legal prosecution. Examples of misuse include a staff member responsible for the selection of suppliers giving undue favour or leaking tender information to their relative's company with a view to awarding the contract to the latter.

### **Avoiding Conflict of Interest**

A conflict of interest situation arises when the "private interests" of the staff compete or conflict with the interests of the organisation. "Private interests" means both the financial and personal interests of the staff or those of their connections including: family and other relations; personal friends; the clubs and societies to which they belong; and any person to whom they owe a favour or are obligated in any way.

When called upon to deal with matters of the organisation for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to their supervisor. They should then abstain from dealing with the matter in question or follow the instruction of his supervisor who may re-assign the task to other staff. Each staff and contractor is required to sign the conflict of interest statement attached.

### **Safeguard FairChain Foundation Intellectual Property (IP) and Classified Information**

Staff and contractors are not allowed to disclose any IP, classified or proprietary information to anybody without written authorization. Staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest. Breach of proper handling of classified and/or PI will result in investigation with potential dismissal and legal action.

### **Safeguard FairChain Foundation Property and Assets**

Staff given access to any property of the organisation should ensure that it is properly used for the purpose of conducting the organization's business. Misappropriation of the organization's property for personal use or resale is strictly prohibited and will result in dismissal and legal prosecution.

### **Avoiding Conflicting Competition and/or Employment**

Staff who wish to take up paid outside work, including those on a part-time basis, must seek the written approval of the FairChain Foundation Supervisor. Employees considering other employment positions need to inform their direct supervisor who will determine if the outside employment is a direct conflict with the FairChain Foundation position and interests.

### **Ensuring Safe Working Space**

Providing a safe working space within FairChain Foundation includes ensuring that all FairChain Foundation staff and contractors engage in professional and friendly interactions. The work space will prevent and swiftly respond in the case of any sexual harassment and discrimination based on gender, sexual identity, race, or religion.

Each FairChain Foundation work space will be free of any religious or political promotion. FairChain Foundation HR manager will ensure that each FairChain Foundation staff and contractor is inducted on the safe working space policies and ensure signature of the child protection and conflict of interest statements.

They will also ensure that there is a confidential and safe manner to report any issues where an employee feels unsafe.

Intimate relationships between FairChain Foundation staff and contractors is discouraged and the HR Manager will assess whether there is potential conflict of interest in a supervisor and employee involvement. In the case that the situation arises, both parties will inform their supervisor and HR Manager.

### **Drug Free Work Environment**

Staff are never permitted to work while under the influence of any drug related substance, legal or illegal, that affects the ability to perform their duties. No drugs substances are permitted on the organization's property, offices or in vehicles. Working under the influence of alcohol is considered gross misconduct and staff affected by alcohol during work periods will be dealt with in accordance with disciplinary procedures.

### **Compliance with and Enforcement of the Code**

It is the personal responsibility of every staff member to understand and comply with the Code of Conduct. The acceptance of compliance with the Code will form an integral part of the labor and consultancy agreements.

All managers should also in their daily supervision ensure that their subordinates understand and comply with the standards and requirements stated in the Code of Conduct. Any problems encountered as well as any suggestions should be channeled to the direct supervisors who will channel it to FairChain Foundation Directors.

Any staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other criminal offences, FairChain Foundation will take legal action.