



CODE OF CONDUCT

Policy

Worthy Plan Empowerment Initiative has a mission **TO PUTTING PEOPLE FIRST IN OUR COMMITMENT TO MAKING LIFE BETTER IN THE NATION**. In pursuing its goals, Worthy Plan Empowerment Initiative serves those that are perceived to be vulnerable in Nigeria irrespective of race, color, ethnicity, or geographical location. Every vulnerable Nigerian is at risk of becoming a national nightmare. In delivering our programs to Nigerians, employees and volunteers work with each other and the public at large. The following Code of Conduct (“the Code”) is designed to Worthy Plan Empowerment Initiative to preserve its tradition of integrity and credibility with the public and within the Organization. This Code applies to all direct service program employees and volunteers (those in face-to-face contact with our beneficiaries and prospective beneficiaries), and any third-party service provider in face-to face contact with our beneficiaries.

This Code of Conduct is organized into categories, as follows:

Service

1. All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding shall always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding shall always act to promote the mission and objectives of Worthy Plan Empowerment Initiative in all dealings with the public on behalf of the Organization and within Worthy Plan Empowerment Initiative.
3. All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding shall always act in good faith to provide a positive and valued experience for those receiving service within and outside Worthy Plan Empowerment Initiative.



Accountability

1. All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding shall act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities he or she performs for or on behalf of Worthy Plan Empowerment Initiative. Worthy Plan Empowerment Initiative is a national organization with regional and branch operations. Worthy Plan Empowerment Initiative's Human Resource policies apply to all volunteers and employees. Policies are reviewed every 2 years or sooner if an issue arises with its interpretation and use.
2. All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding shall comply with both the letter and the spirit of any training or orientation provided to him or her by Worthy Plan Empowerment Initiative in connection with those responsibilities.
3. All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding shall adhere to the policies and procedures of Worthy Plan Empowerment Initiative and support the decisions and directions of the Board of Directors and its delegated authority.
4. All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding shall take responsibility for his or her actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that he or she does not exceed the authority of his or her position.

Conflict of interest

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

It is always the duty of any person taking part in the operations of Worthy Plan Empowerment Initiative to adhere to the Conflict-of-Interest Policy. In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision and shall not cast any vote on the matter.



Confidentiality

1. All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding shall respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, Worthy Plan Empowerment Initiative's business documents and printouts, and all volunteer, employee membership, donor and supporter records.
2. All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding shall Respect and maintain the confidentiality of individual personal information about beneficiaries gained through his or her role in Worthy Plan Empowerment Initiative, for example, in support groups, meetings or in service programs.

Prevention, Protection from Sexual Exploitation and Abuse (PSEA)

At WPEI, we are intolerant of any form of sexual exploitation and abuse. We value the dignity of all our beneficiaries. WPEI shall not tolerate its employees, volunteers, consultants, partners or any other representatives associated with the delivery of its work sexually exploit or abuse any of Worthy Plan's beneficiaries. Such behavior goes against the very beliefs, values and mission of our organization. Safeguarding our beneficiaries is a priority for WPEI.

Sexual Exploitation and abuse, as well as a range of non-sexual abuses of power, take various forms and can happen to anybody at any time during their lives, but are more likely when one person is in a position of power over another. WPEI recognizes that this can happen within our workplaces or project locations hence the need for this measure to mitigate the risk and possibilities or occurrence.

All employees and volunteers of Worthy Plan Empowerment Initiative upon whom this code of conduct is binding are obliged to report any suspicions of sexual exploitation or abuse. This can be done without sharing details of cases where information has been shared in confidence. Failure to report to a relevant person suspicion of abuse relating to someone else is a breach of the WPEI Policy

and could lead to disciplinary action being taken. Worthy Plan maintains zero tolerance to Sexual Exploitation and Abuse and any confirmed defaulter shall be duly prosecuted in line with approved standards and protocols.



Personal or sexual harassment

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, color, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

Worthy Plan Empowerment Initiative has a zero-tolerance policy with respect to Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Procedures for Personal Contact with Vulnerable People

Procedures for the care of others who may be vulnerable because of age or disability In the course of providing Worthy Plan Empowerment Initiative, our volunteers, employees, and third party service providers may come into contact with vulnerable individuals. These individuals are those who may be at risk of harm or harassment because of their age or disability. When this occurs, the following procedures should be followed:

1. Where practical to do so, Worthy Plan Empowerment Initiative related one-on-one meetings with beneficiaries who may be vulnerable be conducted in a business-like setting, public location or in an area that is private but visible to others.
2. Worthy Plan Empowerment Initiative's volunteers, employees, and third-party service providers who seek to initiate personal contact with vulnerable beneficiaries or prospective beneficiaries outside Worthy Plan Empowerment Initiative's program, are asked to seek prior approval from the appropriate employee/leadership volunteer, and, in the case of children/youth, from the parent/ guardian.



Implementation

1. Strict observance of this Code of Conduct is fundamental to the activity and reputation of the Worthy Plan Empowerment Initiative. It is essential that all direct service program volunteers (those in face-to-face contact with Worthy Plan Empowerment Initiative Beneficiaries or Prospective Beneficiaries), all employees (permanent full-time, hourly, fixed term contract, permanent part-time), and any other third-party service provider in face-to-face contact with our clients adhere to this Code of Conduct.
2. They will certify this by signing a Declaration that they have read and will abide by this Code of conduct.

FOR: THE BOARD OF DIRECTORS

MARTINS OYIN KINGSLEY,
CHIEF EXECUTIVE OFFICER
WORTHY PLAN EMPOWERMENT INITIATIVE.



CODE OF CONDUCT DECLARATION

I, _____, have read, understand, and agree to abide by the Code of Conduct of Worthy Plan Empowerment Initiative and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, 20_____.

_____ (Signature/Stamp)