

# HOPE FOR ETERNITY MINISTRY

## PROGRAMS

- Refugee Support & Humanitarian Actions
- Church Leadership Empowerment
- Community Development Initiatives



P.O.BOX: 21654 KAMPALA

Tel: (+256)785-978-668 / 783-929-070

Email: [hemhope01@gmail.com](mailto:hemhope01@gmail.com)

Website: [www.hopeforeternityministry.org](http://www.hopeforeternityministry.org)

## HEM CODES OF CONDUCT

JULY 2015

## TABLE OF CONTENT

Table of Content .....	2
Introduction.....	3
Principle 1: Honesty, Integrity and Fair Play.....	3
Principle 2: Prevention of bribery.....	3
Principle 3: Conflict of interest.....	4
Principle 4: Misuse of Official Position.....	4
Principle 5: Handling of Classified or Proprietary Information .....	4
Principle 6: Property of HEM.....	4
Principle 7: Gambling .....	4
Principle 8: Outside Employment.....	5
Principle 9: Governance and anti-corruption.....	5
Principle 10: Compliance with the Code .....	5

## **Introduction**

Hope for Eternity Ministry's capacity to ensure the protection of and assistance to vulnerable persons especially refugees and other persons of concern depends on the ability of its staff to uphold and promote the highest standards of ethical and professional conduct. HEM staff members are personally and collectively responsible for maintaining these standards. HEM managers have a particular responsibility to uphold these standards, to set a good example, and to create a working environment that supports and empowers staff and glorify God. It is recognized that HEM's work often puts its staff in positions of power in relation to its beneficiaries. HEM Staff have an obligation not to abuse this power.

This Code of Conduct is intended to serve as an illustrative guide for HEM staff to make ethical decisions in their professional lives, and at times in their private lives. It is a moral code that does not have the force of law. All HEM staff are responsible for encouraging, advocating and promoting the dissemination of the Code of Conduct. They also have a role in implementing, monitoring and enforcing its standards. HEM Staff are also urged to encourage partners to adhere to these standards and to join HEM staff in upholding them.

### **Principle 1: Honesty, Integrity and Fair Play**

HEM and its staff are fully committed to the principle of honesty, integrity and fair play in the delivery of services to the needy. All HEM staff should ensure that the services and activities are dealt with in an open, fair and impartial manner. This Code of Conduct sets out the basic standard of conduct expected of all staff and HEM's policies and procedures. This Code also applies to fulltime, temporary, voluntary and part-time staff employed by HEM.

### **Principle 2: Prevention of bribery**

An employee of HEM who solicits or accepts an advantage in connection with his work without the permission of the employer may commit an offence (*See principle 10*).

### **Principle 3: Conflict of interest**

A conflict of interest situation arises when the “private interests” of the staff compete or conflict with the interests of the HEM. HEM Staff 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 HEM. Failure to avoid or declare any conflict of interest may give rise to criticism of favouritism, abuse of authority or even allegations of corruption.

### **Principle 4: Misuse of Official Position**

HEM Staff who misuse their official position for personal gains or to favour their relatives or friends are liable to disciplinary action (*see principle 10*).

### **Principle 5: Handling of Classified or Proprietary Information**

HEM Staff are not allowed to disclose any classified or proprietary information to anybody without authorisation. HEM 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. It should also be noted that unauthorised disclosure of any personal data may result in a breach of the Personal Data (Privacy).

### **Principle 6: Property of HEM**

HEM Staff given access to any property of HEM should ensure that it is properly used for the purpose of conducting well HEM’s activities. Misappropriation of HEM’s property for personal use or resale is strictly prohibited.

### **Principle 7: Gambling**

HEM Staff must not engage in frequent or excessive gambling with persons who have activities and services dealings with HEM as well as among colleagues, particularly with subordinates. HEM staff is prohibited to propagate political gambling and other words

which affect negatively HEM's activities. Gambling in HEM's premises is strictly forbidden. If any HEM staff does not observe this principle, he/she will be subject to the sanctions. (*See principle 10*).

### **Principle 8: Outside Employment**

HEM Staff who wish to take up paid outside work, including those on a part-time basis, must seek the written approval of HEM before accepting the job. Applications for outside work should be made to *the Executive Director* for consideration. Approval will not be given if the outside work is in conflict with the interest of HEM.

### **Principle 9: Governance and anti-corruption**

HEM has zero tolerance for corruption. All employees must never offer to provide anything of value directly or indirectly to any partners or stakeholders to secure an undue advantage. HEM prohibits payment, offers as well as anything of value directly or indirectly with the purpose of influencing or obtaining undue personal advantage.

### **Principle 10: Compliance with the Code**

It is the personal responsibility of every staff member to understand and comply with the Code of Conduct.

All managers should also in their daily supervision ensure that their subordinates understand and comply with the standards and requirements stated in the Code. Any problems encountered as well as any suggestions should be channeled to *Human Resource Officer* through the General Secretary and Executive Director for consideration and advice.

Any HEM staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other criminal offences, a report will be made to the appropriate authorities.

HEM can take prompt and appropriate remedial action in response to violations of the Code. Any employee who engages in conduct prohibited by the Code as determined by the ethics officer will be subject to discipline actions and sanctions.

Once a complaint has been placed, the ethics officer will initially analyze it and s/he may meet privately with the applicant to understand the facts surrounding the issue. Following a fact-finding phase, an investigative meeting could be held with the employee alleged of the violation, to further ascertain the facts and receive observations. The decision should be issued in writing (date and signed), indicating a summary of the facts, reference to the specific violation and motivations and addressed to the general Secretary for action.

The sanction may be under the form of:

- ✓ Warning;
- ✓ Private or public letter of reprimand;
- ✓ Transfer to other tasks or unit;
- ✓ Suspension from duties;
- ✓ Termination or removal.

In every case of violation, the employee will be fined for a suspension of additional advantages to his/her salary/allowances.

In case of serious violations of this Code of Conduct, the ethics officer shall report to appropriate government or legal authorities.

.....

**Pr. DUSABUMUREMYI BONAVENTURE**  
**HEM EXECUTIVE DIRECTOR**