

MAALTAABA PEASANT WOMEN FARMERS COOPERATIVE (**MAPEWFAC**)



CODE OF CONDUCT MANUAL

Address: P. O. Box 2, Bolgatanga
Phone: +233(0)244258629 /206426356
E-mail: maalpwfc@gmail.com
Organization website: <https://maaltaaba.org>

September, 2023

INTRODUCTION

Message from the Executive Director

Dear Staff Member,

Maaltaaba Peasant Women Farmers Cooperative (MAPEWFAC) is committed to ensuring that all staff members behave in a reasonable manner that respects and protects both the vulnerable people we work with and each other and in line with gender equality and social inclusion principles and values that MAPEWFAC adheres to. In addition, all staff are ambassadors of MAPEWFAC and their actions and behaviours can enhance or hinder the reputation of the organisation. For these reasons, MAPEWFAC Code of Conduct is binding to all staff. The Code of Conduct will also be used as the basis of induction, training and refresher discussions in order to have a continuing impact on cultural change. MAPEWFAC Code of Conduct provides clear guidance, and outlines examples of conduct that are considered unacceptable. This is not an exhausted list and covers anyone representing MAPEWFAC; staff, volunteers, consultants, interns, etc. while working for MAPEWFAC, and other individuals representing MAPEWFAC, such as partners working in communities.

Throughout the Code of Conduct where the word “staff” is used, this should be taken to include all the above-mentioned people.

The Code of Conduct is a binding document:

If you fail to adhere to any of the provisions set out in this document you can face disciplinary action, dismissal or even legal action.

You are obliged to read and fully understand the content of the document. If you have any questions please ask your line manager or the Senior Administrative Officer for guidance.

All reports and concerns will be fully considered and treated with discretion. MAPEWFAC will take all necessary steps to protect staff or others reporting possible breaches of this Code.

If you are a line manager, you will have particular responsibilities to set a good example and to create a working environment conducive to upholding the standards in the Code of Conduct.

Yours truly,

Lydia Miyella

MAPEWFAC



September, 2023

TABLE OF CONTENT

Item	Page
INTRODUCTION	1
TABLE OF CONTENT	2-3
1.0 MAPEWFAC MISSION, VISION AND FOCUS	4
2.0 RECRUITMENT	5-6
2.1 General Policy	5
2.2 Job Descriptions	5
2.3 Selection Procedure	5
2.4 Appointment	5
2.5 Probation	6
2.6 Contract Employees	6
2.7 Staff Orientation	6
2.8 Personnel Data	6
3.0 ANNUAL REVIEW AND PERFORMANCE APPRAISAL	7
3.1 General Policy	7
3.2 Performance Appraisal	7
3.3 Management Appraisal	7
3.4 Training	7
4.0 REMUNERATION AND OTHER BENEFITS	8-9
4.1 Job Classification and Ranking	8
4.2 Staff Salaries	8
4.3 Overtime	8
4.4 Bonus	9
4.5 Medical Expense Reimbursements	9
4.6 Group Personal Accident Insurance Policy	9
4.7 Staff Advances	9
4.8 Reimbursement of Funeral Expenses	9
5.0 ANNUAL LEAVE ENTITLEMENT	10-11
5.1 Payment for Unused Annual Leave	10
5.2 Advancement of Annual Leave	10
5.3 Leave of Absence	10
5.4 Sick Leave	10
5.5 Maternity Leave	11
5.6 Paternity Leave	11
5.7 Funeral Leave	11
6.0 OFFICE CODE OF CONDUCT	12-13
6.1 Punctuality to work and engagements	12
6.2 Office Appearance and Cleanliness	12
6.3 Home Addresses and Personal Mail	12
6.4 Personal Visitors	12
6.5 Talking and Music	12
6.6 Office Hours and Lunch Breaks	12
6.7 Leaving the Office during Office Hours	13

6.8 Daily attendance sheet	13
6.9 Accidents and Damage to Property/Office Security	13
7.0 PUBLIC HOLIDAYS	14
8.0 TRAVEL AND TRANSPORTATION	15-16
8.1 Travel Authorisation	15
8.2 Daily Subsistence Allowance for Local Travel	15
8.3 Travel Expense Reports	15
8.4 Use of Official Vehicles	15
8.5 Use of Personal Vehicle	15
8.6 Helmets and Seat Belts	15
8.7 Safety	16
8.8 Public Safety	16
8.9 Legal documents	16
8.10 Vehicle allocation	16
9.0 CONDUCT AND DISCIPLINE	17
9.1 Obedience to Rules and Regulations	17
9.2 Disclosure of Official Matters	17
9.3 Representation	17
9.4 Disciplinary Action	17
9.5 Grievance Redress	17
10.0 TERMINATION OF SERVICE	18
10.1 Notice Period	18
10.2 Summary Dismissal	18
10.3 Termination of Employment	18
10.4 Severance Award	18
APPENDIX	19
1.0 MAPEWFAC Code of Conduct — Declaration of adherence	19

1.0 MAPEWFAC MISSION, VISION AND FOCUS

Our Mission

We exist to empower members of the union through sustainable capacity development to achieve and sustain improvements in their environment and livelihoods.

Our Vision

We envisage rural farming communities in northern Ghana where hunger and poverty are eliminated; people are empowered and maintain a sustainable relationship with their environment.

Our Focus

We put women and girls in the centre because we know that we cannot overcome poverty until all people have equal rights and opportunities

2.0 RECRUITMENT

2.1 General Policy

It is the policy of MAPEWFAC to recruit and retain only qualified personnel, competent to perform the duties attached to the established position.

Recruitment shall be open to all qualified individuals regardless of race, gender, or religion.

The filling of positions within MAPEWFAC shall be encouraged. This means that existing competent and qualified staff within MAPEWFAC shall be given the first opportunity to advance into any vacant or higher position in MAPEWFAC, and this will be based on staff performance appraisal.

2.2 Job Descriptions

A job description will be prepared by management covering the duties of each position. This description will be used in interviewing applicants, and will also provide the basis for future evaluation of the successful candidate. Job Descriptions will be reviewed and revised on a regular basis, as needed.

2.3 Selection Procedure

Prospective candidates will apply in writing and successful candidates will be required to complete an Applicant's Details Form. If false information is given, or if information is withheld, this will be sufficient reason to reject the application, or to dismiss the person if the false or the withheld information comes to the knowledge of MAPEWFAC management after the person has been hired.

Previous employers of prospective candidates (institutions or supervisors) will be contacted for character references.

An interview will be conducted and whatever tests are felt necessary to fully assess the applicant's ability, will be carried out.

2.4 Appointment

All recruitment shall be to an established post. However, personnel may be recruited for contract/temporary positions as shall be required by any special sub-project(s) or program(s). The successful candidate will be required to sign a "contract of employment" thereby agreeing to the terms

on which the job is offered. In addition, he/she will be required to pass a medical examination/test before commencement of employment with MAPEWFAC. Personnel employed as drivers may also be required to take an eye test.

The terms of engagement of such personnel shall be stated in their contract letters.

Newly recruited staff shall be advised in writing indicating the terms and conditions of the employment which shall include:

- a) the position title
- b) effective date of the appointment
- c) remuneration
- d) job description
- e) other benefits

Appointment letters shall be prepared in duplicate with the hired signing and returning a copy as an indication of acceptance of the offer.

2.5 Probation

Personnel will serve a probationary period of six months before confirmation of employment. During the probationary period, employment may be terminated by either party without notice. However, in the case of senior posts (Executive Director & Senior Programme Officer) one week's notice will be required from either party.

The probationary period may be extended for a further three months if MAPEWFAC believes it is unable to conclusively assess the prospective employee's performance. On successful completion of the probationary period and within fourteen (14) working days from that date, a contract confirming the employment will be signed by both the employee and the Executive Director.

2.6 Contract Employees

Employees engaged on contract or part-time employment status shall not be subject to any probation.

A contract employee may be hired as a permanent employee without probation, where such a person has been a contract staff for a period of not less than six (6) months during which the employee has performed satisfactorily.

2.7 Staff Orientation

An orientation shall be held for each new employee to explain the objectives of the project, describing the programmes and activities of MAPEWFAC and code of conduct among others.

2.8 Personnel Data

A personal file shall be maintained on each staff member upon employment. The documents to be maintained in each employee's file shall include the following:

- a) employment application letter
- b) appointment letter, including job description and acceptance of offer
- c) resume
- d) completed personal history form
- e) performance appraisal reports
- f) any other relevant information in respect of the employee

Personnel data forms shall be updated to reflect any changes in the status and family history of the staff member.

3.0 ANNUAL REVIEW AND PERFORMANCE APPRAISAL

3.1 General Policy

All staff shall undergo a performance review every year. The effective date of the annual review shall be subject to the month confirmed as employee or the date of previous performance review. The purpose of the review is to consider the standard of work performed and the progress achieved in order to consider whether promotion/demotion is to be recommended and to be effected and to propose remuneration adjustments. The basis of the annual review is the performance appraisal and other relevant information. The performance report will document the evaluator's assessment of the staff member's performance, strengths and weaknesses. In addition suggestions for corrective action and training are made.

3.2 Performance Appraisal

A formal appraisal of all employees shall be conducted annually. The evaluation shall be prepared by the staff member's supervisor/line manager and shall be discussed with the staff member for whom it has been prepared. The evaluation shall record the staff member's reaction to points raised, particularly with regard to comments on performance deficiencies.

The evaluation shall assess staff member's performance in light of their experience and the requirements of their position and roles. The assessment shall be made on a scale of ratings as follows:

- outstanding
- above average
- normal
- requires improvement
- unsatisfactory

Staff shall sign and date the performance report after having discussed the report with the evaluator.

A copy of the employee's performance report shall be maintained in the personnel file.

3.3 Management Appraisal

Staff will also be asked annually to fill in a confidential questionnaire on the performance of the Executive Director and the Senior Programme Officer (only the Executive Director will have access to it). This questionnaire will be sent to the chairperson of the Board of Directors who is responsible for the appraisal of management. The Senior Programme Officer and 2 members of the Board (including the chairperson) should appraise the Executive Director and vice versa for the Senior Programme Officer appraisal.

3.4 Training

MAPEWFAC will endeavour to send staff on training courses, if such training is deemed necessary for their work. Training needs will be assessed during annual staff appraisals and budgeted for. Staff sent on expensive courses will be asked to sign a bond to remain with MAPEWFAC for a minimum period of 1 month for every week after completion of the course. Should they leave before this period ends they must refund MAPEWFAC an amount proportional to the un-served period. Costs include training fee, per diems, accommodation and travel costs.

4.0 REMUNERATION AND OTHER BENEFITS

4.1 Job Classification and Ranking

The job of every permanent employee shall be classified and given an appropriate position title and salary scale within the following job classification and ranking structure:

(Applicable to MAPEWFAC recruited staff)

Class	Position Title	Salary Scale	
		Min	Max
		₪	₪
Programme	Executive Director	XXX	XXX
	Senior Programme Officer	XXX	XXX
	Programme Officer	XXX	XXX
	Assistant Programme Officer	XXX	XXX
Accounting	Senior Accountant	XXX	XXX
	Accountant	XXX	XXX
	Senior Accounts Officer	XXX	XXX
	Accounts Officer	XXX	XXX
Administrative	Senior Admin Officer	XXX	XXX
	Admin Officer	XXX	XXX
	Office Assistant	XXX	XXX
Security	Security Officer	XXX	XXX
Driving	Senior Driver	XXX	XXX
	Driver	XXX	XXX
Cleaner	Office Cleaner	XXX	XXX

MAPEWFAC reserves the right to revise the above structure at any time.

The salary amounts associated with the above salary scales shall be revised annually. The annual revision shall consider cost of living adjustments and merit increases.

4.2 Staff Salaries

Salaries shall be processed and paid into employees' accounts on or before the last day of the respective month. Appropriate deductions for social security, PAYE and withholding tax shall be made and paid to the respective establishments. Other deductions such as for staff advances shall be effected accordingly.

4.3 Overtime

As a general rule, overtime payments are not made to office staff. However in exceptional cases and at the discretion of the staff member's supervisor, office staff members may be eligible for overtime payments.

4.4 Bonus

Management may give a reasonable reward for special effort to staff by means of a bonus. The reward takes into account any substantial and effective overtime work, and above average performance generally.

4.5 Medical Expense Reimbursements

Employees shall be reimbursed medical expenses for themselves, a spouse and four (4) unmarried children under eighteen (18) years of age for which the employee is legally responsible as listed in the personnel data form. MAPEWFAC reserves the right to establish an annual limit on the amount of medical expenses that are reimbursable. Claims in excess of the stipulated limit will be paid at the discretion of management.

4.6 Group Personal Accident Insurance Policy

Every member of staff is covered by a Group Personal Accident Insurance Policy. This insurance policy provides cover for staff involved in aircraft or motor vehicle accidents during travel in connection with MAPEWFAC business.

4.7 Staff Advances

MAPEWFAC shall contribute to the establishment of a Staff Welfare Fund to provide staff advances and other benevolent services to employees. Employees who have completed a minimum of one (1) year service may request a salary advance for a personal or family emergency. The maximum amount of salary advance shall be two (2) months basic pay and the employee shall be entitled to only one salary advance in a year. The advance shall be interest free and must be repaid within twelve (12) months, or within the unexpired term of the project, through regular monthly payroll deductions.

No salary advances shall be granted where the repayment period exceeds the unexpired portion of the project.

If an employee leaves the service of MAPEWFAC, regardless of whether it is a voluntary or involuntary separation, the outstanding balance on the staff advances granted shall be immediately and fully repayable. If necessary advances will be recouped from the employee's final salary payment, lump sum payment for unused annual leave, or any other final payment

4.8 Reimbursement of Funeral Expenses

In the event of the death of the spouse or child of an employee, MAPEWFAC will make a cash donation to the bereaved employee as follows:

- Spouse - Ghc500
- Child - Ghc300

Payment will be made for a maximum of one (1) spouse and four (4) children per employee.

Upon the death in service of an employee, MAPEWFAC will make a cash donation of Ghc10,000 to the family of the deceased to assist in the burial and funeral of the deceased.

Upon the death in service of an employee, MAPEWFAC will make a cash donation of Ghc3,000 to the next of kin of the deceased as nominated by the employee.

These donations shall be discussed and revised from time to time based on cost of living adjustments and merit increases.

5.0 ANNUAL LEAVE ENTITLEMENT

Each employee is entitled to 20 working days annual leave for each complete year of employment with MAPEWFAC. The leave shall be granted at a time that is convenient to MAPEWFAC and the staff member. MAPEWFAC however reserves the right to approve or deny the leave request based on operational needs. If need be, a staff member on leave may be recalled to work before the expiry of the leave period. In this circumstance the unused portion of the leave period shall be credited to the subsequent year's leave.

Where owing to the demand of work the staff member cannot take his/her leave during the year, the leave shall be deferred to the following year.

Leave is calculated to include all days not worked other than legal Ghanaian holidays and approved sick leave days. For example permission to attend personal business, funerals and extended holidays (for occasions like Christmas and New Year when the entire office may be on break) will be counted against annual leave.

Leave requests should be communicated in advance (at least two weeks) to the Senior Administrative Officer (or the Board Chairperson in case of the Executive Director) for confirmation that the dates proposed are convenient as far as the office is concerned. Staff members are entitled to an additional working holiday for each public holiday that falls during their leave period.

Employees going on leave must make appropriate handing over arrangements with the assistance of their supervisor.

5.1 Payment for Unused Annual Leave

Payment in lieu of leave shall be permitted at the discretion of MAPEWFAC. However upon separation employees will receive a lump sum payment for unused leave computed on the basis of employee's pay rate at the time of separation.

5.2 Advancement of Annual Leave

An employee with a minimum of one year of service may be advanced annual leave up to the amount the employee will earn in the remainder of the leave period. However, the employee must repay any indebtedness of annual leave at the time of separation. If necessary the amount owed will be deducted from the employee's final salary or any other final payment.

5.3 Leave of Absence

Given the short term duration of the project there shall not be granted any extended leave of absence during the project period. However leave without pay up to 20 consecutive working days may be granted for justified reason.

5.4 Sick Leave

Sick leave will be authorised when the employee is unable to work because of sickness or injury or when the employee needs medical examination or treatment that can only be obtained during the time when the employee will normally be working. Sick leave may not be used by the employee in connection with the care of a family member or to obtain medical examination or treatment for a family member. Absences such as these are chargeable to annual leave or leave without pay.

Every absence due to sickness or injury must be reported immediately to the office. Absence of three or more consecutive days of work must be supported by physician's certificate.

Employees are entitled to ten (10) working days of sick leave per year during which they shall receive full pay during the sick period. Where an employee's sick leave is in excess of his/her entitlement, MAPEWFAC shall exercise its discretion in the payment of salary during the excess period. Salary payment during that period may be at a proportion of full salary.

Upon separation, no lump sum payment will be made to the employee for any unused sick leave.

5.5 Maternity Leave

Female employees are eligible for maternity leave after twelve (12) months of service. The employee shall be entitled to twelve (12) weeks of paid maternity leave. Upon return from maternity leave, the employee is eligible upon request for one hour in two breaks for nursing the baby. This will be provided until the baby is nine (9) months old.

Requests for leave for maternity purposes beyond twelve (12) weeks may be granted at the discretion of MAPEWFAC and requires the use of annual leave or leave without pay. Sick leave may be requested if the absence is medically necessary.

5.6 Paternity Leave

Male employees are eligible for five (5) working days paternity leave. Paternity leave may be approved within 3 weeks after the arrival of the new baby.

5.7 Funeral Leave

A bereaved employee shall be granted a maximum of seven (7) working days funeral leave which shall be deducted from the beneficiary's annual leave.

6.0 OFFICE CODE OF CONDUCT

6.1 Punctuality to work and engagements

Punctuality at the office or meetings arranged with communities or with outsiders in relation to MAPEWFAC work is considered an important quality of a good employee. Punctual and regular attendance is also a condition of continued employment.

Any employee who absents him/herself from duty for three consecutive days without a valid cause (which has been agreed on with their direct manager) commits an offence under this Manual and may face disciplinary action, which may include dismissal.

Employees who record high levels of absenteeism (without reason) will also face disciplinary action which may include dismissal.

6.2 Office Appearance and Cleanliness

Business casual is the preferred dress code in MAPEWFAC office. Clothing should be neat, clean, and presentable at all times. Unacceptable clothing includes tank tops, shorts, flip flops, and athletic wear. Staff required to wear special uniforms shall be provided with such uniforms by MAPEWFAC.

Employees are expected to keep their desks and office space in a neat, safe and orderly manner. Neat and clean personal appearance of all staff at all times is essential.

6.3 Home Addresses and Personal Mail

To facilitate easy contacts with an employee, or his/her family in case of emergency, the senior administrative officer should be provided with adequate information on the location of each employee's home as well as addresses and locations of next of kin.

MAPEWFAC will respect the employee's privacy. Any change in address should be communicated to the senior administrative officer in writing. A memorandum will then be placed in the employee's file and updated regularly. Employees may receive personal mail (post office) through the office, but that of relatives and friends is not allowed, and MAPEWFAC cannot guarantee that mail will not be opened accidentally.

6.4 Personal Visitors

Personal visitors should not be encouraged to visit during office hours. Please ask your friends to leave after 5 - 10 minutes because they are disturbing your work and other staff. You can of course arrange to meet them at lunch-time or after work. If personal visitors come from outside of Bolga, and they are only able to see you during office hours you must ask the Executive Director or immediate supervisor if you can take a break from your work to receive them.

6.5 Talking and Music

Staff should refrain from talking loudly in the office as this will disturb other workers. It is also impolite to speak in languages that others cannot understand so this is discouraged. The use of any music gadget, audio or video may only be played aloud when all workers using the office agree that the music will not disturb their work.

6.6 Office Hours and Lunch Breaks

The normal working week is Monday to Friday. Working hours shall be from 8.00 a.m. to 5.00 p.m. with a one (1) hour lunch break from 12.30 p.m. to 1.30 p.m. Administrative staff are expected to plan the lunch times to ensure that the reception and calls related to MAPEWFAC work are covered at all times.

6.7 Leaving the Office during Office Hours

If you have errands or field work, please inform your colleagues where you are going and how long you expect to be gone. (e.g. the Senior Programme Officer should inform the Executive Director and vice-versa).

6.8 Daily attendance sheet

All employees are required to fill in daily attendance/monitoring sheets whichever is appropriate to their job. These records must be kept accurately, as they constitute proof of the employee's work on any specific day. Reasons for absence of employees should be provided in the appropriate space on the attendance sheet. Monitoring forms and attendance sheets will serve as a record of attendance for each employee and will be kept on file by the Executive Director or line manager.

6.9 Accidents and Damage to Property/Office Security

Injuries incurred by persons during work, or damage to MAPEWFAC property must be reported to the Executive Director, via the immediate supervisor and details recorded in Accident Book which should be available at all times in office.

Duplicate keys of all desks, cabinets, closets, offices and files maintained on MAPEWFAC property will be kept by the Executive Director. Another set of keys for general access to non-confidential items will be kept by the Senior Administrative Officer. MAPEWFAC reserves the right of access to all such desks, cabinets, etc.

7.0 PUBLIC HOLIDAYS

The following official national holidays will be observed. MAPEWFAC staff will receive normal pay on all official national holidays. (Please note that some of these holidays may be observed on the closest Monday to that date if the holiday falls over the weekend).

New Year's Day	-	1 January
Constitution Day	-	7 January
Independence Day	-	6 March

Good Friday	-	March/April (Lunar)
Easter Monday	-	March/April (Lunar)
May Day (Labour Day)	-	1 May
Eid al-Fitr (Ramadan)	-	Lunar
Eid al-Adha (Feast of Sacrifice)	-	Lunar
Founders' Day	-	4 August
Kwame Nkrumah Memorial Day	-	21 September
Farmers' Day	-	First Friday/December
Christmas & Boxing Day holidays	-	25/26 December

8.0 TRAVEL AND TRANSPORTATION

8.1 Travel Authorisation

Staff members are required to seek authorisation for all official trips from the Executive Director or line manager. The request for authorisation must specify the following:

- the purpose of travel
- the destination
- the duration
- the estimated trip expenses

8.2 Daily Subsistence Allowance for Local Travel

Staff members on out of town official assignments within Ghana shall be paid a daily subsistence allowance (DSA) as follows:

- meals - US\$15 for senior staff and US\$10 for junior staff
- payment in lieu of lodging

Other travel related expenses like transport and communication costs shall be reimbursed on an actual cost basis.

8.3 Travel Expense Reports

Staff members are required to submit a travel expense report within five (5) working days on return from an official trip.

8.4 Use of Official Vehicles

A log book shall be maintained in all official vehicles in which users of the vehicle shall record all trips undertaken, indicating the following information:

- date and time of trip
- kilometres covered
- quantity and cost of fuel purchased
- repairs and maintenance made

8.5 Use of Personal Vehicle

Staff members may be permitted to use their personal vehicles for official assignments where no official vehicle is available. In such circumstances the employee shall be paid an allowance covering operating costs i.e. fuel and wear and tear at a rate to be determined by the Executive Director.

MAPEWFAC shall however, not accept responsibility for losses resulting from fire, theft, accident, or any other liability involving an employee's vehicle in the course of its usage for an official assignment. Thus employees shall carry their own vehicle liability insurance.

8.6 Helmets and Seat Belts: must be worn at all times by drivers and passengers. Failure to comply with this procedure will result in disciplinary action; recurrent failure to comply shall mean that authorisation to drive will be withdrawn.

8.7 Safety: On no account shall the employee drive a car or ride a motorcycle under the influence of alcohol/drugs.

8.8 Public Safety: all employees driving MAPEWFAC cars and motorcycles will exercise the maximum degree of care when driving so as to avoid accidents. Should an accident occur, the employee driving will report this immediately in writing to the Executive Director. Failure to report accidents/damage to the Executive Director will be considered a serious breach of discipline.

Where third parties are involved in any accident, normal legal procedures should be followed, including filing of reports with the appropriate Police departments. This is an important requirement; as such reports will be required for submission to MAPEWFAC Insurance Company.

8.9 Legal documents: Drivers must ensure they are in possession of all the necessary legal documents prior to riding any MAPEWFAC vehicle. This includes a valid Ghanaian driving license (for themselves), insurance papers for the vehicle, a road worthiness certificate and an ECOWAS Brown Card for driving in Francophone countries. If any of these items are lost/stolen this should be reported to the Police in order that the driver can carry a police report while new papers are being processed. The driver should endeavour to renew papers as soon as possible after the loss.

8.10 Vehicle allocation

The allocation of bikes will be at the discretion of the Executive Director. Employees must accept that the optimum functioning of MAPEWFAC will be the basis of any decision in terms of which bike is allocated to which driver. At any time an employee may be asked to switch bikes, or fore-go the use of a bike, to ensure the smoother running of MAPEWFAC operations. However the Executive Director should try to keep this switching to a minimum, as single, continuous use of a bike will guarantee better maintenance of the vehicles, and longevity of the machines.

9.0 CONDUCT AND DISCIPLINE

9.1 Obedience to Rules and Regulations

Staff members shall conform by all rules and regulations governing their service with MAPEWFAC. They shall observe, comply with and obey all lawful orders and directives that will be given to them periodically by their superior officers or any person under whose authority or control he/she may be placed.

9.2 Disclosure of Official Matters

Staff members should not either, during the continuance of their employment, or thereafter, disclose or divulge to any unauthorised person(s) any confidential information in connection with MAPEWFAC affairs without authority from the Executive Director.

9.3 Representation

An employee shall not undertake to act for or represent MAPEWFAC in any capacity outside the scope of his/her normal schedule unless with the authorisation of Management.

9.4 Disciplinary Action

Disciplinary action shall be taken against an employee in respect of proven inefficiency, misconduct or malfeasance.

In situations where disciplinary action is contemplated, a query letter shall be issued to the employee to which a response should be given within five (5) working days. Failure to respond within the stipulated period shall be deemed to be an admission of the offence, or that the employee has no valid defence to the preferred charge. The appropriate sanctions may therefore be imposed.

Depending on the gravity of the offence any of the following sanctions may be applied:

- written warning
- stoppage or withholding of salary increment
- suspension from duty without pay
- reduction in rank, or demotion
- termination, or removal

An employee may appeal to the Executive Director in respect of the disciplinary action imposed by management.

9.5 Grievance Redress

An aggrieved employee may make a complaint to the Executive Director who shall attempt to deal with the complaint to the satisfaction of the employee or any other parties involved. In case the Executive Director is unable to handle the complaint, or the aggrieved employee is dissatisfied with the solution, the Executive Director shall be required to report the grievance, in writing and signed by the aggrieved employee, to the Chairperson of Board of directors for redress.

An employee shall not report work disputes to an outside body for redress unless the existing internal grievance resolution machinery has been redressed.

10.0 TERMINATION OF SERVICE

10.1 Notice Period

The period of notice for termination of service required to be given by any staff member to MAPEWFAC, or by MAPEWFAC to a staff member, shall be one month unless otherwise stated in the employee's appointment letter.

10.2 Summary Dismissal

An employee's appointment may be terminated immediately in the following circumstances:

- any serious breach of duty, or any continuous breach of duties after a formal warning has been previously issued with respect to a similar offence
- conduct tending to bring the name of MAPEWFAC into disrepute
- any unauthorised disclosures by the employee of any confidential matter relating to the business of MAPEWFAC
- gross insubordination towards a superior officer
- theft, or misappropriation, of funds or equipment, or supplies

10.3 Termination of Employment

If for one reason or the other, an incumbent's services are no longer required, a written notice of termination shall be served giving the requisite notice required in the contract of employment.

10.4 Severance Award

At the end of the project period, or on involuntary separation as a result of a reduction in staff numbers, MAPEWFAC shall pay each employee the equivalent of 1.5 months gross salary for every year of service. Employees on probation at the time of separation shall not be entitled to a severance award

APPENDIX

1.0 MAPEWFAC Code of Conduct — Declaration of adherence

I, Mollydean Zang Buntuyer, have read, understand and agree to abide by MAPEWFAC Code of Conduct. I understand that such adherence is a condition of my employment, industrial attachment, internship or research with MAPEWFAC.

I understand that I am expected to behave in a way that upholds MAPEWFAC values and adheres to MAPEWFAC standards of behaviour as outline in the Code of Conduct. I understand that any violation of the Code of Conduct may be grounds for disciplinary action up to and including termination of contract or partnership agreement with MAPEWFAC and expulsion

Mollydean Zang Buntuyer
Name

Board chair
Position

[Signature]
Signature

22/12/2023
Date