



CENTER FOR INTEGRATED HEALTH PROGRAMS (CIHP)

Standard Operating Procedures

Codes of Conduct

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2.1 INTRODUCTION

The Standard Operating Procedure (SOP) Manual is the official compilation of CIHP's financial and administrative policies and procedures. The policies, procedures and other information in the manual are derived from sources such as decisions of the Board of Trustees, operating requirements, procedural studies, review of organizational responsibilities, standard practices and legal requirements.

The documentation of the organization's policies and procedures promotes the standardization and simplification of financial and administrative functions and is a reference for those who have administrative and financial responsibilities. The Management Support Services Unit is responsible for coordinating the development of guidelines to ensure consistent formatting of this information, the coordination of revisions/additions to policies and procedures, and the distribution of this information.

It is the responsibility of the unit head to disseminate information pertinent to the functions of subordinates and to ensure that these employees are aware of, understand and comply with the issued policies and procedures in the Financial and Administrative Policy and Procedure Manual.

Violation of subsections 2.2, 2.3, 2.4, 2.7, and 2.8 of the codes of conduct constitutes Gross Misconduct, and would be treated as stipulated in Section XIV of Employee Policy & Procedure Manual.

The codes of conduct must be readily available to all staff including new employees who must be provided with an orientation to the codes of conduct.

2.2 CONFLICT OF INTEREST

2.2.1 GENERAL

CIHP respects the rights of its employees regarding their activities that are outside their employment, that are private, and that do not conflict with or reflect adversely upon the organization. However, employees are asked to refrain from any personal activity that would negatively influence CIHP or its ability to do business in Nigeria or elsewhere.

CIHP staff are expected to promote its interests and to refrain from using their position in the organization to supplement their incomes directly or indirectly, or to obtain other material benefits including gifts other than those considered tokens. Notwithstanding all gifts and tokens received by employees should be declared to the management and noted.

An employee may perform work or services for other organizations only to the extent that the activity does not prevent the employee from devoting the time and effort to CIHP business that her/his position requires.

CIHP strives to be in strict compliance with all laws and regulations that are applicable to its activities. In the event that a regulation is ambiguous or difficult to interpret, the Chief Executive Officer and management may contact legal counsel to determine compliance with a policy and observance of all laws and regulations. Such advice shall be sought if any questions arise.

2.2.2 POLITICAL ACTIVITY

Whereas CIHP employees are free to participate in political processes, they may not under any circumstances link their organization to their political activities unless stated otherwise by the organization. Expatriate employees are forbidden to interfere in the internal political affairs of the country in which they are operating.

2.2.3 FINANCIAL AND COMMERCIAL BENEFIT

Staff may not, directly or indirectly, be financially engaged or involved in any enterprise or project to which CIHP is providing assistance.

No staff member should knowingly act in a capacity, or urge CIHP to act in a manner designed to confer any financial or commercial benefit, whether actual or potential, on her- or himself, or on any firm or corporation in which he/she has a significant interest as partner, stockholder, director, or officer. CIHP, as a general rule, does not enter into purchasing contracts with staff or members of their immediate families. An acquisition from a business in which a CIHP employee has an interest is prohibited unless full disclosure of the background facts are presented in writing to the Chief Executive Officer and approved. Interest is deemed present if the CIHP employee and/or his or her spouse or partner or children own ten percent (10%) or more of the assets of a business. No CIHP employee, officer, or agent shall participate in the selection, award, or administration of a purchasing contract supported by U.S. government funds if such participation would involve a real or apparent conflict of interest.

2.2.4 NEPOTISM

Relatives of CIHP employees and other job applicants in a close personal relationship with an employee are generally considered for employment based on their qualifications only. However, where the employment of an employee's family member or of a person in a close personal relationship with an employee results in the types of prohibited employment relationships identified below, CIHP will not consider or accept applications for employment.

Hiring of Relatives: A relative is defined as a spouse, parent, grandparent, child, mother or father-in-law, brother, sister, or other close family member. Hiring of relatives of employees is prohibited if employment results in the creation of:

A supervisory/subordinate relationship between those two individuals. If a direct or indirect supervisory or managerial relationship would be established, the job applicant cannot be considered for an open position.

An actual conflict of interest or the appearance of a conflict of interest. Generally, this bars employment of an employee's family member who has an auditing or control relationship to the employee's job.

Hiring of Partners or Those in a Close Personal Relationship: Two employees who marry or establish a close personal relationship may continue in their current positions as long as a prohibited employment relationship is not created. If one of the situations specified above does occur, attempts will be made to find another position within CIHP to which one of the employees can transfer. All practical efforts will be made to arrange such a transfer at the earliest possible time.

CIHP may also choose to rearrange the supervisory structure to ensure no supervisory/subordinate relationship exists between the two individuals and as such, permit continuation of both employees in their positions.

If accommodations of this nature are not feasible, the employees will be permitted to determine which one of them will resign within a specified period. If neither party resigns, CIHP reserves the right to terminate the employment of both for operational requirements.

2.2.5 ANNUAL CERTIFICATION OF COMPLIANCE

All Central and State office hires must obtain certification of compliance with CIHP's conflict of interest policy when first hired and on an annual basis thereafter. Certification is obtained by completing the Conflict of Interest certification form. Each year on the anniversary of CIHP financial year end (1st October to 30th September) all staff will receive a reminder to fill and send to Human Resource Unit.

An employee's certification must be current in order for CIHP to include his/her salary support on any funding proposal.

2.3 CONFIDENTIALITY

During the course of employment, an employee may have access to confidential or proprietary information. Examples of this type of information may include financial data, patient information/data, computer programs, proposals, documents, procedures, and information in a formative stage. This information may be the property of CIHP, or a client, e.g., CDC, USAID or other donors. Other than in the course of their employment, employees are prohibited from disclosing such information to parties outside of CIHP without the specific consent of the Chief Executive Officer or his/her designate. Disclosure of sensitive information such as salary data to other CIHP employees should be guided by common sense and the other employee's genuine need to know such information. Any questions about disclosure of proprietary and sensitive information should be referred to the CHIEF EXECUTIVE OFFICER, and/or Director, Management Support Services.

2.4 SUBSTANCE-FREE WORKPLACE

CIHP operates a substance-free workplace in all CIHP locations. Smoking is prohibited in all CIHP-owned, leased, or controlled facilities and vehicles. This includes all offices, laboratories, and storage rooms. Employees who smoke must do so outside of CIHP facilities.

Alcohol and other banned substances may not be consumed during work hours. No employee may work under their influence on CIHP premises or while operating a CIHP vehicle, no matter where the substances are consumed. An employee found to be under the influence of alcohol or drugs during working hours is subject to immediate termination of employment.

The use, manufacture, sale, or distribution of illegal drugs is strictly forbidden and grounds for immediate dismissal.

Employees should not operate a CIHP vehicle while under the influence of any legal drug that may cause drowsiness or other side effects that may be dangerous under certain circumstances.

2.5 DRESS CODE

CIHP maintains an informal but professional work environment. Employees are requested to give careful consideration to appropriate business appearance, and wear appropriate attire, inclusive of proper clothing and footwear.

2.6 EQUAL OPPORTUNITY

CIHP is an equal opportunity employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, or any other legally protected status.

CIHP recognizes that certain states may have additional anti-discrimination laws apart from or beyond the above policy. The guiding principle in all CIHP offices is that the higher standard of anti-discrimination is the one that rules.

2.7 DISCRIMINATION AND SEXUAL HARASSMENT

CIHP is committed to providing a working and learning environment free from discrimination and sexual harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. Consistent with this commitment and with applicable federal, state, and local laws, it is CIHP's policy not to tolerate discrimination and sexual harassment in any form and to provide those who feel that they are victims of either with mechanisms for seeking redress as stated in the Employee Policy Manual.

This means that employees have the right to the enjoyment of a workplace that is free from harassment by word of mouth or conduct resulting in fear, pressure, or discomfort caused by any other fellow employee. Employees who engage in any form of harassment of other employees shall be in breach of this agreement and shall be liable to disciplinary action or immediate dismissal.

All CIHP staff are subject to CIHP's Staff HIV Policy, which prohibits discrimination against those affected by HIV/AIDS.

2.8 WORKPLACE VIOLENCE

CIHP does not tolerate any acts or threats of violence committed by or against employees. CIHP will discipline or terminate any employee found to have violated this policy.

Any employee carrying firearms or other weapons, concealed or otherwise, on CIHP premises will be subject to immediate disciplinary action up to and including termination.

2.9 PROPERTY USAGE AND RETURN

CIHP equipment shall be used for CIHP-specific duties only and not to be used for personal use or removed from the office without the authority of the Director, Management Support Services or the HR/Admin Manager.

2.9.1 COMMUNICATION USAGE

No CIHP-provided network may be used for any purpose or in a manner that violates organizational statutes or regulations or Nigerian federal, state or local law. Nor may it be used for any purpose or in a manner that violates the law where CIHP is operating.

Communication services such as telephone, e-mail, and Internet are to be used solely for CIHP business purposes. Personal phones should be used to place personal calls and employees should limit the amount of business time used for personal conversation. Internet usage should be restricted to appropriate sites and content matter pertaining to the operation and function of CIHP programs. The following web content or usage is considered unprofessional and not allowed, and an employee accessing it will be subject to disciplinary measures: sexually explicit material, downloaded music, games, and other material deemed inappropriate by CIHP management.

2.9.2 EQUIPMENT RETURN

Employees shall return any materials, equipment, or funds belonging to CIHP before or on their last day of employment. Departing employees will be held responsible, at the discretion of the Chief Executive Officer or Director of Management Support Services, for replacement and repair of any materials or equipment damaged through negligence.

2.9.3 FINANCIAL RESPONSIBILITY

Advanced money to employees is solely for the use of approved CIHP-specific purposes and should be released only in accordance with CIHP financial policies and procedures.

Any outstanding advances as of the employee's last day of employment will be deducted from any funds due to the employee.

2.9.4 OFFICE SECURITY

All employees who have been authorized to handle office keys must under no circumstance give them to non-CIHP personnel. If office keys are lost, misplaced, or stolen, the Management Support Services Director must be notified.

2.9.5 VEHICLE USAGE

Personal use of CIHP vehicles by unauthorized employees is strictly prohibited. Employees using a CIHP vehicle are expected to abide by all traffic laws (wearing seatbelts, obeying speed limits and road signs, not talking on a cell phone while driving, etc.). Open alcoholic containers are forbidden and driving under the influence of alcohol or drugs is prohibited.

SIGNED:

Chief Executive Officer

DATE:

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