



## CODE OF CONDUCT AND ETHICS.

Objective: To uphold honesty, honor, integrity and dignity of their profession.

Members, upon admission, commit to the principles set out in the Code of Ethics and reconfirm that commitment each year when renewing their membership subscription.

All members should familiarize themselves with the Code of Ethics and any other codes relevant to their profession, as members have an obligation to ensure that the codes are properly observed by their colleagues in order to retain and build on the trust and positive reputation that we have as a collective of industry professionals.

### ❖ CONDITIONS OF MEMBERSHIP

- An applicant for membership of the organization shall obtain and complete the membership form (also available on-line);
- She shall return the completed membership form to the National Secretary of the organization at the National Secretariat.
- She shall pay the annual membership fee as determined by the organization.

### ❖ TERMINATION OF MEMBERSHIP

Membership of the ORGANIZATION shall be terminated by death, resignation or expulsion;

- The President after due consultation with the disciplinary committee and the Board of Trustees shall have power to expel a member from the organization
- A violation of the provisions of the constitution by a member shall attract a disciplinary proceeding, which may end in her dismissal from the organization.

❖ DISCIPLINE (Article 18)

- a) All the members of the organization shall project the good image of the organization through the display of self-discipline, honesty, good conduct, loyalty and decorum by observing the codes of ethics and conduct.
  - b) The following shall constitute acts of indiscipline in the organization;
    - I) Disloyalty
    - II) Sabotage
    - III) Disorderly behavior during meetings
    - IV) Theft or fraud
    - V) Disrespect for the ORGANIZATION
    - VI) Immoral conduct
    - VII) Refusal to fulfill financial obligations,
    - VIII) Conviction for criminal offences, and
    - IX) Any other conduct deemed unacceptable to the ORGANIZATION
    - X) Illegal mining operations
  - c) All acts of indiscipline shall be visited with punishment which shall range from reprimand to expulsion depending on the gravity of the offence committed and other considerations.
  - d) (i) The Board of Trustees shall have power to suspend a member for acts of discipline.
    - (ii) A member of the National Executive Committee, other than the President, may be suspended by the Board of Trustees for unconstitutional illegal, immoral and anti-organizational activities.
    - (iii) A suspended member of the organization shall lose the privileges of membership for the period of suspension and shall be required to fulfill certain conditions before the suspension is lifted.
    - (iv) A suspended member shall have the right of appeal to the Board of Trustees in respect of the suspension imposed by the President.
  - E. (i) The Board of Trustees shall have, the power to decide on disciplinary measures against an offending member and shall have the power to expel a member.
  - (ii) The decision to expel a member from the organization shall be taken with due regard to:-
    - i. The gravity of the act of discipline
    - ii. Frequency of the commission of the act
    - iii. Level of remorse after each act
    - iv. The likelihood of a reenactment of the offence;
    - v. The degree of internal or external harm done to the organization.
    - vi. Notwithstanding the preceding provisions of this Constitution a decision can be taken to expel a member based on the gravity of a single act of indiscipline
- Notwithstanding any provision of this Constitution, the ORGANIZATION may, where necessary, invoke its rights to seek legal redress against any offending member.

Every member of the ORGANIZATION shall enjoy the right to a fair hearing in all matters of discipline.

❖ **ARTICLE 12: BY-LAW AND AMENDMENT OF CONSTITUTION**

- The organization may enact By-laws for effective day to day administration or management.
- The provisions of the By-law shall not be inconsistent with the provisions of this constitution and shall before it becomes operational be registered with the Commission.
- The Registered By-law shall be effective and binding on all members and organs of the association.
- The association may alter the provisions of this constitution or the by-law at a general meeting by a resolution passed by simple majority of its members and approved by the Commission.

❖ **By-laws and Regulations**

- The Disciplinary and Complaints Committee and Ethics Committee lead the day-to-day administration of the Code of Ethics and are delegated responsibility 'for processing and adjudicating complaints'.
- Their processes and powers are those determined by the Board.
- All members of WIMIN play a crucial role in regulating members' compliance with the various codes.
- The complaints process ensures that members are held accountable for any conduct that breaches Code of Ethics, By-Laws or professional code obligations and are appropriately sanctioned to uphold the integrity of the profession, of WIMIN and (when relevant) the informed market.
- All deliberations of the Complaints Committee and Ethics Committee are strictly confidential. The identity of the complainant is not disclosed to the person(s) about whom the complaint has been made or to any parties not involved in the process of determining the validity of the complaint.
- The identity of the complainant and respondent remains confidential, except in the following cases:
  - where the Ethics Committee has resolved that notice of a breach be published, in which case the name of the respondent may be made public;
  - in the unlikely event that the matter advances to legal proceedings independent of the WIMIN process, where the identity of the complainant may become known as part of the discovery of documents process, or if the WIMIN is directed by a court (or other legally empowered person) to make such information available.

## CODE OF ETHICS FOR MEMBERS OF WOMEN IN MINING ORGANIZATIONS, NIGERIA.

### Code of Ethics PREAMBLE:

The Women in Mining (WIMIN) membership comprises professionally qualified individuals, Miners, miner's wives, Mineral traders, advocates and men who willingly joined the organization (He4She) and students employed in or undertaking training for a role in the minerals and social development sector. WIMIN is recognized internationally and widely regarded as the umbrella body projecting the interest of women and children in the mining industry in Nigeria. Membership cuts across the 36 states of the country and the Federal capital territory, Abuja. We encourage secondary and tertiary institutions to be members so as to promote preservation of the environment from the tender age. WIMIN expects and promotes the highest professional and ethical standards of its members, having regard to the well-being of the community, the natural environment and the reputation of the international minerals industry. This Code of Ethics represents the core values of WIMIN which has been endorsed by all members. Members, on admission, commit to the principles set out in the Code. A breach of this Code reported to WIMIN, shall be treated as provided for in the By-Laws in a manner that conforms with principles of equity, independence, reasonableness and fairness. The purpose of the Code of Ethics is to commit members to uphold and enhance both their personal integrity and the integrity of the profession, and to ensure the highest standing of the Association and of its members in the community is sustained. No single provision within the Code of Ethics should be construed as imposing any constraint which might be interpreted as anti-competitive behavior.

### CODE OF ETHICS

1. The safety, health and welfare of the community shall be the prime responsibility of members of WIMIN in the conduct of their professional activities.
2. Members of WIMIN shall deal with clients, colleagues and the community in a manner that upholds the principles of anti-discrimination, and of equity.
3. Members of WIMIN shall, on all occasions, act in a manner which upholds and enhances the honor, integrity, honesty and dignity of the profession.
4. Members of WIMIN shall perform work only in their areas of competence.
5. Members of WIMIN shall build their professional reputation on merit and performance and shall not compete unfairly.
6. Members of WIMIN shall at all times apply their professional skill and knowledge in the interests of their employer or client, except that members shall under no circumstances compromise their professional and ethical standards.
7. All statements made by a member of WIMIN in a professional capacity shall be made objectively, truthfully and free of any influence which may compromise their professional judgment and shall only be made within the member's area of professional competence.

8. Members of WIMIN shall continue their professional development throughout their careers and shall actively assist and encourage those under their direction to also advance their knowledge and experience.

9. Members of WIMIN shall comply with all laws and government regulations relating to the minerals sector and shall keep up to date with relevant laws in jurisdictions in which they conduct business, and members dealing with public companies shall comply with the rules, regulations and practices governing such companies as are published by the relevant stock exchange from time to time.

#### GENERAL GUIDANCE FOR MEMBERS

- The Code of Ethics is set out in broad terms in order to accommodate the many complex ethical situations that may arise in the day-to-day work of members of WIMIN. The notes set out below are intended to guide members in making their own ethical decisions, with a view to upholding their social and professional standards, and the reputation and integrity of WIMIN. If a member has doubts concerning an ethical issue that has arisen in the course of their work, they are encouraged to contact WIMIN. All communications will be treated with the strictest confidence.

- Interaction with the Community

Members of WIMIN performing professional tasks are frequently in contact with the community and should represent their profession at the highest standards. The term “community” should be understood in its broadest sense, describing all groups in society, including members’ workplaces.

- Members of WIMIN should ensure that they in no way compromise the safety, welfare, or health of the community and should always work in conformity with acceptable technical standards.
- Members of WIMIN should actively discourage discriminatory practices and embrace the principles of equal opportunity.
- Members of WIMIN when contributing to public discussion or knowledge in their field, should, at all times only comment within their particular area of expertise, be truthful and always uphold the integrity of their profession and WIMIN, and not purport to speak on behalf of WIMIN unless with prior approval as is required under the By-Laws.
- In acting as an expert witness in legal proceedings, members should give an objective professional opinion and not be perceived to be an advocate for any party to a dispute. As an expert witness, members should ensure that they are thoroughly prepared and possess the

requisite knowledge and experience to give evidence in relation to the subject of the proceedings.

- Interaction with clients and employers In all professional activities, whether undertaken as an employee or under instructions from a client, members should attach importance to loyalty and conduct the relationship in a spirit of good faith and open and transparent communication.
- Members of WIMIN should always avoid assignments that may be perceived as a conflict between the interests of their client or employer and the interests of the community, or their own private interests. If such a situation arises, members should inform their client or employer at the earliest opportunity and attempt resolution in a manner acceptable to all parties.
- Members of WIMIN should always advise their client or employer when, in their reasonable opinion, a project appears unviable, could endanger the community or is in conflict with this Code of Ethics. If a client or employer wishes to proceed with the project contrary to the member's advice, the member should clearly explain what the consequences could be and, if necessary, withdraw from the project.
- Members of WIMIN should seek financial compensation only for undertaking work for their client or employer and should neither solicit nor accept financial or any other consideration from material or equipment suppliers as a consequence of specifying their products, or from contractors, their agents or other parties arising out of work for which they are responsible.
- Privacy considerations are important aspects of the employer -employee or client-consultant relationship.
- Members of WIMIN should respect both privacy legislation and general ethical principles and not disclose any confidential information or trade secrets acquired in the course of providing their services, without the express prior permission of the client or employer. However, members will not be held to have breached WIMIN Code of Ethics where the release of confidential information would protect the community from serious adverse consequences of an action or proposed action by the member's client or employer. If a member feels obliged to release information under such circumstances, the member should ensure that this is done in a calm and accurate manner that will best resolve the issue, without creating unnecessary publicity that is counterproductive to resolving the problem.
- Members are encouraged to seek the advice of colleagues, WIMIN and/or their legal representative before disclosing confidential information. Members of WIMIN should never engage in fraudulent or dishonest practices nor knowingly continue in partnership or act in professional matters with any person who has been removed from membership or whose

membership of WIMIN has been suspended and not re-instated, because of unprofessional conduct.

- Members of WIMIN should also represent themselves and their abilities honestly to clients and employers. If an assignment requires qualifications or experience not possessed by the member, they should recommend that their client or employer obtain further advice.
- Members should not act as a consultant or describe themselves or allow themselves to be described as a Corporate Member unless they are in fact a Corporate Member and occupy a position of professional independence and are capable of acting as an unbiased and independent advisor.
- Members of WIMIN should be open and transparent in all matters relating to fees for services. Although members are encouraged to act with the utmost loyalty to employers or clients, this should never be at the expense of the member's own ethical judgment. If a member believes that a breach of this Code of Ethics is likely to occur during the course of their employment or engagement, the member should discuss the matter with their client or employer and if the ethical issue cannot be resolved, should seek further advice before continuing with the project.  
Interaction with colleagues
- Members of WIMIN should always seek to be employed on the basis of merit and should not compete unfairly with colleagues. Members of WIMIN should respect the abilities of their colleagues and not attempt to supplant another member whose services have been engaged by a client or employer.
- Members of WIMIN should not intentionally or recklessly say or do anything that could injure the reputation of another member.
- Members of WIMIN should always advertise and describe their own experience and abilities truthfully and accurately and without exaggeration. The contribution of fellow workers, subordinates, sub-contractors and others should be acknowledged.
- Members of WIMIN should not take advantage of the vulnerable or uneducated members at any time
- Members of WIMIN should not conduct personal business with WIMINS identity without prior approval as laid down in the guidelines.

REVIEW OF THE CODE Any member of the Board may, in writing, propose an amendment to the provisions of this Code and a simple majority of votes of members of the Board shall carry the Resolution for the amendment. This Code of Ethics and Conduct shall remain in force until amended by the Board of Trustees. Revised and adopted this ..... day of ..... 2018  
..... CHAIRMAN, BOARD OF TRUSTEES  
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