



PAFFREL

People's Action for Free & fair Election (PAFFREL)

Code of Conduct

POLICY NO:

Approved By : Board of Directors
Approved Date :.....
Date for Review :.....
Language :.....
Applicable to :.....

Code of Conduct

This Code of Conduct outlines the conduct that PAFFREL expects from all its representatives. For the purpose of this code, representatives include employed staff, interns, volunteers, consultants and any other person who is employed, asked and/or authorised to carry out work for or represent, PAFFREL.

PAFFREL asks all its representatives to adhere to this Code of Conduct. The consequences of not adhering to this Code of Conduct can include disciplinary action including dismissal, following a disciplinary process.

Management team have a particular responsibility in promoting and upholding the code by ensuring all those who represent PAFFREL are supported in understanding and working within the code, as well as providing a strong role model.

We encourage all individuals or organisations to let us know if they suspect or know of a breach of these commitments. We welcome the information as a way to try and put things right and improve our quality and effectiveness. Individuals who do not have access to our internal systems can refer to our Complaints Policy and the Contact Us page on our website for ways to raise a concern, allegation or complaint.

PAFFREL representatives have a duty to report any suspected or actual breach of these commitments. Staff may be liable to formal disciplinary action if they fail to do so. The first point of contact, to report a breach, will usually be the designated Officer or a more senior Officer where the immediate Officer may be implicated.

Anyone who raises a concern about potentially serious malpractice will be protected from victimisation or any other detrimental treatment, provided that concerns are raised in good faith. Deliberate false allegations are a serious offence.

Values of PAFFREL

1. Uphold international standards of governance
2. Safeguard of all voters equal rights to elect their representative
3. The freedom to elect representatives through free and fair elections in a democratic Government in which there are strong institutions with integrity
4. Coordinate and corporate all relevant government Institution when ever required



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5. Treat all political party and politician in equal manner
6. The promotion of respect for law and order, equal justice to all without discrimination.
7. Protect people's right pressurising theme to perform their duties.
8. Value everyone's idea and Networking as much as possible

Values of the PAFFREL representative

9. I will ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with PAFFREL's Vision, Mission and the above-named Values, and does not bring PAFFREL into disrepute.
10. I will act in good faith and treat other people with dignity and respect, without discrimination, harassment, abuse (including sexual harassment, abuse or misconduct) or neglect.
11. I will ensure that I act in accordance with the PAFFREL Finance Management and Administration Handbook, and with applicable health, safety and security guidelines. I will endeavour to safeguard others.
12. I will maintain appropriate standards of honesty and integrity in financial accountability.
13. I will not use the position of power conferred by my role to exert pressure, enhance my personal gain economically, professionally, politically or sexually, or extract or accept favours, bribes, gifts or other forms of personal enrichment.
14. I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on my work – e.g. contracts for goods/services or employment, partner organisations, civil authorities, communities we assist.
15. I will ensure that the organisation's assets, tangible and intangible, e.g. vehicles, computers, communications equipment, intellectual property, and data are not misused and are protected from theft, fraud or other damage.
16. I will not accept anything in the course of my work for and/or with PAFFREL that is, or could be perceived as, personal enrichment (e.g. bribes, favours). This includes from the communities we assist, partners or contractors. Small gifts or tokens of appreciation may be received, but managers must be informed of any gifts that are offered or received. I will decline all gifts where PAFFREL has financial dealings, and where the offer is targeted to me as an individual and not available to colleagues. This applies also when the gift is offered to members of my family and other close personal associates of mine.

Personal conduct and safeguarding

17. I will not engage any political activities directly or indirectly in my personal life or professional life.
18. I will not give any party political opinion at public place or social media PAFFREL program.
19. I have seriously understood the importance of my political neutrality.
20. I will not enter into a sexual relationship with any member of a community or partner we assist with whom we are in a position of power or authority. Any sexual relationships arising which could potentially be perceived as an abuse of power or authority must be declared to my immediate manager, the Administration Officer or the Executive Director in PAFFREL.



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21. I will not use my position of power as a representative of PAFFREL to enter into a relationship with a colleague.
22. I will not use my position of power as a representative of PAFFREL to withhold assistance or services without due cause.
23. I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes the exchange of sexual favours for assistance that is due to the communities we assist or partners we work with.
24. I will not engage in any type of sexual relationships with any person under the age of 18 and which is outside of the law (regardless of the age of majority or age of consent locally).
25. I will take measures to protect children, young people and vulnerable adults, including refraining from physically abusing children (even where this is culturally acceptable) and use non-violent methods to manage children's behaviour (both within and outside of the workplace).
26. My contact with children, young people and vulnerable adults (whether by phone, online or direct contact) will be supervised, accompanied, or at least in sight of other adults. NPC recognises that situations may arise where this cannot be the case for urgent or for practical reasons. If circumstances arise that where I am alone with a vulnerable adult or one or more children, I will inform my line manager ahead of time or as soon as possible.
27. I will assess the safeguarding risks for all PAFFREL led events for which I am responsible and I will plan for the mitigation of these risks.
28. I will never work while under the influence of drug related substances or alcohol that inhibit my ability to perform my duties.
29. I will not use the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography.
30. I will not use covert audio or visual recording equipment in relation to any part of my work.
31. I will ensure that all pictures of children that I take in relation to my work with NPC are decent and respectful. I will ensure that I obtain informed consent and protect children's identity in any media involving people under the age of 18.
32. I will not make official comment on matters relating to PAFFREL, except where authorised or approved by the Executive Director.
33. I will ensure that my personal views are not presented or interpreted as official comments.
34. I will exercise caution and sound judgement in the discussion of sensitive matters. I will only share sensitive information received in the course of work at PAFFREL with those in PAFFREL who require access to it in order to conduct their duties.
35. Where the PAFFREL is engaged in research or analytical work, the information PAFFREL provides must not be accessed or used for any purpose other than the intended research or analysis.
36. Information received in the course of duties must not be used in ways which are inconsistent with this code.



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There may be specific circumstances where a behaviour not listed above could bring PAFFREL into disrepute. In such a case the issue would be brought to the attention your immediate Supervisor /Administration Officer or the Executive Director.

I have read and understand the contents of this Code of Conduct, and will act in accordance with it as a condition of my employment with PAFFREL. I understand that the consequences of not adhering to this Code of Conduct can include disciplinary action including dismissal, following a disciplinary process.

Name: _____ Designation _____

Signed: _____ Date: _____