

## EFSCRJ Code of Conduct

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### 1. Purpose

This Code of Conduct sets out the standards of ethical and professional behavior expected from all individuals associated with the Edward Francis Small Centre for Rights and Justice, in order to maintain the Centre's integrity, protect its reputation, and promote a culture of accountability and respect. This Code of Conduct is in alignment with our:

- Core Values (Independence, Integrity, Transparency)
  - Constitution (Articles 18, 23)
  - Strategic Plan (Pillar 5: Accountability)
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### 2. Scope

This Code applies to:

- Board members
  - Staff and management
  - Volunteers and interns
  - Consultants, contractors, and service providers
  - Any individual or entity representing or acting on behalf of EFSCRJ
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### 3. Core Principles and General Standards of Conduct

#### A. Integrity and Professionalism

- Act honestly and ethically in all EFSCRJ-related activities.
- Avoid conflicts of interest (disclose using the Conflict of Interest Disclosure Form).
- Never use EFSCRJ's name or resources for personal gain.
- Do not engage in any form of corruption, fraud, theft, or misuse of EFSCRJ resources.

#### B. Respect and Non-Discrimination

- Treat all individuals with dignity, regardless of gender, race, religion, disability, or sexual orientation.
- Zero tolerance for harassment, bullying, or abusive behavior.
- Promote inclusive practices and avoid any form of harassment, abuse, or exploitation.

#### C. Transparency and Accountability

- Accurately report time, expenses, and program outcomes.
- Safeguard donor funds and use them only for intended purposes.

#### D. Confidentiality

- Safeguard the confidentiality of information obtained in the course of duties, unless legally obligated to disclose.
- Do not share internal documents without authorization.
- Respect the privacy and dignity of beneficiaries, staff, and partners.

### E. Use of Resources

- Use EFSCRJ assets, equipment, and finances responsibly, efficiently, and only for authorized purposes.

### F. Compliance

- Comply with all internal policies and relevant laws and regulations of The Gambia.
- Fulfill all legal, ethical, and professional responsibilities with due diligence.

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#### 4. Workplace Behavior

- Maintain a professional environment free from bullying, intimidation, or verbal abuse.
- Collaborate constructively with colleagues and stakeholders.
- Report misconduct through appropriate internal channels.

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#### 5. Child and Vulnerable Persons Protection

- All individuals must comply with EFSCRJ's Child Protection Policy.
- Any suspected abuse, neglect, or exploitation must be reported immediately and confidentially.

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#### 6. Public Representation

- Only authorized individuals may speak on behalf of EFSCRJ in the media, at conferences, or in public forums.
- Personal opinions must be clearly distinguished from official positions of the Centre.

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#### 7. Gifts and Hospitality

- Avoid accepting gifts, favors, or hospitality that could compromise, or appear to compromise, objectivity or independence.
- Any gifts above GMD 1,000 must be declared and may be refused or shared with the organization.

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#### 8. Prohibited Conduct

- ✗ Financial Misconduct: Fraud, embezzlement, or falsifying records.
- ✗ Abuse of Power: Coercion, retaliation against whistleblowers.
- ✗ Corruption: Accepting bribes or kickbacks.
- ✗ Unauthorized Advocacy: Personal political activities using EFSCRJ's platform.

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#### 9. Reporting Violations

Any staff or affiliate who becomes aware of a breach of this Code is encouraged to report it to:

- The **Executive Director**, or
- The **Board Chairperson** (if the Executive Director is involved)

Reports will be handled confidentially, in accordance with the **Whistleblower Policy**, and without fear of retaliation. (Whistleblower Policy - Article 23 EFSCRJ Constitution)

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## 10. Consequences for Violations

Depending on severity:

- a) Warning: For minor first-time offenses.
- b) Suspension: For repeated or moderate violations.
- c) Termination/Dismissal: For gross misconduct (e.g., theft, harassment).
- d) Legal Action: If laws are broken (e.g., fraud).

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## 11. Acknowledgment

- I have read and agree to abide by this Code of Conduct:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Related Documents:

- [Conflict of Interest Policy]
- [Whistleblower Policy]
- [Financial Manual]

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**Review Frequency: Annual, by the Governance Committee.**

**Note:** This Code supplements but does not replace national labor laws.

This Code ensures EFSCRJ's work reflects its mission of justice and accountability. Violations undermine public trust and will be addressed decisively.

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*"Upholding justice begins with our own actions."*