



STI South Sudan Code of Conduct

STI VALUES AND CODE OF CONDUCT

Introduction

STI seeks to ensure all staff and volunteers are working effectively together to achieve our mission in a way which demonstrates our integrity and commitment to our values.

This policy sets out the standards of behavior that are required of all staff and volunteers. It explains STI's values, promotes ethical behavior and sets expectations of our staff across all locations.

STI Mission: is to improve the quality of education in Africa and promote the use of scientific knowledge, innovation, and research in solving socio-economic challenges. through developing practical teaching and learning materials that enhance practical approach- of teaching sciences, Capacity Building (CB) to retooling of teachers in the practical hands on-learner centered teaching methodology, self-help projects for schools, 3Ls to improve literacy skills among the young learners and a Teacher Support Center (TSC) for teachers to get timely assistance from education specialists, WASH in schools, inclusive education in emergencies and child protection.

OUR STRATEGY

Composition and Publication of Teaching and Learning Materials/teaching and learning aid, capacity building/Retrofitting of teachers//education managers and training on practical approach, self-help projects, advocacy, partnership with education stakeholders, Inclusive Education in Emergencies and Child Protection.

Values

The STI Values are:

- Impartiality: in conflict situations, we take no sides but focus on enabling communities and individuals to exercise the basic human right of education
- The importance of education, knowledge and freedom of thought
- Respect: for the diversity of communities and individuals with whom we work irrespective of gender, ethnicity, disability, religion or legal status
- Equity and Sustainability: both in the programmes we implement or support and in our employment policies and practices.
- Honesty and Integrity: in all our relationships with beneficiaries, communities, donors and supporters and in our management systems.
- High quality: we have a long history of striving to provide and support Inclusive high quality education and are keen to collaborate with those who seek the same

STI Code of Conduct

You are expected to:

- Behave honestly and with integrity and act with care and diligence in the course of your employment;
- Foster, promote and contribute to a work environment that is fair, inclusive, equitable and free from any form of harassment or discrimination;
- Behave in a way that upholds and actively promotes the STI Values and the integrity and good reputation of STI;
- Comply with any lawful and reasonable direction given by someone in STI who has the authority to give the direction;
- Take every reasonable step to avoid any conflict of interest (real or apparent) in connection with your employment and, where one exists, disclose it;
- Adhere to STI's policies and procedures and proactively seek ways for continual improvement.

Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse

Sexual misconduct and child abuse are not acceptable and you must comply with the following policies:

- STI Child Protection Policy;
- STI Prevention of Harassment, Discrimination and Bullying Policy, and;
- STI Protection from Sexual Exploitation and Abuse, and Child Protection Policy.

Conflict of Interest

You must not engage in any activity which could be deemed to be in conflict with STI's interests. It is important to be objective and impartial, and to be seen to be so. A conflict of interest can involve:

- pecuniary interests i.e. financial gain or other material benefits
- non-pecuniary interests i.e. favours, personal relationships and

associations. It may not only be about your own interests. It may include:

- the interests of members of your family or relatives (where these interests are known); or
- the interests of your associates or friends.

A key issue to consider in determining whether a conflict of interest exists is what the perceptions of others might be. If you think there may be any existing or potential conflict (perceived or actual) in relation to your employment with STI you must tell your manager, HR and Admin Manager, or the Country Director.

Conflict may arise in a situation where an employee uses their position to negotiate terms that are personally advantageous, e.g. contracting on behalf of STI to their own company or using STI's assets (time, equipment, etc) for a separate business or for personal gain. A conflict may arise if an employee's performance can be influenced by conflicting loyalties.

Personal gain, direct or indirect benefits to friends, family, etc., at the expense of STI must be avoided.

You must exercise the powers and responsibilities of your position solely for the benefit of STI and beneficiary populations targeted by STI programmes and projects and not for your personal gain.

Outside Employment

You may wish to engage in other employment or activities for which remuneration may or may not be received.

When seeking approval to do so, the following principles will apply:

- the work concerned does not involve a conflict of interest or a perceived conflict of interest;
- the work concerned does not infringe on your responsibilities to STI or prevent you from attending to all facets of your duties;
- it does not interfere with your regular work;
- your official capacity as a STI employee is not used in connection with other employment; and
- the nature of the work would not bring STI into disrepute.

The operation of private businesses, or possession of an STI Business Number, is included in the category of outside employment.

STI supports involvement in community activities through charitable, social or sporting bodies where conflict of interest is not involved.

Submissions requesting approval for engagement in outside employment must include details of the nature of the employment and the amount of time involved and be submitted to the HR and Admin Manager through your line Manager. Delegation for approval lies with the Country Director.

If you are employed by STI on a casual basis you would normally not be required to seek approval for outside employment, as it is accepted that the irregular and intermittent nature of your employment would result in, or require, that you have other employment.

Standards of Behavior/Representation

STI has a legitimate interest in your private activities because these activities may bring discredit upon STI its relationships with Stakeholders including (but not limited to) the people it exists to support, governments, donors or the general public. You should be vigilant in using sound and good judgement out of work.

In determining whether your activity or conduct is outside the provision of the Code, due regard will be taken of the following factors:

- The nature and circumstances of the activity; or,
- Your position, duties, and responsibilities; or,
- The consequences of the activity on your ability to fulfil your duties and responsibilities; or,
- The effects of the activity or its consequences on relationships of STI with the people it exists to support, governments, donors or the general public.

Examples of unacceptable behavior/activities include behavior which:

- Negatively affects your own or another's performance or has the potential to do so; or,
- Is fraudulent or unethical; or,
- Negatively impacts the reputation of STI; or,
- Could result in you being charged and/or convicted of a criminal offence which, in the opinion of STI, brings into question your continued suitability to remain as an employee; or,
- Otherwise breaches the obligations created under the Code.

You have an obligation to disclose any activity, conduct or the existence of any allegation, charge or offence that could possibly call your fitness for continued employment into question. Failure to disclose behaviour/activities which are considered unacceptable will result in disciplinary action being taken against you including the potential termination of your employment.

Use of STI resources

STI resources may include money or money-like resources (such as allowances, credit cards and cab charges), tangible goods (such as furniture or computer equipment), intangible goods (such as software), or services derived from those tangible or intangible goods (such as email or internet). These resources are made available to you for fulfilling your work responsibilities. While STI accepts modest private use of a limited number of resources, you must exercise judgment and caution, and comply with relevant legislation and organizational policies, in your use of any STI resources.

As an employee you must:

- show reasonable care and only use STI property, resources, or funds for authorized purposes
- treat STI property with due care and ensure it is secured against damage, theft and misuse.

Use of Technology

The content of any email sent or received using STI's systems and equipment are the property of STI. STI reserves the right to access employee accounts. You must not download material that is inappropriate including using the internet or email to access or distribute material which would be regarded as being offensive or constituting the use of these for menace or harassment. Accessing pornography using STI equipment or when you are on duty is strictly forbidden and will lead to disciplinary action including possible termination of employment.

Copyright law is to be observed at all times in copying or distributing any material.

Responsible use of social media regarding content, engagement and commentary is expected. Misuse of STI resources may constitute fraud and a breach of the Code.

Offers of Gifts or Gratuities

You must not abuse the advantages of your position for private purposes, or solicit or accept gifts, rewards, or benefits which might compromise, or be seen to compromise your integrity.

Gifts exchanged within STI as well as with other outside organizations should be appropriate to the circumstances and token in nature (e.g. less than \$50).

Unless culturally appropriate, gifts should not be presented to visitors to STI offices or project sites. The following procedures shall be followed when gifts are offered that have more than a token value:

- You should advise vendors proposing gifts that STI's policy does not permit the acceptance of personal gifts and that they may like to consider a gift in kind to the organization.
- Gifts from donors or organizations belong to STI and will remain in a STI office or installation.
- Gifts clearly intended for one individual may be purchased by that individual if they wish to keep the gift or it may be donated to STI. Fair market value of the gift will be donated to STI by the recipient of the gift.

Public Comment

You have the same rights of free speech and independence in the conduct of your private affairs as other members of the public. However, you also have a duty not to compromise STI by publicly criticizing (particularly via social media) the organization, its business activities or its staff.

STI has nominated spokespersons who are authorized to communicate with the media. Unless specifically authorized, you should not communicate to the media any information concerning STI or its business activities. If you receive a media inquiry you should refer the journalist to the Communication Officer or Country Director, who will then work with the journalist to answer their inquiry.

The STI Media Policy must be adhered to at all times.

Political Neutrality

STI is a non-political organisation and not aligned with a particular political party within countries in which it operates.

You may engage in political activity at your own discretion and in a personal capacity, not identifying your link to STI. STI reserves the right to discuss your participation in political activities, evaluate its implied association with STI, and in special circumstances, not endorse such participation.

External Communications

All reports prepared by STI employees are for the use of STI exclusively and remain the property of STI. This means that, whenever you prepare correspondence about a STI program or project, STI retains ownership of that material.

Access for the use of all STI publications must be made in writing to the Communication Officer or the Country Director.

Social Media

If you use your own resources to participate in social media in your own time, you are covered by the same broad principles as other employees who comment in a private capacity on public issues. You may share posts about your work with STI, but keep in mind the following points.

1. Be a good ambassador. Your behavior and comments online reflect on the organization, so do not engage in behavior online that would not be acceptable in the workplace.
2. If your personal profiles identify you as having a position within STI, please avoid making comments that could be interpreted as an official statement on behalf of STI.
3. Ensure that all posts adhere to the STI Social Media Policy.

A person who could be identified as a STI employee and who posted derogatory comments of STI's work or employees, or offensive, racist or obscene material even in their own time and using their own resources, is likely to be in breach of this Code of Conduct.

Confidentiality

You must not disclose or use anything which could be considered intellectual property, other property, or confidential information belonging to STI without prior permission from a Principal Executive or as required by law. You must not make unauthorized use or disclosure of information to which they have had access. The unauthorized disclosure of information may lead to disciplinary action, including dismissal.

Possession of Weapons

Staff, volunteers and consultants will not carry weapons or have weapons or ammunition while on assignment/posting with STI. Possession of a weapon is grounds for summary dismissal.

Regulations and Legal Requirements

Staff must follow the regulations listed in relevant manuals and guidelines, and comply with legal requirements of the country of operation.

Breach of the Code of Conduct

You have a responsibility to act consistently with the standards and expectations set out in the Code. Failure to comply with these standards and expectations may lead to disciplinary action which could include termination of your employment.

Reporting a breach of the Code

If it is suspected that a breach has occurred then you are strongly encouraged to raise your concerns informally in the first instance with the supervisor of the employee suspected of the misconduct, your own supervisor, the HR and/or the Country Director. If the breach involves the employee's manager, then the suspected breach can be raised with the relevant Principal Executive. Where you feel unable to raise your concerns as described then you can make a report through the STI Line or Tell Us Policy mechanisms.

STI will not tolerate retaliation against people making reports.

Acknowledgement of Receipt:

I declare that:

- I have read, understood, and agree to adhere to the STI code of conduct Policy, which addresses sexual exploitation and abuse and child abuse.
- I will follow the procedures detailed in the STI code of conduct Policy.
- I have never been accused of, arrested, or convicted of any offense involving sexual exploitation or abuse or child abuse, as those terms are defined in the code of conduct Policy.
- I understand that I must fully cooperate in the investigation of any violation of this policy, including if I am accused of misconduct.
- I agree that if I become aware of any suspicion or an allegation of a violation of this policy, I must report the matter as described in the Policy.

Name: _____

Position/Role: _____

Signature: _____

Date: _____

*** If you are unable or unwilling to sign this form, please contact your local HR Manager or STI representative.*