

Muslims Women Advancement of Rights and Protection (MWARP)

Safeguarding and Child Protection Policy

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1.0 Introduction

Safeguarding is the responsibility that an organisation has to ensure that their employees and volunteers, partners, vendors, operations and programmes do no harm to children, young people or vulnerable adults 1 (together referred to as 'vulnerable people' under this policy); that they do not expose them to the risk of discrimination, neglect, harm and abuse; and that any concerns the organisation has about the safety of vulnerable people within the communities in which they work, are dealt with and reported to the appropriate authorities. It is also the responsibility that the organisation has for protecting its employees and volunteers when they are vulnerable, for example, when ill or at risk of harm or abuse.

Child protection is a central part of but not separate to safeguarding. It is the process of protecting individual children identified as either suffering or at risk of significant harm as a result of abuse or programme of work. It also includes measures and structures designed to prevent and respond to abuse.

Over recent years, there has been increasing recognition of the way in which children, young people and vulnerable adults can be at risk of discrimination, neglect, abuse and exploitation by those who are in positions of trust and power over them, including through international development activities.

As a consequence, there has been a significant increase in the efforts made by development organisations to ensure that no harm results from the contact their employees, volunteers and other representatives have with their target populations or communities.

Through their work, MWARP employees, employees of partner organisations and volunteers may engage with young people and vulnerable adults either directly or indirectly.

MWARP recognises it has an obligation to put in place all reasonable safeguarding measures to ensure, as far as possible, the safety and protection of children, young people and vulnerable adults, including those with whom we work and those in the communities where MWARP work is undertaken.

1.1 Purpose

The purpose of this policy and associated procedures is to protect people, particularly children, at-risk adults and beneficiaries of assistance (this includes people MWARP may engage with for the purpose of consultation, research, or user testing) from any harm that may be caused due to their coming into contact with MWARP. The policy is aimed at providing clarity to ALL on how they should engage with children, young people and vulnerable adults when working for, on behalf of, or in partnership with MWARP. It is also to help us make sure that employees, volunteers and other representatives are protected.

It is intended to help us to have a common understanding of safeguarding issues, develop good practice across the diverse and complex areas in which we operate and thereby increase accountability in this crucial aspect of our work.

This policy constitutes MWARP's policy and it identifies our minimum standards and may exceed the requirements of the Kenyan legislation.

Any breach of this policy will be treated as a disciplinary matter, which may result in immediate termination of employment or contract, withdrawal of volunteer status, and reporting to the police, relevant regulatory authority or other body.

1.2 Definitions

1.2.1 Safeguarding

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur. In our sector, we often use this to apply to the safety and welfare of people involved in the delivery or receipt of humanitarian aid and development assistance.

1.2.2 Abuse

Abuse - a violation of an individual's human and civil rights by any other person or persons. It can take the form of physical, psychological, financial or sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity of a child, young person or vulnerable adult.

Abuse can be a single act or repeated acts and can be unintentional or deliberate. Abuse often involves criminal acts.

1.2.3 Discrimination Abuse

Discriminatory abuse – abuse motivated by a vulnerable person's age, race, nationality, sex, sexual orientation, disability, or other personal characteristic.

1.2.4 Financial or material abuse

Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

1.2.5 Neglect

Neglect - the persistent failure to meet a vulnerable person's basic physical and/or psychological needs, likely to result in the serious impairment of his/her health or development. Examples include failure to provide adequate food, clothing and shelter, failure to protect them from physical or psychological harm or danger; failure to ensure adequate supervision (including the use of inadequate care-givers); or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a vulnerable person's basic emotional needs.

1.2.6 Physical abuse

Physical abuse – includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, misuse of medication, restraint, or inappropriate sanctions.

1.2.7 Psychological abuse

Psychological abuse - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. Examples include not giving a vulnerable person

opportunity to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a vulnerable person, which may include interactions that are beyond a vulnerable person’s developmental capability. It may involve serious bullying (including cyber bullying), or the exploitation or corruption of a vulnerable person.

1.2.8 Sexual Abuse

Sexual abuse - involves forcing, enticing or coercing someone to take part in sexual activities, whether or not the vulnerable person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving a vulnerable person in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be carried out by adults or other children.

1.2.9 Child

Child – MWARP regards a child as anyone under the age of 18 years, irrespective of the age of majority in the country in which the child lives or in their home country. It is widely recognised that children are generally more vulnerable to abuse and exploitation due to factors such as age, gender, social and economic status, developmental stage, and dependence on others.

1.2.10 Vulnerable person/people

Vulnerable person/people – for the purposes of this policy this is an umbrella term which covers children, young people and vulnerable adults.

1.2.11 Vulnerable adult

Vulnerable adult - a person, 18 years and above, who by reason of disability, age, gender, social and economic status, or illness, the context they are in, may be unable to take care of or to protect him or herself against abuse, harm or exploitation.

1.2.12 Youth or young people

Youth or young people - individuals aged 18 to 35 in some countries in Kenya – MWARP recognises that this group spans the categories of ‘children and ‘adults’ but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

1.3 Scope

This policy is mandatory for all MWARP employees. For the purposes of this policy, ‘employee’ is defined as anyone who works for or on behalf of MWARP, either in a paid or unpaid capacity. This therefore includes directly employed staff, trustees, contractors, employees and volunteers of sub-contractors, agency workers, consultants, volunteers, interns and all visitors to MWARP work programmes and offices.

This policy demonstrates how MWARP will meet its legal obligations and reassure volunteers, employees, partners and members of the public:

- a) On what they can expect MWARP to do to protect and safeguard vulnerable people.
- b) That they are able to safely voice any concerns through an established procedure.
- c) That all reports of abuse or potential abuse are dealt with in a serious and effective manner.
- d) That there is an efficient recording and monitoring system in place.

- e) That employees, volunteers, subcontracted agencies and partners receive appropriate induction on safeguarding.
- f) That a robust 'safe' recruitment procedure is in place.

There are additional procedures in place that apply to those that work or have contact with, either directly or indirectly, children, young people or vulnerable adults or who live in communities alongside them.

1.4 Policy Statement

MWARP has zero tolerance against abuse and exploitation of vulnerable people. MWARP also recognises that safeguarding is everyone's responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of vulnerable people with whom we work and those in the communities in which we live.

MWARP works to the following key principles to protect vulnerable people:

- Everyone has an equal right to protection from abuse and exploitation regardless of age, race, sex, marriage and civil partnership, pregnancy or having a child, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- The best interests of the vulnerable person are paramount and shall be the primary consideration in our decision making.
- MWARP will take responsibility to meet our obligations regarding our duty of care towards vulnerable people, and take action where we believe that a child, young person or vulnerable adult is at risk or is actually harmed.
- MWARP will ensure that employees and volunteers are inducted in our Safeguarding Standards
- MWARP recognises that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact.
- MWARP respects confidentiality and has a responsibility to protect sensitive personal data. Information should only be shared and handled on a need-to-know basis, that is, access to the information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information can receive it.
- MWARP commits to monitoring the implementation of the safeguarding policy. This policy will be reviewed every five years and earlier if necessary.
- Cultural sensitivity: MWARP seeks always to work in ways which are culturally sensitive and that respect the diverse nature of the people we work with. We recognise that there are many ways of thinking and taking care of vulnerable people and making sure they are protected. It is acknowledged that protecting these groups of individuals and being culturally sensitive can be a difficult balancing act, especially given the situation in many of the counties where we work. As a human rights organisation, we endorse the United Nations Convention on the Rights of the Child general principle, that all the rights guaranteed by it must be available to all children without discrimination; and article 19 which accords equal rights to protection for children from abuse. Every child matters everywhere. Culture must not be used as an excuse to abuse children, young people or vulnerable adults.

1.5 Responsibilities

1.5.1 All

All employees, volunteers, consultants, agency staff, sub contractors, partner organisations and visitors are obliged to follow this policy and maintain an environment that prevents exploitation and abuse and which encourages reporting of breaches of this policy using the appropriate procedures.

All people working with MWARP will:

- Read, understand and adhere to the MWARP Safeguarding Policy and MWARP Code of Conduct Policy
- Strive to promote a zero tolerance approach to discrimination, sexual harassment and abuse in all working environments
- Strive to develop relationships with all stakeholders which are based on equality, trust, respect and honesty
- Place the safety and welfare of children and vulnerable people above all other considerations
- Report any concerns they may have about the welfare of a child or vulnerable person
- Report any concerns they may have about the behaviour of a MWARP representative in relation to safeguarding
- In a one-to-one situation with a child or young person, where privacy and confidentiality are important, try to make sure that another adult knows the contact is taking place and why. If possible ensure another adult is in sight and that the child or young person knows another adult is around

All people working with MWARP will not:

- Sexually harass, assault, or abuse another person.
- Physically harass, assault, or abuse another person.
- Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate, belittle or degrade.
- Condone, or participate in behaviour, which is abusive, discriminatory, illegal, or unsafe.
- Develop, encourage, or fail to act of relationships with children or other vulnerable people which could in any way be deemed sexual, exploitative or abusive.
- Act in ways that may be violent, inappropriate, or sexually provocative.
- Agree with a child to keep a secret which has implications for their safety or the safety of other young people.

1.5.2 Managers

Managers at all levels are responsible for ensuring employees, volunteers, consultants, visitors, and partner organisations are aware of the policy and are supported to implement and work in accordance with it, as well as creating a management culture that encourages a focus on safeguarding. They must ensure that they are responsive, acting immediately if they become aware of any safeguarding concerns, and supportive towards employees or volunteers who complain about breaches in this policy.

1.5.3 Designated Safeguarding Officer-

The executive Director will appoint among its officers a designated safeguarding officer responsible for handling reports or concerns, about the protection of vulnerable people, appropriately and in accordance with the procedures that underpin this policy.

The lead designated safeguarding officer is responsible for:

- monitoring and recording safeguarding concerns
- ensuring referrals to the relevant authorities happen without delay

- updating safeguarding training for all staff
- ensuring this policy is reviewed every five years or earlier if necessary
- ensuring it is implemented throughout the organisation and safeguarding training given
- ensuring monitoring and recording procedures are implemented

1.5.4 MWARP Board

The MWARP Executive Board is responsible for ensuring the effective implementation of this policy and associated procedures and ensuring that everyone linked with MWARP is equipped and supported to meet their responsibilities. The Board holds ultimate accountability for this policy.

1.6 Procedure Overview

1.6.1 Recruitment and Selection:

- Safe recruitment and vetting processes are followed for all volunteers, employees, consultants and partners
- Where an employee, volunteer or partner is engaged in 'regulated activity' (direct work with vulnerable individuals), a criminal background check will be undertaken as part of the recruitment process.
- All MWARP employees and volunteers must sign and abide by this safeguarding policy and the Code of Conduct. The code sets out the standards of practice we expect of employees and volunteers - in terms professional competence, integrity, acting as a representative and in safeguarding - which support our vision, mission and values.

1.6.2 Induction and Support:

- Advice on, support and training on safeguarding will be provided to all employees and volunteers on: What they should do in the event of a disclosure
- What to do if they have concerns about the welfare of a child
- How to recognise signs of abuse
- What to do if they have concerns about a MWARP employee, volunteer, or employee of a partner organisation
- Where to go for advice and support within the organisation

Ensure that clear processes for reporting and dealing with safeguarding concerns and incidents are widely communicated, regularly reviewed and consistently applied. Where allegations are made about an employee, careful consideration must take place about the appropriateness of the person continuing to work with MWARP.

1.7 Data Protection

Ensure that personal information is kept confidential unless we have the agreement of the individual and/or their parent/guardian, except where it is necessary to pass this to a specialised child welfare or law enforcement agency in relation to a safeguarding incident.

1.8 Minimum Standards

Where employees or volunteers are contracted by other employers, or when working with partners, sub contracted agencies, MWARP will brief them on our safeguarding policy and ask for information on how the organisation works to protect vulnerable people and ensure that they meet our Safeguarding Standards.

1.8.1 Social Media

MWARP has a policy regarding the media and the use of actual names, images, including photographs and recordings (the 'Social Media Policy'). This should be applied in all situations. Specifically relating to protection of children, young people and vulnerable adults, we will:

- Use names and images of children, young people or vulnerable adults which are respectful and not expose them to further vulnerability (not degrading or showing sexual images of children naked or partially clothed).
- Reproduce images and use names of children only where we have the written permission of their parents / guardians using a consent form (Appendix 2).
- Reproduce images and use names of young people and vulnerable adults only where we have their written permission or that of their parents/guardians, whichever is the most suitable.
- Make clear to vulnerable people and their families that agreement to providing information or images is not a condition of involvement in MWARP activities and programmes.
- Inform employees, volunteers and partners about the MWARP policy in relation to the use of technology (the IIT Policies), and understand that they must not use this technology for the purpose of accessing, producing or distributing any information or violent or sexual images that are harmful to vulnerable people. This includes adult pornography.

Ensure that MWARP has a format for carrying out and implementing risk assessments at all levels of the organisation.

Train and support the designated safeguarding officer in his/her work and in any action they may need to take in order to protect vulnerable people.

1.8.2 Raising and responding to concerns

MWARP places a mandatory obligation on all employees, volunteers, contractors and partners to report concerns, suspicions, allegations and incidents which indicate actual or potential abuse or exploitation vulnerable people or which suggests this policy may have in any other way been breached. It is not the responsibility of the employees to decide whether or not abuse has taken place, however, concerns should be raised with an individual's line manager, functional lead or a designated safeguarding officer who will initiate the procedure for dealing with suspected or actual incidents of abuse.

Designated Safeguarding Officer is responsible for ensuring that the reporting procedure is followed so that suspected or actual cases of abuse are responded to appropriately and consistently, and referred to the relevant statutory authority.

To ensure that all such situations are handled appropriately and effectively:

- Reports must be made, and decisions and actions taken (For details, refer to Managing Safeguarding Concerns)
- MWARP is not an investigative authority. It is essential that referrals are made to the relevant law enforcement agency to ensure that appropriate protection and support is given to the vulnerable individual, and that any evidence is collected in accordance with the law.
- All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse), and be shared on a strictly 'need to know basis', that is, access must be necessary for the conduct of one's official duties.

- Where a MWARP employee is the subject of an investigation, the lead designated safeguarding officer will lead the case.

This standard framework is from the Keeping Children Safe “Child Safeguarding Standards” and adapted for use for MWARP. Each standard can be met in whole, in part or not met.

Standard		Potential evidence of standard being met
Policy	1.1 The organisation has a clear safeguarding policy that seeks to prevent harm to children, young people and vulnerable adults	<ul style="list-style-type: none"> • A copy of the policy, signed by the management board or trustees • For programme or recruitment partners, that
	1.2 Policies are publicised to staff, beneficiaries and wider communities	<ul style="list-style-type: none"> • Policy or summary translated into local languages • Examples of ways the policy has been promoted, including to children, young people or other community members as necessary
People	2.1 The organisation places clear responsibilities and expectations on its staff and associates and supports them to understand and act in line with these	<ul style="list-style-type: none"> • Clear responsibilities for a Designated Safeguarding Officer at appropriate level
	2.2 Key staff are designated at different levels with clearly defined roles and responsibilities.	<ul style="list-style-type: none"> • Job descriptions with clear expectations on those with contact with vulnerable people • Job descriptions for MWARP long-term volunteer include details of any contact
	2.3 There are written guidelines for appropriate and with vulnerable people inappropriate behaviour.	<ul style="list-style-type: none"> • A written code of conduct; evidence of this being shared to staff and volunteers
	2.4 There are appropriate learning opportunities to develop and maintain the necessary attitudes, skills and knowledge to keep vulnerable people safe.	<ul style="list-style-type: none"> • A copy of training plans, course attendance records and course evaluations. • Evidence of induction for MWARP volunteers
Procedures	3.1 Organisations carry out local mapping exercises which provide information on the legal, social welfare and child protection arrangements	<ul style="list-style-type: none"> • Legal requirements are included in policies
	3.2 Safeguarding risks and mitigation strategies are incorporated into existing risk assessment processes at all levels	<ul style="list-style-type: none"> • Risk assessments include appropriate and relevant risks. • Evidence of mitigation strategies implemented. • Risk assessments shared with MWARP

	3.3 Safeguarding issues are integrated into programme design, delivery and evaluation	<ul style="list-style-type: none"> • Evidence of safeguarding issues in project proposals, plans, needs
	3.4 There are procedures for responding to safeguarding concerns arise	<ul style="list-style-type: none"> • A copy of a concern/allegation management
Accountability	4.1 Implementation of safeguarding policies and procedures is monitored	<ul style="list-style-type: none"> • Copies of reporting to boards, donors, etc • Copies of minutes of meetings to review practice
	4.2 Learning from issues captured and informed future policy and procedure reviews	<ul style="list-style-type: none"> • Incident reports produced
	4.3 Policies and procedures reviewed at least every three years	<ul style="list-style-type: none"> • Evidence of review in annual plans / strategies

SECTION 2 - ANTI BRIBERY AND ANTI CORRUPTION POLICY

2.1 Anti-Bribery and Anti-Corruption Policy

2.1.1 Scope of Policy

Established in 2019, Muslims Women Advancement of Rights and Protection (MWARP) is not-for-profit making organization. MWARP envisions a just society where women and girls realize, embrace and enjoy their full rights and dignity. The Mission of MWARP is **to actualize and advance women's and girls' social economic, legal and civil rights**. MWARP understands that gender inequality violates women's and girls' rights, constrains their choices and voices and impacts negatively on their ability to fully participate in and benefit from development processes. We also believe that gender equality is not only a basic human right, but also a crucial element in accelerating sustainable development goals 2030. While pursuing this mission, the organization is entrusted with funds by various donors and stakeholders. MWARP is therefore committed, and duty bound to ensuring that such funds are secure and used appropriately.

We are committed to working in an ethical and transparent way through partnerships based on honesty and respect. MWARP achieves this by maintaining the highest standards of openness, integrity and accountability within the organization and in the way the organization works with partner organizations, programmes beneficiaries and suppliers. MWARP is committed to operating a strict zero tolerance policy towards bribery and corruption in all forms, whether directly or through third parties. With this policy we want to ensure that neither the organization nor any staff member or consultant is actively corrupt, or benefiting from corrupt practices.

This policy applies to all staff members, consultants, contractors or sub-contractors and partner organizations perform functions in relation to, or for and on behalf of MWARP. The policy also applies even where bribery is seen as common practice.

The policy will be regularly reviewed by the board of directors and Senior Management Team to ensure that it reflects any changes in applicable laws and developments in acceptable standards for the conduct of business.

2.1.2 Purpose

This Policy sets out the MWARP position on any form of bribery and corruption and provides guidelines aimed at:

- (a) Ensuring compliance with anti-bribery laws, rules and regulations in all areas of operations within which the MWARP may carry out its programme activities
- (b) Enabling employees and persons associated with MWARP to understand the risks associated with bribery and to encourage them to be vigilant and effectively recognize, prevent and report any wrongdoing.
- (c) Providing suitable and secure reporting and communication channels and ensuring that any information that is reported is properly and effectively dealt with
- (d) Creating and maintaining an effective framework for dealing with any suspected instances of bribery or corruption.

2.1.3 What is bribery and corruption?

Bribery is when a person offers, promises or gives a financial (or other) advantage to another person with the intention of persuading them to act in a manner that contradicts the laid down procedures. Corruption is any form of illegal, dishonest or bad behavior, especially by people in positions of power. These risks can occur at every level of an organization and across all sectors of our industry. Bribes are not always a matter of handing over cash. The offer or receipt of excessive or inappropriate gifts, hospitality or entertainment can be bribes if they are intended to influence a business decision.

Bribery and corruption risks within our industry may include:

- 'Facilitation' payments- usually small payments (or gifts) made to employees in order to speed up or facilitate actions the employees are already duty-bound to perform. We make no distinction between facilitation payments and bribes.
- Kickbacks - arise when suppliers or service providers pay part of their fees to the individuals who give them the contract or some other business advantage. Kickbacks and reciprocal agreements are never acceptable. We will not participate in cartels, bid-rigging or any form of collusion.
- False claims-- arise when claiming for time, services, and materials and so on. We will only claim for things we believe we are entitled to. We will ensure all our claims are accurate and can be substantiated. We will provide thorough and clear estimates and quotations at all times.
- Corrupt third parties -include a range of people acting on our behalf such as agents, partners, consultants, contractors or sub-contractors. We wish to work only with those who are committed to our standards and will undertake due diligence to ensure this. We will engage a third party only when there is a clear business rationale for doing so and with an appropriate contract. We will ensure all payments made to third parties are properly authorized and recorded.
- Inadequate financial controls or record keeping can be exploited to hide bribes or corrupt practices. We will ensure we have robust controls in place so that our financial and other records are accurate, complete and never misleading. We will not tolerate any form of bribery or corruption.

2.1.4 Gifts, Benefits and Hospitality

Staff members have a responsibility to behave with integrity and impartiality. This includes responding appropriately to offers of gifts, benefits and hospitality, including when travelling to the field or on overseas travel on MWARP business.

Staff must not seek or accept gifts that could be reasonably perceived as influencing them, particularly from people or organizations about whom they are likely to make decisions involving:

- tender processes;
- procurement;
- Recruitment
- Loan Guarantees and other Business development services

Gifts of money may not be accepted in any circumstances. If a staff member is offered a bribe, the incident must be reported to the relevant manager immediately. If a staff member is unsure how to respond to an offer of a gift, benefit or hospitality, they should seek advice from their manager/supervisor.

A staff member may give or receive a gift that is offered as part of a social, cultural or ceremonial practice. Such gifts will remain the property of MWARP (not the individual staff member). If the gift could be construed as an inducement to act in a certain way, the staff member should not accept the gift. Where MWARP employees encounter a demand for a facilitation payment, or think they are likely to do so, they should report the situation to their line manager without delay.

Special care must be taken to avoid even the impression of a conflict of interest. An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any legal law or generally accepted ethical standards and the public disclosure of facts will not embarrass the organization.

Employees may however accept advertising novelties such as pens, pencils, calendars, etc. or other gifts of minimal value when circumstances clearly show that the gifts are offered as a sign of appreciation for the business relationship provided the value of the gift is considered minimal (not in excess of USD 50). The amount shall be reviewed from time to time. Further clarifications regarding this policy should be addressed to the Executive Director or the Finance and Administration Manager/department.

While we recognize that what is considered unacceptable in one place may be normal or usual practice in another, nevertheless, a strict adherence to the guidelines set out in this Policy is expected of all employees and associated persons at all times. If in doubt as to what might amount to bribery or what might constitute a breach of this Policy, employees should refer the matter to their line manager or to the Finance and Administration Manager/department.

2.1.5 Conflict of Interest

Public trust in MWARP depends to a large degree on the honesty, integrity, fairness and good faith of MWARP employees. This trust is compromised when an employee's interest and the public interest conflict. MWARP expects its employees to conduct business according to the highest ethical standards of conduct. The performance of the employee's official duties must not be compromised by private or personal interests. Employees are expected to devote their best efforts to the interests of both the organization and other stakeholders.

2.1.6 Responsibilities and Reporting Procedure

It is the duty and responsibility of all employees to take whatever reasonable steps are necessary to ensure compliance with this Policy and to prevent, detect and report any suspected bribery or corruption. MWARP encourages all employees and associated persons to be vigilant and to report any unlawful conduct suspicions or concerns promptly and without undue delay so that investigation may proceed and any action can be taken timely.

If one is concerned that a corrupt act of some kind is being considered or being carried out – either within the organization or by any of our partner organizations – one must report the issue/concern to their Line Manager or Executive Director if appropriate. If for some reason it is not possible to speak to the Line Manager or Executive Director one should then report it to another Senior Manager, or the Finance and Administration Manager or the board of directors whoever she/he feels comfortable.

Where an incident of bribery, corruption, or wrongdoing is reported, MWARP will act as soon as possible to evaluate the situation and take appropriate action. Confidentiality will be maintained during the investigation to the extent that is practical and appropriate in the circumstances. We are committed to taking appropriate action against bribery and corruption. This could include:

- a. And/or taking internal disciplinary action against relevant employees
- b. And/or terminating contracts with associated persons.
- c. Either reporting the matter to an appropriate external government department, regulatory agency or the police

MWARP will support anyone who raises genuine concerns in good faith under this Policy, even if they turn out to be mistaken. It is also committed to ensuring nobody suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or corruption offence has taken place or may take place in the future.

2.1.7 Consequences for Non-Compliance with this Policy For MWARP:

- Criminal or civil liabilities for the organization including unlimited fines and imprisonment;
- Serious reputational damage with donors and stakeholders;
- The unenforceability of contracts entered into as a result of acts of bribery, fraud or other illegality

For Employees:

Failure to ensure compliance with this policy could lead to the following consequences for employees:

- Personal criminal liability followed by fines or imprisonment;
- Disciplinary action initiated by the organization, including dismissal;
- Personal reputational damage

2.2 Preventing Corruption.

Our 'zero tolerance' for corruption relies on each one of us – employees and third parties acting on our behalf - choosing to always do the right thing. All this takes is a few simple commitments:

We will always:

- Comply with this Anti-Bribery and Corruption Policy
- Comply with our Conflicts of Interest Policy as included in the Human Resource and policy Manual
- Be guided by our vision and values
- Record all activities and transactions accurately, completely and transparently
- Be alert to 'red flags' and immediately report or seek guidance about them
- Before proceeding with any contract or other arrangement, follow appropriate due diligence and other risk mitigation procedures
- Seek advice if unsure how to proceed
- Report any suspected or actual breaches of this policy promptly and accurately

We will not:

- Use organizational funds, in the form of payments or gifts and hospitality, for any unlawful, unethical or improper purpose
- Authorize, make, tolerate or encourage, or invite or accept, any improper payments to obtain, retain or improve business
- Permit anyone to offer or pay bribes or make facilitation payments on our behalf, or do anything else we would not be permitted to do ourselves.
- Offer or accept gifts or hospitality, if we think this might impair objective judgment,
- improperly influence a decision or create a sense of obligation, or if there's a risk it could be misconstrued or misinterpreted by others

2.3 Recognizing Bribery and Corruption

Transparency and openness are effective weapons against bribery and corruption so be ready to challenge any arrangements that compromise them. Even political contributions, charitable donations and sponsorship arrangements can be used as a cover for bribery. If employees have a concern or think that this policy may be infringed, it's important to speak up about it. Speaking up early could protect one from serious legal consequences; avoid damage to MWARP reputation and even save someone's life.

MWARP management will always investigate breaches of this Anti-Bribery and Corruption Policy and the conflict-of-interest policy and will then take appropriate action. Depending on the circumstances, this may include disciplinary action up to and including dismissal.

If an employee makes a report in good faith, they will never be penalized for doing so – even if after investigation they were found to be mistaken. Upholding the policy in this way will not harm one's career or relationship with their colleagues.

MWARP Management will not tolerate any retaliation or discrimination of any kind against anyone who does the right thing. If an employee or anyone else they know is experiencing retaliation or discrimination, they should not put up with it – it should be reported at once. Management considers such behavior as a serious matter and will act against it and protect employee.

SECTION THREE WHISTLE BLOWER'S PROTECTION POLICY

3.0 Introduction

MWARP's stakeholders, clients and members of staff may be the first ones to notice that MWARP has incurred losses or is potentially exposed to risk of loss arising from fraud, misappropriation of resources, misconduct, dishonest, unethical or improper activity by any member of staff. They may, however, be unable to openly express their concerns for fear of being victimized, discriminated against or harassed. In such circumstances, they may find it more convenient to ignore the concern and not report the matter officially.

MWARP encourages the highest standards of openness and accountability. To this end, MWARP expects its employees and other stakeholders that deal with it who have legitimate concerns regarding any potential exposure to risks arising from fraud, misappropriation of resources, misconduct, dishonest, unethical or improper activity from staff or any collusion between staff and stakeholders to come forward and raise their concerns. It is recognized that most cases will have to be handled confidentially to protect the Whistle Blower.

The policy applies to all MWARP Board members, staff members and stakeholders including suppliers of goods and services.

Where this policy is in conflict with an Act enacted by Parliament of Kenya, Laws of Kenya or Government Policy then the Act, Law or Government Policy will take precedence over this policy.

Definitions

The definition of the key terms used in this policy is provided below;

“Employee” means an employee of MWARP

“Code” means the MWARP Code of Conduct

“Protected Disclosure” means any communication made in good faith that discloses or demonstrates information that may evidence unethical or improper activity

“Whistle Blower” means an employee or any stakeholders making Protected Disclosure under this policy

“Whistle Blowing” means making a disclosure in a public interest or exposing alleged misconduct, dishonest, and illegal activities occurring in MWARP

Purpose

MWARP is committed to ensuring that all its operations and engagements with stakeholders are conducted in an atmosphere with the highest possible level of accountability, professionalism, accountability, fairness and transparency by upholding the principles and values and outlined in the Code of Conduct.

The purpose of this policy is to;

- (i) Support MWARP's values of integrity, professionalism, accountability, diversity and flexibility as articulated in the Code of Conduct
- (ii) Provide a transparent and confidential process for dealing with concerns regarding malpractice or any unethical behaviour as spelt out in the Code of Conduct and other related policies
- (iii) Ensure that MWARP stakeholders and employers have an opportunity to raise genuine concern without fear of victimization.

Principles

3.3.1 This policy is guided by five key principles;

- (a) Fairness: Fairness and appropriateness of response to genuine complaints on fraudulent or unethical conduct
- (b) Protection: Freedom to raise genuine concern(s) without fear of harassment, discrimination and victimization
- (c) Confidentiality: Information on any individual making a Disclosure will be kept in confidence unless he or she agrees to a different arrangement
- (d) Transparency and feedback towards the person raising the concern: MWARP will ensure that any individual raising a concern is aware of who is handling the matter and that feedback is provided as appropriate.
- (e) Legitimacy of the concern: This policy supports all genuine concerns in fairness and does not cover any issues that are raised maliciously and those based on falsehood

Scope

This policy applies to all MWARP employees, Board members and stakeholders and covers among others;

- (a) Suspected fraud or corruption
- (b) Criminal offences that have or are likely to be committed
- (c) Disregard to the relevant legislation and regulations governing conduct and ethics for MWARP staff and board members
- (d) Breach of code of conduct
- (e) Damage to the environment
- (f) Misuse of organization's property
- (g) Breach of rules and regulations governing financial management, recruitment and procurement

The policy applies to situations that may arise when normal or regular reporting channels are not appropriate such as;

- (a) Where evidence may be concealed or destroyed or
- (b) Where there has been previous disclosure of the same information but there has been no evidence of any action taken or the observed violation continues unabated.

Responsibilities

All persons with concerns have a responsibility to ensure that the highest possible standards of care are upheld with regards to raising concern (whistle blowing under this policy. The following should, in particular, be keenly observed.

- (a) Legitimacy of the concern and good faith

- (b) Use of appropriate channels

3.5.1 Reporting channels:

Whistle blowing may be channelled through the following.

- (a) The Executive Director
- (b) The Chairperson of the board
- (c) The chairperson of complaints committee
- (d) Branch Co-coordinators, if any

Where the whistle blower feels uncomfortable to report the detected concern through any of the above channels, he/she should report to the chair or any member of the board or use the confidential reporting channels that include telephone, Postal office box, email or other lawful channels.

3.5.2 Receiving and processing the reported concern

Whoever receives the information on the concern as outlined has the duty to;

- (a) Appreciate and take into consideration the challenging position of a whistle blower and treat the information provided in confidence
- (b) Take the concern seriously and take appropriate action to resolve the concern without delay
- (c) Refer the reported concern to an appropriate person or office for action
- (d) Monitor and review the situation as appropriate
- (e) Provide appropriate feedback to the whistle blower
- (f) Ensure that individuals who has genuine concerns are protected against victimization

3.6 Safeguard

MWARP is committed to good practice and high standards and wants to be supportive of all stakeholders and employees.

Where it is found that false or malicious allegations have been made, appropriate remedial action will be taken as guided by disciplinary procedures for members of staff, or other appropriate action in case of board members and other stakeholders.

MWARP will not victimize or discriminate against a genuine whistle blower.

MWARP will not discharge, demote, suspend, threaten, harass or in any other manner discriminate or penalize any employee or stakeholder who lawfully provides information to authorities regarding any misconduct which the whistle blower reasonably believes constitutes a violation of any law.

3.7 Eligibility of Protection

All employees and stakeholders of MWARP are eligible to make Protected Disclosures under this policy. The protected disclosures may be in relation to matters concerning MWARP.

3.9 Disqualification of protection

While under this policy, genuine whistle blowers are accorded complete protection from any kind of unfair treatment, harassment, discrimination or victimization as set out herein, any abuse of this protection will warrant swift disciplinary action for members for action for members of staff and as appropriate for other stakeholders.

Protection under this policy does not confer protection from disciplinary action arising from false or malicious allegations by a whistle blower knowing it to be false or with a malicious intent.

Whistle blowers who make any protected disclosures which have been subsequently to have been borne out of malicious intent and whistle blowers who make three or more protected disclosures, which have been found to be frivolous, baseless or reported otherwise than in good faith, will be disqualified from protection under this policy.

3.8 Protection

- i. No unfair treatment will be meted out to a whistle blower by virtue of his/her having reported a protected disclosure under this policy.
- ii. Steps will be taken to minimize difficulties which the whistle blower will experience with regard to protected disclosure. Where the whistle blower is required to give evidence in criminal or disciplinary hearings, MWARP will arrange for the whistle blower to receive relevant advice about the procedure and logistics support.
- iii. A whistle blower may report any violation of clause 9.1 above to the chairperson, Executive Director or any other relevant person that the organization will have advised. The Executive Director shall constitute a committee to investigate and recommend appropriate action to the relevant person or body. The identity of the whistle blower shall be kept confidential to the extent possible and permitted by the law.
- iv. Any person assisting in the investigation shall be protected to the same extent as the whistle blower.

3.9 Confidential and anonymity

- i. MWARP will protect the confidentiality of all matters raised by the whistle blower. In case of any breach of confidentiality by any persons, the whistle blower may make appropriate action under the organization's grievances procedure.
- ii. All correspondences entered into during the whistle blowing process are confidential irrespective of whether a person making the disclosure wishes to remain anonymous or not.

3.10 Anonymous allegations

This policy encourages employees and stakeholders raising concern to provide their names and contact details to facilitate follow up and feedback. All concern should as much as possible be factual and supported by evidence and should contain sufficient information to facilitate well informed assessment.

Concerns made anonymously carry less weight but will be considered at the discretion of the organization. The following factors should be taken into account when exercising this discretion;

- (a) The credibility of the concern
- (b) The seriousness of the issues reported and
- (c) The likelihood of confirming the allegations from independent sources

3.11 Untrue allegations

Where a whistle blower makes an allegation in good faith but it is not confirmed to be true by the investigations, no action will be taken against him/her.

Where it is determined that the whistle blower made the allegations frivolously, maliciously or for personal gain action may be taken against him/her. The investigating officer or agency will decide whether the complaint is malicious or not based on the evidence available to the complainant at the time of making the complaint.

3.12 Whistle blower's procedures

3.12.1 Raising a concern

A person may raise a complaint orally or in writing. Where it is written, the envelop should be marked "private and confidential and where the concern is of a serious nature, the envelop should be hand delivered to the person or agency the report is being made to.

Whichever method the whistle blower chooses, he/she should give as much information as possible to provide evidence of the following to the extent that this detail is known;

- (a) Areas of concern
- (b) Location of the alleged behaviour
- (c) Sequence of events
- (d) Key persons involved
- (e) Nature of alleged incident or behaviour
- (f) Time over which the alleged incident occurred
- (g) A fair estimate of the monetary value, where possible, associated with the alleged incident
- (h) Documented evidence in support of the alleged incident
- (i) Names and roles played by other employees or persons who may support the concerns raised
- (j) Whether if this is the first time the issue has been observed/reported
- (k) In case this is not the first time, details of previous occurrences and reporting.

The person receiving the concerns is required to records the concern(s) in a confidential manner and to thoroughly investigate the allegations. The whistle blower will receive an initial response within ten (10) working days, including details of any further action to be taken and written feedback within seven (7) working days of the completion of the investigation where appropriate.

Although a whistle blower may not be expected to prove beyond reasonable doubt the truth of the allegation, he/she will need to demonstrate that there is reasonable ground for concern.

The whistle blower may raise the matter jointly with another person who has similar concern and is willing to support the allegations.

A whistle blower will be advised to invite a colleague or another person or his/her choice to be present during any meetings or interviews in connection with the concern raised is he/she deems necessary. In this case, the identity of the can remain undisclosed when the concern is first raised but he/she may have to be involved personally when further investigation and clarification is being conducted.

3.12.2 Response and investigation

- i. A person who receives a concern under this policy shall first decide whether to carry out an investigation and determine which procedures are appropriate to use. He/she shall forward the complaint forward the complaint in writing to the Executive Director and copy to any other relevant person.

- ii. If it is decided that the matter should be taken further under these procedures, the concern will be;
 - (a) Investigated by an appointed person or team
 - (b) Investigation report referred to above presented to the Executive Director for further action
 - (c) The report is further presented to the relevant committee
 - (d) Report is submitted to the full board for approval of the required actions

A whistle blower may be interviewed by the person appointed to investigate the concern.

- iii. In order to protect the rights of individuals accused of as possible malpractice, enquiries will be made to decide whether an investigation is appropriate. Some concerns may be resolved by agreed action without the need of an investigation.

3.12.3 Response to the whistle blower

The person to whom the whistle blower raised his/her concern to contact him/her in writing within ten (10) working days detailing the following;

- (a) Acknowledge that the concern has been received
- (b) Indicate how the organization intends to deal with the matter
- (c) Provide an estimate of the duration it will take to provide the final response
- (d) Provide any feedback to the whistle blower
- (e) Inform the whistle blower whether further investigation will take place and if not, why

The amount of contact a whistle blower will have with people dealing with the matter will depend on the type of concern, the potential difficulties of the investigation and availability of information.

3.13 Case of whistle blower's dissatisfaction with the organization's response

This procedure is meant to give everyone an effective way to raise a genuine concern within the MWARP (if possible resolve it internally). If, however, the whistle blower is still not satisfied after using this procedure and getting a final response, he/she is entitled to consider taking the concern(s) elsewhere. This may include;

- (a) Any relevant professional or regulatory body
- (b) Ethics and Anti-Corruption Commission (EACC)
- (c) Directorate of Criminal Investigations (DCI)

3.14 Administration

- i. The Executive Director shall be the "Contact Person" for the purposes of maintenance and operation of this policy.
- ii. All records (including written statements and results) for any investigations shall be kept on a separate secured file of the Executive Director for seven (7) years. It is against MWARP's policy to destroy any records that may be subject to or related to an investigation by MWARP.

- iii. All staff at the entry to the organization during induction must be given a copy of the code of conduct that contains four policies manual i.e safeguarding and child protection, Anti Bribery and Anti-Corruption, WHISTLE Blowers Protection and the Code of Conduct to read carefully and given an acknowledgement form¹ Appendix II to sign.
- iv. This procedure is subject to monitoring and shall be reviewed by the Executive Director with the authority of the Board.

¹ Staff Acknowledgement form

SECTION FOUR: THE CODE OF CONDUCT

4.1 Compliance with General Code

All MWARP employees shall comply with:

- All the provisions of this Code of conduct and Ethics
- All requirement in the General Leadership and Integrity Act 2012
- The provisions of Chapter Six of the Constitution of Kenya.

4.1.1 Loyalty

- The directors and management acknowledge the responsibility to be loyal to MWARP and to be fully committed to its activities whilst acknowledging their duty to conform to the highest standards of ethics and performance.
- Obligation to be trustworthy and reliable.

4.1.2 Rule of Law

Every employee shall:

- Respect and abide by the and the law
- Perform their duties in accordance with the law
- In performance of such duties, not to violate the rights and fundamental freedom of any person unless expressly limited in accordance with the provisions of the Constitution under Article 24.

4.1.3 Public Trust

Every employee shall carry out their duties and authority in the best interest of the public, with vision and mission of MWARP at priority.

4.1.4 Integrity

All employees shall:

- Uphold high standards of personal character;
- Uphold high moral standards;
- Be accountable with respect to his/her assignment;
- Live within means and avoid financial liability to the Organization;
- Listen respectfully to others' point of view;
- Participate in organisational decision-making when called upon.

4.2 Responsibility and Performance of Duties

Every employee shall, to the best of his/her ability:

- Carry out his/her duties to the best interest of the Organization;
- Keep accurate records on the transactions handled on behalf of the Organization;
- Be accountable for every action and transaction in which they are involved;
- Perform duties within stipulate time or reasonable time.

4.2.1 Acting for the Organization

Every employee shall, while discharging his/her responsibilities:

- Act in utmost good faith;

- Act for the best interest of the Organization;
- Act within the boundaries and authority of the law;
- Seek advice and clarity from the relevant authority within the Organization;
- Focus efforts on the mission of the MWARP.

4.2.2 Professionalism

All employees shall:

- Maintain high professional standards in discharge of their duties;
- Contribute skills, knowledge and experience as appropriate;
- Accord personal and professional commitment to MWARP;
- Maintain high professional conduct in both intra and sectoral engagements.

4.3 Acquisition of Property and Proper Use of the Organizations' Assets

- Acquisition of movable and immovable property shall be guided by the rules and regulations of the MWARP Constitution.
- Property must be acquired for the purpose and benefit of the Organization's Mission.
- Misuse of asset of the Organization is prohibited.
- All directors/managers, employees should perform their duties in a manner that protects the Organization's assets and ensures their efficient use.
- All the Organization's resources should be used for legitimate purposes only.
- Employees must return all the Organization's property or asset in their possession, custody and control the end of their appointment.

4.4 Gift or Benefits In Kind

- Any gift given, awarded to any employee in the course of duty shall be deemed to be a gift to the Organization.
- Employees shall not obtain for themselves a material interest at the expense of the Organization.
- It is an offence not to disclose any such gift given or awarded in the cause of duty and such non-disclosure shall be subject to sanctions in accordance with the laws and regulation.

4.5 Conflict of Interest

Albeit that MWARP recognises personal investment and economic development of individuals, employees of the Organization must not have any interests that adversely influence the performance of their responsibilities. Specifically:

- Employees of the Organization shall avoid such activities or engagements that conflict in provision of services and the Organizations mission.
- Any conflict of interest should be disclosed prior to any engagement to allow the MWARP to make a determination.
- MWARP shall adopts internal regulatory instruments that ensure transparency and fairness, substantive and procedural, of the transactions involving interests of Directors, employees, and stakeholders.

4.6 Information and Communication

It is the responsibility of the MWARP to provide third parties with true, prompt, transparent and accurate information.

- The official spokesperson for the organization is the Executive Director
- Information to the media must be dealt with and approved by the relevant and authorised department.
- The information must be strictly relevant to the Organization's activities and mission;
- Keep abreast with issues, trends and needs of the MWARP partners and stakeholders.

4.6.1 Impartiality

MWARP is an equal opportunity Organization at all levels of employment hence all employees are expected to carry out their duties and responsibility with impartiality and objectivity in accordance with the national values and principles outlined in the Article 10 and 27 of the Constitution of Kenya, 2010.

4.6.2 Political Neutrality

MWARP shall be an apolitical Organization and shall not make any direct or indirect contributions in whatever form to political parties, movements, committees, political organizations, or to their representatives and candidates. Thus:

- An employee shall not engage in any political activity that may compromise the political neutrality of MWARP
- MWARP objectives should not be used in any way to meet political ends.

4.6.3 Advice to the Organization

- Day to day advice and decision making shall be the preserve on the Organization's Executive Committee.
- General advice and approval shall be role of the Board.
- Public advice shall be encouraged through the right management channel, with public participation encouraged as the target market for MWARP.

4.6.4 Confidentiality

- Employees of the Organization shall ensure that confidential information within their knowledge or documents entrusted to their custody and care are protected from improper or inadvertent disclosure.
- Employees' personal information and that of their families shall be treated as confidential and should not be leaked or made public without proper cause and procedure.

4.6.5 Accountability.

- Only the MWARP Executive Director shall be the spokesperson for the MWARP unless otherwise decided and communicated by the Board.
- Every employee shall be accountable to the extent of his authority and responsibility.
- Financial accountability is mandatory to all tasked with financial management including periodic auditing.
- Accounting transparency is grounded on the use of true, accurate and complete information which form the basis for the entries in the books of accounts.
- Each member of Organization shall cooperate with the transparency and accountability measures, within their own field of competence, to have operational events properly and timely registered in the books of accounts.

4.7 Canvassing for Favours in the Organization

- Members shall not canvas for favours in the Organization.
- Transactions based on such favours shall be voided and disciplinary steps may be recommended by the Directors such members or employees in accordance with the rules and regulations of the Organization, and the applicable laws.

4.7.1 Selection, Promotion, Placement, Assignments of Employees.

1. MWARP is an equal opportunity employer, and thus all employees shall:
 - Selected on the basis of integrity and competence and suitability.
 - Promotion shall be on the basis on qualifications, experience and merit.

- Placement, assignment and transfers shall be based on inclusive consultation within the management.
2. Outside station engagements or field work shall be organised by the relevant departments and authorised by the Executive Director.

4.8 Health, Safety and Environmental Standards

- Every employee must observe and adhere to the health and safety policy and environmental standards.
- The MWARP workplace must meet the occupational safety and health laws and standards
- Every employee must familiarise themselves with the above laws and standards.
- The highest priority must be placed on promoting and preserving the health and safety of employee.

4.8.1 Dress Code

All employees of the Organization shall:

- Be neat, decent, appropriate and wear respectable dress that demonstrates professionalism.
- Not wear political parties' merchandise at workplace be it in the office of field or Organization's function.
- Maintain high standards of personal hygiene and care within and outside the MWARP premises.

4.8.2 Etiquette

- Every employee must adhere to the rules of good manners, key is the office and social etiquette as a key component to easy understanding between levels of management.
- Office etiquette includes time management at work, delivery of expectation, communication skills among others.

4.8.3 Protection of Employees

1. All employees shall be protected from:
 - Victimisation amongst each other.
 - Malice in terms of selection, deployment, or transaction.
 - Protective wear must be provided for safety purposes where applicable.
2. Whistle-blowers must be protected
3. Dismissal, demotion, suspension of employees must be done in accordance with the laws with respect to due process and procedure.

4.8.4 Tax, Financial and Legal Obligation

Every employee and employer shall be responsible for his own tax and financial obligation as per the laws of Kenya.

4.8.5 Alcohol, Drugs and Drug Substances

1. MWARP premises are alcohol and drug free zones, hence all employees shall ensure:
 - That their workplace is free from alcohol, drug and substance abuse.
 - That they don't report to work while intoxicated or under the influence of alcohol or drugs.
2. The Organization shall come up with ways of monitoring such vice which must be within the parameters of the law.
3. Smoking in the workplace is prohibited unless reservation is made with respect to designated areas to accommodate smoking.

4.9 Complaints and Investigations

- All internal complaints regarding the Organization's employees should be handled in accordance with the human resource policy of the Organization.
- All employees are encouraged to promptly contact the appointed complaints officer/ line manager if the member believes that he or she has observed illegal or unethical behaviour by another employee, officer or Director, or by anyone purporting to be acting on Organization's behalf or believes that he or she has been asked or required to engage in an illegal or unethical act, including but not limited to any violation of this Code.

4.9.1 Harassment and violence

1. Any form of violence or harassment, either sexual harassment or harassment based on personal and cultural diversity, is forbidden as stipulated in section 1 of this manual. Such harassment is for instance:
 - subordinating decisions on someone's working life to the acceptance of sexual attentions, or personal and cultural diversity.
 - encouraging employees to offer sexual favours through the influence of a role;
 - proposing private interpersonal relations, despite express or reasonably obvious non-acceptance.
2. Alluding to disabilities and physical or psychic impairment, or to forms of cultural, religious or sexual diversity.
3. Sexual harassment policy must be displayed in accordance with the Sexual Offences Act.

4.9.2 Dispute Resolution Mechanism

- Dispute resolution mechanism shall commence as outlined in the Human Resource policy and manual.
- The Executive Director shall ensure compliance to the law, rules, regulations, and procedure.
- In discharging his or her duty, member of the Executive Director must always act in a manner he or she believes, in good faith, to be in the best interests of MWARP and exercise the care of an ordinarily prudent person.

4.10 Enforcement of the Code

- The management shall ensure the enforcement of this code and other regulations of the MWARP.
- In insuring efficiency, the management promote the provision of every possible instrument for understanding and clarifying the interpretation and implementation of the Code.
- The management shall promote and facilitate the implementation of the Code of Ethics and the issue of reference procedures e.g., constitution, rules and regulations and other relevant laws.
- The management to propose competent internal structures for the useful initiatives for a greater dissemination and knowledge of the Code, also to prevent any recurrences of violations.
- Promote awareness of the Code through effective communication.
- Ensure structure-based implementation and enforcement of the code.

4.10.1 Breach of the Code

- Where there is breach of this code, the Executive Director shall take appropriate steps in accordance with the MWARP rules and regulations.
- A disciplinary committee representing all the departmental heads will be instituted for the purpose of breach of this code or gross misconduct.

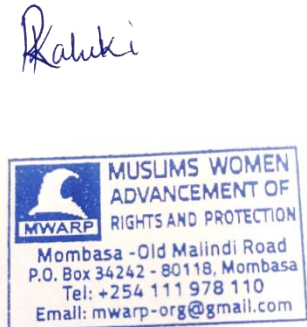
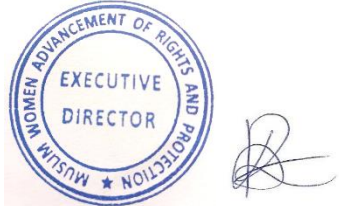
4.10.2 Waiver

As a general policy, the Executive Board will not grant waivers to this Code in the event of breach. However, this code may be amended, modified, or waived by the board of directors/executive board.

4.11 Review/ Amendment /Modification of the Code

- This Code shall be reviewed and updated every five (5) years, or more regularly as may be deemed necessary by the Board, to ensure that it is in line with all legal and regulatory requirements that may arise from time to time.
- The proposal to amend or modify this code shall take into consideration the Stakeholders' evaluation with reference to the principles and contents of the Code, promoting active contribution and notification of possible deficiencies.

STATUS OF DOCUMENT AND REVIEW HISTORY

Approved by	Date	Version	Signature
The board of Directors	July 2021	Version 1	
Executive Director			

APPENDIX I

Sample Parental Consent for Photographic/Film Use of Children under 18 years of age/vulnerable adult:

I, (adult's name) _____
Of _____ (address)

Being the child/children's/ parent or legal guardian, hereby give permission for

(School name) _____

(School address) _____

To take and use publicity photographs/film
of _____

(child/children's name/s) _____ Age of child
_____ Age of

child _____

_____ Age of child _____

I also consent to use of the photos for publicity, marketing, and advertising for MWARP projects. I agree that the photos/film may be combined with other images, text and graphics and be cropped, altered, or modified in any way that MWARP deems appropriate.

I consent to the provision of this form and the details within it to MWARP, and to their storing these on a database.

I understand that the child's/children's name/s will not be given to press or public without my consent. I also understand that I may cancel this permission in writing, and that MWARP will take all reasonable steps to ensure that the photograph/film is withdrawn from future use. I further understand that I shall receive no remuneration for this assistance.

Signed: _____ Date: _____

APPENDIX II

ACKNOWLEDGEMENT

I Hereby acknowledge that: -

- I have received a copy of the Code of Conduct
- I have read, understood and agree to adhere to the standards of conduct contained in the Code of Conduct: and I will report any action that appears inconsistent with these standards to my supervisor, the senior management, the executive Director or the Board of Director.

Signature_____

Name(Printed or Typed)_____

Date_____