



Rwanda NGOs Forum on **AIDS** and  
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# **RNGOF on HIV/**AIDS**** **& HP:** CODE OF CONDUCT

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## **1. Introduction**

Rwanda NGOs Forum on HIV/AIDS and Health Promotion is a National network of National NGOs intervening in the Health and Human Right Sector. The Forum has decentralized structures up to District level. This Forum gathers 127 National NGO members intervening in different areas such as HIV, TB, Malaria, and Social Protection, Human right, RMNCAH and Research targeting general population including key and priority populations (MSMs, FSWs, PWUDs/PWIDs), adolescent girls and young women. The network is fully committed to the principle of honesty, integrity and fair play in the delivery of services to its member organizations and the public at large. All staff should ensure that the activities of Rwanda NGOs Forum on HIV/AIDS and Health Promotion, such as staff recruitment and procurement are dealt with in an open, fair and impartial manner.

2. This Code of Conduct sets out the basic standard of conduct expected of all staff and the organization's policy on matters like acceptance of advantages and declaration of conflict of interest by staff in connection with their official duties. This Code also applies to temporary or part-time staff employed by the organization.

### **Acceptance of Advantages**

3. Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to the organization and they should not be accepted without permission. Staff should decline the offer if the acceptance could affect their objectivity in conducting the organization's business, or induce them to act against the interest of the organization, or lead to complaints of bias or impropriety.

4. There is however no restriction on the acceptance of advantages, in the staff's private capacity, from any person who does not have any official dealings with the organization. In case of doubt, the staff should refer the matter to (the Program Manager or Finance Manager) for advice and instruction.

### **Conflict of Interest**

5. A conflict of interest situation arises when the "private interests" of the staff compete or conflict with the interests of the organization. "Private interests" means both the financial and personal interests of the staff or those of their connections including:

- family and other relations;
- personal friends;
- the clubs and societies to which they belong; and
- Any person to whom they owe a favor or are obligated in any way.

6. 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 the organization. Failure to avoid or declare any conflict of interest may give rise to criticism of favoritism, abuse of authority or even allegations of corruption. In particular, staff involved in the procurement process should declare conflict of interest if they are closely related to or have beneficial interest in any company which is being considered for selection as the NGO's supplier of goods or services.

7. When called upon to deal with matters of the organisation for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to his supervisor. He should then abstain from dealing with the matter in question or follow the instruction of his supervisor who may reassign the task to other staff.

#### **Misuse of Official Position**

8. Staff who misuse their official position for personal gains or to favour their relatives or friends are liable to disciplinary action or even prosecution. Examples of misuse include a staff member responsible for the selection of suppliers giving undue favour or leaking tender information to his relative's company with a view to awarding the contract to the latter.

#### **Handling of Classified or Proprietary Information**

9. Staff are not allowed to disclose any classified or proprietary information to anybody without authorization. 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. Examples of misuse include disclosure of information in return for monetary terms, or use of information for personal interest. It should also be noted that unauthorized disclosure of any personal data may lead to punishment

#### **Property of the Organization**

10. Staff given access to any property of the organization should ensure that it is properly used for the purpose of conducting the organization's project tasks. Misappropriation of the organization's property for personal use or resale is strictly prohibited.

#### **Outside Employment**

11. Staff who wish to take up paid outside work, including those on a part-time basis, must seek the written approval of the organization before accepting the job. Applications for outside work should be made to The Executive Secretary and/or Program Manager for consideration. Approval will not be given if the outside work is in conflict with the interest of the organization

#### **Compliance with the Code**

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

13. 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 The Executive Secretary for consideration and advice.

14. Any 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 Rwanda NGOs Forum on HIV/AIDS and Health Promotion Board of Directors.