



Employee Code of Conduct

Policy brief & purpose

The **Employee Code of Conduct** policy for the **Ghana Monitoring and Evaluation Forum (GMEF)** outlines our expectations regarding employees' and members' behaviour towards their colleagues, supervisors and overall organization.

GMEF promotes freedom of expression and open communication but we expect all employees and members to follow our Code of Conduct. They should avoid offending, participating in serious disputes and disrupting our workplace/organization. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our employees and members, regardless of employment agreement or rank. This Code also applies to temporary or part-time staff employed by the organisation.

Policy elements

What are the components of an Employee Code of Conduct Policy?

GMEF employees and members are bound by their contract/membership to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All employees and members must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

Respect in the workplace

All employees and members should respect their colleagues. We will not allow any kind of discriminatory behaviour, sexual exploitation and abuse, harassment or victimization. Employees and members should conform with our PSEA policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

All employees and members should treat our company's property, whether material or intangible, with respect and care.

Employees and members:

- Should not misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.

Employees and members should protect company facilities and other material property (e.g. office equipment) from damage and vandalism, whenever possible.

Professionalism

All employees and members must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees must follow our dress code and personal appearance guidelines.

- **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit bribery for the benefit of any external or internal party.

- **Job duties and authority**

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our organization.

- **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days but, generally, we expect employees to be punctual when coming to and leaving from work.

- **Conflict of interest**

We expect employees and members to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

Employees and members should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees and members must be open for communication with their colleagues, supervisors, team members and GMEF members.

- **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, facilities, subscriptions or other benefits our organization offers.

- **Policies**

All employees and members should read and follow our company policies. If they have any questions, they should ask the Coordinator or Leadership.

Disciplinary actions

Our organization may have to take disciplinary action against employees or members who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offences.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.