



Civil Resource Development and Documentation Centre (CIRDDOC) Nigeria

HEADQUARTERS: No. 9 Second Avenue, Independence Layout, Enugu
Suite B1 Victory Plaza, Gimbiya Street, Area 11, Garki, Abuja
Nigeria; 08033132493, 08033132494. e-mail: cirddoc@aol.com; cirddoc96@yahoo.com Website:
<http://www.cirddoc.org>

BRANCH OFFICES:

Anambra State
20, Oranma Str. Amaenyi, Awka.
Tel:08036203184
Ebonyi State
Ebo Trans Complex,
27 Afikpo Road Abakaliki
Tel:08033326385.

CODE OF CONDUCT

**FOR ALL MEMBERS OF STAFF, VOLUNTEERS,
MEMBERS OF BOARD OF TRUSTEES, AGENTS OF
CIRDDOC, DOWNSTREAM PARTNERS AND
BENEFICIARIES/CLIENTS OF THE ORGANISATION**

Founding Chairman: Late Chief (Engr.) Victor U. Nwankwo (Ugwumba)

Board of Trustees: Elizabeth Onwuagha (CHAIRPERSON) Prof. C. O. Okonkwo, MFR Prince (Engr.) Ralph Ndigwe JP, Mrs. Izeduwa Derex-Briggs, Ral Nwankwo-Obioha
Advisory Board: Hon. Justice A. G. Karibi-Whyte, CON; Hon. Justice C. C. Nweze, Ph. D; Barr. (Mrs.) Azuka Azinge, Barr (Mrs.) Merce Momeni

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INTRODUCTION

Civil Resource Development and Documentation Centre (hereinafter referred to as CIRDDOC) is an independent, non-governmental and not-for-profit organisation established in 1996 for the protection and promotion of human rights and women's human rights and the strengthening of civil society. CIRDDOC is also committed to the institutionalization of good governance, gender equality and the rule of law in Nigeria. CIRDDOC is registered under Part C of Companies and Allied Matters Act laws of the Federation of Nigeria 1990. (RC 10,928).

CIRDDOC is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public. All staff should ensure that the businesses of CIRDDOC such as applications for services, procurement or staff recruitment, are dealt with in an open, fair and impartial manner.

COMMENCEMENT

This Code of Conduct (hereinafter referred to as Code) shall commence on the 13th day of November, 2019, upon approval by the Board of Trustees and when the Executive Director, executes same.

APPLICATION

This Code of Conduct sets out the basic standard of conduct expected of all staff and the organisation's policy on matters like acceptance of advantages and declaration of conflict of interest by staff in connection with their official duties.

This Code shall apply to all Board of Trustee members including the Executive Director, all staff members (paid, unpaid, professional, part-time, volunteers, NYSC corp attaches, temporary and/or permanent), downstream partners, or any person or persons working for or on behalf of CIRDDOC as an organization.

For the purpose of this Code, all the above-mentioned individuals shall be hereinafter collectively referred to as "Agents of CIRDDOC" in their individual capabilities of service.

PURPOSE

The purpose of this Code of Conduct is:

- To protect staff, children, vulnerable adults and indigent persons who come in contact with the organization or may directly or indirectly benefit from the services of the organisation.
- To ensure that all Agents of CIRDDOC are guided overarching principles of safeguarding, in the discharge of their responsibilities.

- To promote and advance the human and fundamental Rights of all persons.

LEGAL FRAMEWORK

This Code has been drawn up on the basis of the Rule of Law and laws that seek to protect human and fundamental Rights to wit;

- Constitution of the Federal Republic of Nigeria 1999 (As Amended) and other International conventions
- Child's Right Act
- Freedom of Information Act
- Administration of Criminal Justice Act, 2015
- Administration of Criminal Justices Law of Enugu State 2017

CODE OF CONDUCT

Responsibility, Service, and Public Mindedness

1. All Agents of CIRDDOC should discharge their responsibilities for the sake of the public, common good and not for any personal gain.
2. All Agents of CIRDDOC should prioritize self-development and service to others, balancing individual and public concerns, focusing on higher, broader, and more public levels of service.
3. Public money should not be misused for selfish purposes and all public assets are to be treated with utmost seriousness, as a public trust.
4. All Agents of CIRDDOC shall have in mind safeguarding principles and protectors of human and fundamental right to the discharge of their responsibilities.
5. All Agents of CIRDDOC are expected to carry out their activities with professionalism and centered on the concept of serving others.
6. All Agents shall strive to achieve CIRDDOC's organisational values and goals for which safeguarding principles are a fundamental part.
7. All Agents of CIRDDOC shall be consistent with the organisational mandate and mission which is to advance and protect the rights of Children, Vulnerable adults and indigent persons.
8. All Agents of CIRDDOC should exhibit a responsible and caring attitude towards their activities in respect of Children, Vulnerable adults and indigent persons.
9. All Agents of CIRDDOC, in performing their assigned duties, should put the best interest of Children, Vulnerable adults and indigent persons before power goals, and also put organisational values with respect to Projects handled by the organisation ahead of individual interests and desires.

10. All Staff, Volunteers, Downstream partners and Agents of CIRDDOC are ambassadors of the organisation and shall bear a good image of CIRDDOC within and outside their places of work.

Conflict of Interest

11. A conflict of interest situation arises when the “private interests” of an Agent of CIRDDOC compete or conflict with the interests of the organisation. “Private interests” mean both the financial and personal interests of an Agent of CIRDDOC or those of their connections including:
 - family and other relations;
 - personal friends;
 - clubs and societies to which they belong; and
 - any person to whom they owe a favour or are obligated in any way.
12. All Agents of CIRDDOC should avoid using their official position or any information made available to them in the course of their duties to benefit themselves, their relations or any other persons with whom they have personal or social ties. They should avoid putting themselves in a position that may lead to an actual or perceived conflict of interest with the organisation.
13. Failure to avoid or declare any conflict of interest may give rise to criticism or favoritism, abuse of authority or even allegations of corruption. In particular, any Agent of CIRDDOC involved in procurement processes should declare conflict of interest if they are closely related to or have beneficial interest in any company which is being considered for selection as CIRDDOC’s supplier of goods or services.
14. When called upon to deal with matters of the organisation for which there is an actual or perceived conflict of interest, the Agent of CIRDDOC should make a declaration in writing to his or her supervisor. He or She should then abstain from dealing with the matter in question or follow the instruction of his or her supervisor who may reassign the task to other staff.

Misuse of Official Position

15. All Agents of CIRDDOC are prohibited from misusing their official position for personal gains or to favour their relatives or friends. Any Agent of CIRDDOC found to have misused their official position will be liable to disciplinary action or even prosecution.

Cooperation Beyond Boundaries

16. All Agents of CIRDDOC should be willing to work beyond borders of politics, religion, culture, race, ethnicity and any other affiliation in their responsibilities to the Children, Vulnerable adult and indigent persons.

Human Rights and Dignity

17. No Agent of CIRDDOC should violate the fundamental rights of any Child, Vulnerable adult or indigent person, in the cause of his/her work.
18. No Agent of CIRDDOC should be found discriminating against a Child, Vulnerable person or indigent person based on their sex, religion, culture, ethnicity or any other factor.

Religious Freedom

19. Every person has the right to freedom of thought, conscience and religion; this right includes freedom to change his or her religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his or her religion or belief in teaching, practice, worship and observance. As such, all Agents of CIRDDOC should respect religious freedom of others.

Transparency and Accountability

20. All Agents of CIRDDOC should be transparent in all of their dialogues with government, donors, beneficiaries, any interested person(s) and the public.
21. All Agents of CIRDDOC are accountable for their actions and decisions, to the people CIRDDOC serves, its staff and members, partner organizations, and the public at large.

Truthfulness and Legality

22. All Agents of CIRDDOC should be honest and truthful in their dealings with CIRDDOC donors, project beneficiaries, staff, membership, partner organizations, government, and the public in general, and should respect the laws of Nigeria.
23. All Agents of CIRDDOC are prohibited from engaging in any activities that are unlawful under the laws of Nigeria, and should be strongly opposed to, and not be a willing partner to, corruption, bribery, and other financial improprieties or illegalities.

24. It is unlawful and unacceptable for any Agent of CIRDDOC to falsify any information about him/her self in the course of recruitment to the organisation.

Handling of Classified or Proprietary Information

25. All Agents of CIRDDOC are prohibited from disclosing any classified or proprietary information to anybody without authorization.
26. Agents of CIRDDOC 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.

Property of the Organisation

27. All Agents of CIRDDOC given access to any property of the organization 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.

Gambling

28. All Agents of CIRDDOC should not engage in frequent or excessive gambling with persons who have business dealings with the organisation as well as among colleagues, particularly with subordinates. Gambling in the organisation's premises is strictly forbidden.

Outside Employment

29. No Staff of CIRDDOC permitted to engage in private business or public service while still in the employ of CIRDDOC except where such Staff was retained in his/her professional capacity where professional expertise is required in his/her work.
30. Staff who wish to take up paid outside work, including those on a part-time basis, should seek the written approval of the organization before accepting the job. Applications for outside work should be made to The Office of the Executive Director, through the Executive Secretary, for consideration. Approval will not be given if the outside work is in conflict with the interest of the organization.

COMPLIANCE WITH THE CODE

It is the personal responsibility of every Agent of CIRDDOC to understand and comply with the Code of Conduct.

All members of CIRDDOC's Executive Team should also in their daily supervision ensure that their supervisees understand and comply with the standards and requirements stated in the Code. Any problems encountered as well as any suggestions should be channeled to The Office of the Executive Director, through the Executive Secretary, for consideration and advice.

Any staff member who violates any provision of the Code will be subject to disciplinary action.

There shall be annual and mandatory training for all Agents of CIRDDOC in furtherance of safeguarding principles as it concerns Children, Vulnerable adults and indigent persons.

The code of conduct must be observed by all Agents of CIRDDOC.

This Code shall remain enforceable against all Agents of CIRDDOC in the extent of any other incidental code of conduct for Staff, Agents, Volunteers, Downstream partners and Board Members except where the subsequent code of conduct repeals this code of conduct.

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November 13, 2019

Barrister (Mrs.) Ral Nwankwo-Obioha
Executive Director,
CIRDDOC Nigeria