



**GOLDEN BOOTS UGANDA (GOBU)**

## **CODE OF CONDUCT**

**Effective Date: 31<sup>ST</sup> January 2022**

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## **1.0 Introduction**

Golden Boots Uganda (GOBU) commits to encourage an inclusive, productive, supportive and safe work environment where everybody has the opportunity to be treated fairly and work in a professional manner.

The Code of Conduct outlines the expected rules for all employees, interns, and volunteers to follow. As an employee, volunteer, or intern, you are expected to read, know and follow these standards. All GOBU employees, volunteers and interns are required to be aware of this Code of Conduct and to sign as their commitment to observe the provisions herein. Failure to follow these guidelines will mean you could be subjected to disciplinary action which may include reprimand, warning, suspension and dismissal.

### **1.1 Purpose:**

The purpose of this code of conduct is to guide GOBU employees, volunteers and interns in how best to conduct themselves in a manner that positively reflects GOBU's culture and respects the needs of others. The Code of Conduct is not intended to police staff, volunteers and interns although a breach may result in disciplinary action (including dismissal in some instances) and, in some cases, may lead to criminal prosecution.

### **1.3 GOBU values and supporting behaviours**

I will strive to live by the following values and supporting behaviour:

- **Accountability:** We are answerable to all our stakeholders.
- **Transparency:** We openly engage all stakeholders at different levels in our work.
- **Creativity and Innovative Programmes:** We develop and embrace new ideas into our programming.
- **Team Work:** We work as a team

The key related policies, procedures and guidelines include; Anti-Sexual Harassment Policy, Human Resource Policy & Procedures, Procurement & Disposal Policy, Finance Policy & Procedures, Child Protection Policy, Whistle Blowing Policy, Gender Policy, Safe Guarding Policy, Disciplinary and Grievance Procedures, Complaints Mechanism guidelines and Dual Jobs guidelines.

### **1.2 Policy Statement:**

GOBU staff, volunteers and interns will represent the Organization with integrity and professionalism in all interactions with other staff members, volunteers, Funders, Partners, Beneficiaries, service providers and other stakeholders. GOBU will ensure the uniform implementation of this Code of Conduct to foster an ideal working environment.

GOBU is committed to a conduct as an organization that is ethical, legal and consistent with its values and mission.

GOBU opposes and does not act as a willing party to wrongdoing, corruption, bribery or other financial impropriety, or illegal acts in any of its activities.

GOBU takes prompt and firm corrective action whenever and wherever wrongdoing of any kind is found among its employees, volunteers and interns.

GOBU employees, volunteers and interns are expected to conduct themselves in a manner that reflects honesty and integrity, and that maintains the effectiveness, values and mission of the organization.

The guidelines and standards of conduct in this code are to be upheld by all employees, volunteers and interns at all times.

## **1.0 Guidelines and standards:**

### **2.1 Performance of Duties**

All GOBU employees, volunteers and interns are expected to: -

- Diligently perform their duties and protect the interests of GOBU to the best of their ability.
- Fully devote their capabilities and experience to the promotion of the mission and objectives of GOBU.
- Come to work at the time agreed and respect the working hours.
- Undertake to perform their duties in such capacities, and at such places as they from time to time be directed by the Management.

### **2.2 Compliance to Policies, Rules and Regulations**

Employees, volunteers and interns are expected to:

- a) Take responsibility for updating themselves on all disseminated policies, rules, regulations and requirements.
- b) Comply with all the GOBU values, rules and regulations, policies and procedures and generally with all the organisation's requirements.
- c) Report to their Supervisor or Management if they are aware of any irregularity, which might affect the interests of GOBU (ref: Whistle Blowing Policy).
- d) Advise their Supervisor or Management if they believe that the instructions given by their supervisor, oppose the interests of GOBU, or are illegal.
- e) Avoid discussing or revealing information pertaining to GOBU internal business, financial, strategic or other confidential information that they have become privy to in the course of their duties with any person(s) not authorized to access such information.

- f) Avoid speaking or communicating for or on behalf of GOBU to the Public, Media, etc unless officially delegated by the Chief Executive Officer (CEO).
- g) Avoid any misconduct, negligence, wilful disregard of instructions, absenteeism, committing of criminal offences, or any other action, which is prejudicial to the efficient conduct of the operations of GOBU or tends to bring GOBU into disrepute.

### **2.3 Professionalism, Respect and Courtesy to Others**

Employees, volunteers and interns are:

1. Expected to treat beneficiaries, partners, funders and colleagues with respect and courtesy.
2. Forbidden from being under the influence of alcohol or intoxicating drugs while on duty or during performance of any activities acting on behalf of GOBU.
3. Expected to be smart, decent and tidy in dress and personal grooming.
4. Expected to refrain from associating themselves by act or word with violent/abusive/offensive language and quarrels and /or behaviour that compromises the safety and security of colleagues, other GOBU stakeholders and assets.
5. Expected to behave in a manner that reflects GOBU values at all times.
6. Required to do all that they can to protect children and to report to GOBU and relevant authorities alleged incidents of child abuse.

### **2.4 Acceptance or Solicitation of Gifts (in Cash or in Kind)**

An employee, volunteer or intern shall under no circumstances solicit for or accept a gift in cash or in kind which may be offered to him or her as a result of employment with GOBU.

An employee, volunteer or intern may accept a gift in kind (e.g., dairies, pens, and calendars etc) offered by partners/business associates but in such instances, such a gift should be immediately declared to their immediate supervisor who will determine whether the gift should be retained or not.

### **2.5 Misuse of Position**

The following are deemed to be misuse of position and may be ground for disciplinary action.

Canvassing, soliciting or accepting inducements/bribes/kickbacks is strictly prohibited. An employee, volunteer or intern found to be involved in soliciting for any payments, service or favours from potential suppliers, suppliers, candidates for employment, beneficiary groups etc in return for his or her influence in GOBU shall be subjected to disciplinary action.

Use of GOBU assets like computers, telecommunications, vehicles, building, supplies or other assets/equipment for personal business or on behalf of a third party except on permission from Supervisor/ Chief Executive Officer (CEO) is strictly prohibited.

## **2.6 Public Representation**

An employee, volunteer or intern shall not release oral or written statements about national, local, legal, political or other matters as the GOBU representative without prior approval from the CEO.

If GOBU wishes to make such public statements, Fundraising and Communications Officer and the CEO shall do so or nominate an officially delegated person as per the communications protocol. The officially delegated person shall strictly adhere to communicating the business of GOBU, as assigned and not use this as opportunity to voice his or her personal opinions and or concerns.

## **2.7 Reporting Omissions, Commissions and Fraud.**

It is the duty of all GOBU employees, volunteers and interns knowing or suspecting any omission or commission, fraud or error, against GOBU on the part of any person whatsoever to immediately give information thereof to the appropriate Supervisor, HR Department or Chief Executive Officer. The same information should be written to a confidential email: [concerns@goldenbootug.org](mailto:concerns@goldenbootug.org) that will only be accessed by the HR officer, CEO or Board Chair.

Failure to report may be construed as wilful participation in the same and the employee, volunteer or intern may be liable for disciplinary action.

## **2.8 Removal of Records, Erasures, Alterations, Tracing**

An employee, volunteer or intern shall not without the permission of the Chief Executive Officer or immediate supervisor, remove any book, disks or other records from any GOBU Office.

No erasures or changes shall be made in any contract of GOBU; where necessary such alteration shall be initiated by all the concerned signatories.

Any employee, volunteer or intern who engages in imitation and tracing of signatures or falsification of records shall be liable for disciplinary action.

## **2.9 Evidence in Court and Information to the Effect, etc.**

No employee, volunteer or intern shall knowingly give an opinion or information on the affairs or policy of GOBU unless required to by law. The employee desiring to use such opinion as evidence in court or elsewhere should first obtain permission from the Chief Executive Officer.

## **2.0 General Regulations**

### **3.1 Certificates of education**

All employees, volunteers and interns shall upon being offered a position with GOBU avail originals and photocopies of academic transcripts/testimonials or professional certificates to the HR Office. These documents will be checked and if found to be altered or forged the candidate will immediately be disqualified and the job offer rescinded.

### **3.2 Declaration of Age and other particulars**

Every employee shall on first appointment be required to furnish particulars about him/herself, spouse, children and legally authorized dependants on a prescribed form which shall be placed in a personnel file. Particulars about spouse, children and legally authorized dependants shall be confirmed with documented evidence.

An employee who knowingly makes a false declaration in respect of the particulars required herein shall be liable to disciplinary action upon discovery of the same.

### **3.3 Notification of Change in Particulars**

Every employee shall within two weeks from the effective date of the change, notify the HR office of the following;

1. Change of Names
2. Change of permanent home address
3. Change of Marital Status including particulars
4. Birth or death of a child/dependant

### **3.4 Dress Code**

All employees, volunteers and interns are to be smart, clean, decent and tidy in dress and personal presentation, at all times during working hours. If you report for work inappropriately dressed, you may be required to leave the workplace and return, within a reasonable period of time, appropriately dressed. If you are asked to leave the workplace due to your dressing, the time away from work will be charged against your accrued leave.

All employees, volunteers and interns are required to attire in; formal outfits or suitable African attire, formal foot ware and formal personal presentation. No casual clothing and party attire are permitted during working hours. Casual clothing includes but not limited to shorts, leggings, spaghetti blouses, inappropriate t-shirts, shirts, blouses and slippers or transparent clothing is prohibited.

Uniforms and protective clothing (where applicable) will be issued to the eligible personnel and remain the property of GOBU. Employees who are required to wear uniforms and protective clothing are expected to wash, iron and maintain them excellently on a regular basis.

### **3.5 Intellectual Property**

All intellectual property rights including title, copyright, reproduction rights and patent rights arising from activities conducted by an employee/intern/volunteer as a result or part of her/his official duties shall be vested in GOBU. When photographs, reports, written works of all kinds are developed while working for GOBU, the right to use these items solely belongs to GOBU and can only be reproduced with the written permission of the Chief Executive Officer, GOBU.

### **3.6 Use of GOBU property**

The employee, intern or volunteer authorized to use or entrusted with GOBU property, such as the identity card, equipment, means of transport and office materials, whether owned or hired, shall use these to the best of her/his knowledge and with the utmost care. The employee, intern or volunteer may be held financially responsible for repairs and or replacement in cases of apparent misuse or when rules and/or regulations applicable to the use of property are violated.

In the case of theft of GOBU property, a police report is required. If it is found that the employee exhibited due care and diligence when handling the assets there will be no penalty.

**Note:** there are special policies with regard to items like computers, cell phones which should never be left in vehicles – whether the vehicle is locked or in a guarded parking lot. At no time should a computer or cell phone be left in a vehicle. In case this happens and the item is stolen the staff person will be responsible for the replacement cost of the item.

### **3.7 Conflict of interest**

Employees, interns and volunteers are required to;

Declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of GOBU even when such relations are not necessarily recognized by the Government of Uganda

While GOBU does not prohibit employees from engaging in political activity, employees who seek to join active politics must resign their job positions before agreeing to being nominated as a prospective candidate or another official role in a political party or political organisation.

Devote their full attention to the work of GOBU. No staff shall directly or indirectly engage in a business activity that competes with GOBU core business or conflicts with GOBU business interest or staff official working hour. No staff shall be allowed to undertake full time employment with another employer while still employed by GOBU. Any personal additional employment or consultancy should not be done during GOBU working hours and should only be engaged in if it does not interfere with the performance of GOBU assigned roles and duties (Refer to Clause 14.1 9C) of the HR Policy).

### **3.8 Marriage/Intimate relations at workplace:**

With regards to personal or intimate/marital relationships between staff members, specifically between employees who have a direct or indirect reporting line relationship, management will decide considering the effects that such involvement could have as it can be potentially disruptive to job performance, may negatively impact others, and may have an adverse effect on GOBU reputation.

A decision that management may consider is that one partner or relative cannot be in a supervisory role to the other and Management reserves the right to request one of the partners or relative to seek employment outside GOBU or in another Department or duty station. The decision on which one of the two should leave or move is a management decision. If no suitable



position exists in the organization, GOBU reserves the right to terminate the employment of one of the partners or relatives. This may also apply in instances where the two do not report to each other or are in the projects but the relationship is deemed to have effects as mentioned in the paragraph above.

### **3.9 Maintaining appropriate office etiquette**

The workplace should be an environment that allows employees, interns and volunteers to function in calm and stress-free manner, maximizing productivity. Employees, interns and volunteers are expected to show appropriate office etiquette that include use of appropriate language, timeliness and adequate preparation for meetings, appropriate dressing and personal presentation, appropriate use of email, telephones and internet and maintaining cleanliness in the office.

### **3.10 Workplace harassment**

GOBU is committed to providing a work environment for all staff, interns and volunteers that is free from sexual harassment and other types of discriminatory harassment. GOBU commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful and will therefore not be tolerated.

No individual or group in GOBU will be discriminated against or harassed on the grounds of sex, gender, race, ethnic origin, age, colour, nationality, marital status, home responsibility, physical ability, health, HIV/AIDS, culture, beliefs or social background. Staffs are expected to conduct themselves in a professional manner and to show respect for their co-worker.

All staff, interns and volunteers are expected to familiarise themselves with the GOBU Anti-Sexual Harassment Policy as the policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. If any GOBU staff, intern and volunteer believes that they have experienced or witnessed sexual harassment or other discrimination by a colleague, they should report the incident immediately to their Line Manager or supervisor or the HR officer for appropriate action.

Possible harassment by others with whom GOBU has a business relationship, including partners and donors should also be reported as soon as possible so that appropriate action can be taken.

## **4.0 APPLICATION OF THE CODE OF CONDUCT**

This Code of Conduct is intended to give general guidelines to all GOBU employees, volunteers and interns for conducting themselves in a manner that upholds and maintains GOBU's Core Values and Mission. By following this Code of Conduct, it is intended that all staff, volunteers and interns will contribute to the effectiveness and reputation of GOBU. This Code of conduct forms part of the GOBU employees' terms and conditions of service.

4.1 All staff, interns and volunteers will be given a copy of this Code of Conduct and will be required to familiarise themselves with its requirements by reading and discussing the Code with the HR or supervisor. Further information on the requirements of the Code can be found in

GOBU policies, procedures and guidelines. Further clarification can be sought from the respective supervisor or the HR Officer.

4.2. All staff will be required to confirm commitment to this Code of Conduct by signature. A signed copy of the acceptance will be kept on the staff member's personal file.

4.3 All GOBU staff are obliged to create and maintain an environment which promotes the implementation of GOBU's Code of Conduct. GOBU SMT at all levels have particular responsibilities to support and develop systems which maintain this environment, uphold the standards of conduct required and to set an example.

4.4 In the recruitment and selection of staff, the Recruitment Team should seek to ensure that candidates selected support the core values and mission of GOBU and do not have a work history that contravenes the requirements of this Code.

4.5 GOBU staff are free (and are encouraged) to report evidence of conduct which violates or is inconsistent with the standards described in these guidelines. Any breaches of the requirements of the code will be subject to investigation and possible disciplinary action in line with GOBU disciplinary procedures. Employees can report code of conduct violations to their manager or HR team. Any concerns raised will be treated with utmost urgency, consideration and discretion.

Approved by Management

**Golden Boots Uganda (GoBU)**

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