



**MPHOTHO COMMUNITY DEVELOPMENT CENTRE NPO
MEMBERS, STAFF AND VOLUNTEERS CODE OF
CONDUCT
LOCATION: POLICIES AND PROCEDURES
DOCUMENT IDENTIFICATION NO.:2022/12/1601**

1. ORANIZATION PURPOSE

Mphotho Community Development Centre NPO is a voluntary organization founded for the primary purpose of facilitating sustainable and tailor-made SMME and human capital development programs that address immediate and future human and labour needs through forging meaningful and positive partnerships with communities, government and business.

2. ORGANIZATION VALUES

1. We act with INTEGRITY in all that we do: We do the right thing.
2. We treat everyone with TRUST, DIGNITY and RESPECT: We value our people.
3. We are committed to PEOPLE, SAFETY, QUALITY and SERVICE: We prioritize our people, our products and our customers
4. We encourage DIVERSITY of THOUGHT: We value and respect differing opinions and ideas
5. We value OPEN COMMUNICATION: We tell it like it is.
6. We act in the BEST INTEREST of the Centre: We stand together once decisions are made and work together to achieve goals.
7. We act with a SENSE of URGENCY in all we do: We get duties done.
8. We are PERSONALLY ACCOUNTABLE for keeping our COMMITMENTS: We do what we say.

3. PREAMBLE

At Mphotho Community Development Centre NPO, we need guidance in setting shared standards, developing good business practices, and living up to our organizational core values. Each of us is expected to maintain the highest standard of ethical conduct when acting on behalf of the Organization. We are responsible for knowing the laws and regulations of the localities in which we operate or for which we are responsible, as well as the Organization's policies that apply to our work and by which we are expected to abide. Leadership has the added responsibility of setting a good example and being accountable for the actions of anyone who reports to them. If you have any questions, talk to your supervisor or mentor.

4. GENERAL CODES

You are expected to comply with both the letter and spirit of this Code of Conduct. It is your responsibility to seek clarification about the application of this policy to a specific situation. It is your duty to report violations of law and the Code of Conduct. Contact your supervisor or MENTOR if you believe a violation of law or of this policy has occurred. You will not lose your position or be mistreated for raising questions about the Organization's policies and conduct.

You also are required to cooperate fully with any authorized internal or external investigations. Making false statements to or otherwise misleading internal or

external auditors, legal counsel, or any person charged with handling the investigation is grounds for your immediate termination.

If you violate the law or the Organization's policies, or deliberately withhold information during an ethics investigation, you will be subject to disciplinary action, possibly including termination.

If you have any further questions, you should consult the Organization's Whistle-blower policy for further information.

5. BOOKS AND RECORDS

All of the Organization's records must accurately and clearly reflect the facts of the underlying matter. All records must be kept so that an accurate, auditable record of all transactions is maintained in accordance with generally accepted accounting principles. Improper, intentionally incomplete, or fraudulent documentation or reporting is contrary to the Organization's policy.

No entries may be made to intentionally hide or disguise the true nature of any transaction or to create funds to be used for other purposes. Information that you record and submit to other parties—whether inside or outside the Organization — must be accurate, timely, and complete. Reports cannot be used to mislead or conceal anything from their intended audience. This accuracy requirement applies to both financial and nonfinancial records such as worker's compensation claims, safety statistics, and other reports.

All records must be maintained according to records management policy and the records retention schedule. You must use common sense and observe standards of good taste regarding content and language when creating business records and other documents (such as e-mail) that may be retained by the Organization or a third party. You should keep in mind that at a future date, this record may become public.

6. COMPLIANCE WITH LAW

You are responsible for performing your duties in full compliance with all applicable laws and regulations. You may not knowingly participate in any act that violates an applicable law, rule, or regulation of any government, governmental agency, or regulatory body. If you believe that, as a matter of conscience, you cannot do something that you are asked to do, contact your supervisor or Mentor. If you determine that you have unknowingly participated in any act that violates an applicable local, state, or federal law, you must report the violation as soon as possible to your supervisor or Mentor.

7.DIVERSITY AND EQUAL OPPORTUNITY

The Organization's future depends on its ability to attract and retain the best people at all levels of the organization. Therefore, the Organization is committed to a policy of attracting and retaining a diverse workforce. The Organization is also committed to treating each person fairly and equitably. We prohibit sexual or any other kind of discrimination, harassment, or intimidation, whether committed by or against a supervisor, co-worker, volunteer, donor, vendor, or visitor.

Discrimination and harassment, whether based on a person's race, gender, colour, religion, national origin, age, disability, marital status, personal appearance, sexual orientation, family responsibility, matriculation, veteran status, or political affiliation are inconsistent with our mission.

You must never use the Organization's systems to transmit or receive electronic images or text of a sexual nature or containing ethnic slurs, racial epithets, or any other material of a harassing, offensive, or lewd nature. Receipt of any such electronic image must immediately be reported your supervisor or Mentor.

If you believe that you are being subjected to discrimination or harassment, or if you observe or receive a complaint regarding such behaviour, you should report it to your supervisor, or Mentor. The Organization will promptly investigate all allegations of harassment or discrimination and will take appropriate corrective action to the fullest extent permitted by local law. Retaliation against individuals for raising claims of harassment or discrimination is prohibited. We also will ensure that anyone who assists in the investigation of a complaint is free from retaliation.

Retaliation can take many forms, including the release of confidential personal information with respect to an employee who makes a complaint or who assists in an investigation. An individual may not ask for details about any complaint unless the person has a legitimate business need to know the information, and if anyone is asked to supply such information, he or she should immediately report it to his or her supervisor or Mentor.

8.DRUG-FREE WORKPLACE

The Organization is a drug-free workplace. Drug and alcohol use are highly detrimental to the safety and productivity of everyone in the workplace. The unlawful manufacture, possession, distribution, dispensation, transfer, purchase, sale, or being under the influence of alcoholic beverage or a controlled substance while on the Organization's property, attending to business-related activities, on duty, or operating a vehicle or machine leased, rented, or owned by the Organization is strictly prohibited.

Drug abuse violations by anyone in the workplace will generally result in immediate termination or suspension. The duration of the suspension, termination, or mandatory participation in a drug abuse assistance or rehabilitation program will be determined upon review by management. When appropriate, the Organization may refer the staff member to approved counselling or rehabilitation programs. You may use physician-prescribed medications, provided that the use of such drug does not adversely affect your job performance or your safety or the safety of other individuals in the workplace.

Providing alcohol to any person under the legal drinking age is prohibited. In keeping with the Organization's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace.

9. ENVIRONMENT

The Organization seeks to exercise good stewardship in all aspects of its operations. This includes being good stewards of the environment in which we operate. The Organization will follow all applicable environmental regulations. Where laws do not exist or are inadequate, the Organization will establish and follow our own standards consistent with our commitment to a clean environment.

10. GIFTS/FAIR DEALING/CONFLICTS OF INTEREST

A. Gifts to You

Business-related gifts (including services, discounts, entertainment, travel, meals, promotional materials, or samples) create situations that are inherently compromising. Every situation must be examined individually and with a bias against the activity.

You and members of your family must not accept gifts of more than token value from an actual or potential client, customer, contractor, supplier, grant recipient, or business; from professional persons with whom you do or to whom you may refer business; or from anyone acting on their behalf.

Meals and other business entertainments are subject to the same standard: they must be modest, infrequent, and, as far as possible, on a reciprocal basis.

B. Outside Employment

Outside business activities such as simultaneous employment, financial interest (including business ownership), and services on public bodies are usually acceptable, provided that all of the following conditions are met:

1. In the case of an employee, your ownership and/or participation in the outside business does not interfere with your ability to perform your job;

2. No competitive or other commercial relationship exists between the outside business and the Organization; and
3. The relationship between the business activity and your work at the Organization is incidental.

C. Conflicts of Interest

If either you or a member of your family has a financial interest in a supplier, contractor, client customer, grant recipient, or competitor with whom you deal in your work, you must disclose that relationship to your supervisor and Mentor.

You may not participate in any transaction involving the organization, including the awarding of any grant, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when you or a family member has a financial interest in the transaction.

If you have any further questions, you should consult the Organization's Conflict of Interest policy for further information.

D. Gifts to Others

You must also be careful when making gifts to others. If a gift could be interpreted by others as engaging in bribery or a consideration for an official or business favor, you must not give the gift. Many states and local jurisdictions have laws restricting gifts (e.g., meals, entertainment, transportation, lodging, or other things in value) that may be provided to a government official.

Under no circumstances should you offer anything to a government official for the purpose of influencing the recipient to take or refrain from taking any official action, or to induce the recipient to conduct business with the Organization. Payment made indirectly through a consultant, contractor, or other intermediary is also prohibited.

E. Defined Terms

For purposes of the Code of Conduct:

- Your family members include your spouse, parents, grandparents, great grandparents, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren, and spouses of brothers, sisters, children, grandparents, great grandparents, grandchildren, and great grandchildren.
- You would have a financial interest in a transaction if you or a member of your family:
 - a. Have a significant ownership or investment interest in any entity with which the Organization has a business or other financial arrangement;
 - b. Are employed, either as an employee or independent contractor, by the Organization directly or with any entity or individual with which the Organization has a business or other financial arrangement; or

- c. Has a potential ownership or investment interest in, or potential employment with, any entity or individual with which the Organization is negotiating a business or other financial arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

If you violate any of these rules, including the duty to disclose any potential conflicts of interest, you will be subject to appropriate disciplinary action, up to and including termination.

11. ORGANIZATION FUNDS

You must use reasonable care to protect and safeguard all the Organization's assets entrusted to you, and use the same care you would to protect your own personal assets under similar circumstances.

You are responsible for the careful, cost-conscious, and effective use of all Organization funds, including those used for travel and entertainment. When using expense accounts of the Organization, you must fully and clearly document all expenses in accordance with the Organization's policy.

You may use the Organization's assets only for business-related purposes and in the best interests of the Organization. You may not use work time, Organization property, or Organization services for personal benefit. Minimal, infrequent personal use of copiers, e-mail, fax, or phones is permitted at your discretion, provided it does not interfere with your work and you reimburse the Organization for the costs.

You must not remove any equipment without prior permission. Regardless of its current usage or condition, you may not sell, loan, give away, or otherwise dispose of the Organization's property without proper authorization consistent with applicable procedures.

12. POLITICAL ACTIVITY

As a nonprofit organization, the Organization is prohibited from using any assets to endorse political candidates, mobilize supporters to elect or defeat candidates, or align itself with political parties.

This does not mean that you cannot be involved in political activity as a private individual. However, you may not use the Organization's property or other assets (including the Organization's name) on behalf of or against any candidate for office. You should also be clear that any political statements you make, such as an endorsement of a candidate, are made in your personal capacity and not in your capacity as a representative of the Organization, and that the statements should not be made at an event sponsored or hosted by the Organization or in one of its publications.

Lobbying activity generally includes attempts to influence the passage or defeat or legislation, and is distinguished from providing general information for the purpose of educating the public. Lobbying by nonprofits is restricted, and it may trigger registration and reporting requirements. The federal government and many states extend the definition of lobbying activity to cover efforts to influence rulemaking by executive branch agencies or other official actions of agencies, including the decision to enter into a contract or other financial arrangement. Therefore, you should not engage in any activities that could be considered lobbying without the express permission of the Board of Directors.

13. PROPRIETARY MATERIAL

Confidential information, copyrights, and trademarks are all forms of proprietary material. Whether belonging to the Organization or to another organization, all proprietary information is to be treated as a valuable asset of the owner and may not be disclosed or used without permission.

Confidential information is information that is not generally known outside of an organization and is not known by public means. Examples of confidential information include financial reports, board reports, donor information, personnel information about current or former Organization employees or members, and vendor bids. You have a duty to protect this information regardless of how you obtained it.

Unless you receive prior approval, you may not disclose confidential information to anyone outside of the Organization who does not have a legitimate work-related reason to know the information. Any such disclosure must be in accordance with privacy laws regarding personal information. Likewise, you must respect the confidentiality of information given to you in confidence by others.

If it is necessary to receive or disclose confidential information in the context of a specific business transaction, first discuss the situation with your supervisor and, as appropriate, with legal counsel.

Apart from legally recognized “fair uses” of proprietary material, you may not use copyrighted material and trademarks without permission of the owner. This includes unauthorized duplication of computer software and making multiple copies of a publication when only a single copy has been purchased.

14. PUBLIC STATEMENTS

All the Organization’s public statements must be truthful, not deceptive, and in compliance with applicable laws, regulations, and Organization policy. Any claims about the work of the Organization must be verified before they are made. All solicitations of donors must also comply with this standard.

15. SAFETY AND HEALTH

The Organization is committed to being a good steward of all the gifts it receives. This includes the gift of those who offer their services to the Organization. Therefore, the Organization will take every reasonable step to provide its employees and volunteers with a safe workplace. You are expected to exercise safe work habits and to not create an unsafe work environment for others. You should also report any unsafe condition to your supervisor as quickly as possible.

16. SUPPORT FOR OUR CODE OF CONDUCT

Consistent with our mission, the Organization is committed to supporting its people in meeting these ethical standards of conduct. In similar fashion, all Organization officers, directors, employees and volunteers must uphold these standards in their work conduct.

If you observe or know of violations of these standards, or a violation of the law, or have questions about their meaning, intent, and/or application, it is your responsibility to report such situation or pose any question promptly. The Organization will not tolerate any reprisal or retaliation or suspected violation of these standards or the Law.

YOU CAN DO SO BY CONTACTING:

- Your supervisor
- Your mentor
- Any member of the Board of Directors

17. ACKNOWLEDGEMENT

This is to confirm that I, _____,
ID Number _____ have: received a copy of
the Organization's Code of Conduct; reviewed the Code of Conduct; and am familiar
with its contents.

I agree to comply with the terms of the Code of Conduct, including the duty to report
violations of the policy that I become aware of.

I also agree that I will disclose to the Organization any potential conflicts of interest
as defined in this policy, and will not engage in any transaction from which I or a
member of my family
may benefit.

Signature

Date