



**Transparency
International
Zambia**

Stand No. 3880
Kwacha Road
Olympia Park
P.O. Box 37475
Lusaka, Zambia
Tel: ++260 1 290080
Fax: ++260 1 293649
E-mail: tizambia@zamnet.zm
Website: www.tizambia.org.zm

Transparency International Zambia Code of Ethics

Contents

1	Introduction and Applicability-----	3
1.1.1	Vision Statement -----	3
1.1.2	Mission Statement for TI-Z -----	3
2	ORGANIZATIONAL VALUES-----	3
3	Guiding Principles-----	4
4	SPECIFIC RULES AND POLICIES -----	5
4.1	Staff Relation Policy -----	5
4.2	Conflict of interest policy -----	6
4.3	Gifts and entertainment-----	6
4.4	Travel and TIZ Property -----	6
4.5	Private activities and Private Property-----	6
4.6	Confidentiality and transparency-----	7
4.7	Financial Transparency-----	7
4.8	Financial Independence -----	7
5	TI CONFLICT OF INTEREST POLICY ADOPTED BY TI ZAMBIA-----	8

1 Introduction and Applicability

The Transparency International Zambia Ethical Principles and Code of Conduct (hereinafter referred to as the Ethics Code) consists of an Introduction, a Preamble, statement of core values, vision and mission statement, five General Principles and specific Ethical Standards. The Introduction discusses the intent, organization, procedural considerations, and scope of application of the Ethics Code. The issues in this code of ethics should be considered by all TIZ staff and members in arriving at an ethical course of action. The Ethical Standards set forth enforceable rules for conduct as anti-corruption fighters. Most of the Ethical Standards are written broadly, in order to apply to all staff and members in varied roles, although the application of an Ethical Standard may vary depending on the context. The Ethical Standards are not exhaustive. The fact that a given conduct is not specifically addressed by an Ethical Standard does not mean that it is necessarily either ethical or unethical.

1.1.1 Vision Statement

TI-Z Vision: - *'A Zambia anchored on citizens and institutions of integrity.'*

1.1.2 Mission Statement for TI-Z

The Mission statement for the organisation was reviewed and revised and it is now presented as following: A leading anti-corruption crusader contributing the development of a Zambian society based on a culture of transparency and accountability through the promotion of good governance and zero tolerance to corruption.

2 ORGANIZATIONAL VALUES

The following underlying values of the organization will be an important ingredient in the work of TI-Z and these values will help distinguish the organization from the rest of other actors involved in combating corruption.

- I. Democratic:** - TIZ is respectful and accommodative of different views of individuals and various sectors of society.

- II. **Non Partisan:** - TIZ will not align itself to any one particular grouping.
- III. **Transparency:** - TIZ will adhere to the principles of transparency in its dealings whether procedural or administrative.
- IV. **Accountability:** - TIZ will embrace the culture of responsibility for actions and statements it makes.
- V. **Ethical/Professional:** - TIZ will uphold high ethical and professional standards
- VI. **Integrity/Honesty:** - TIZ will promote honesty and Integrity at both individual and institutional levels.
- VII. **Teamwork:** - Working together to achieve common goals
- VIII. **Dynamic and innovative** – TI-Z will in its work strive to be dynamic and innovative. New ways of anti-corruption education, advocacy, research and capacity building will be adopted.

3 Guiding Principles

We are a civil society organization committed to respecting the following principles:

- I. As coalition builders, we will work co-operatively with all individuals and groups, with for profit and not for profit corporations and organizations, and with governments and international bodies committed to the fight against corruption, subject only to the policies and priorities set by our governing bodies.
- II. We undertake to be open, honest and accountable in our relationships with everyone we work with and with each other.
- III. We will be democratic, politically non partisan and non sectarian in our work.

- IV. We will condemn bribery and corruption vigorously and courageously wherever it has been reliably identified, although we ourselves do not seek to expose individual cases of corruption.
- V. The positions we take will be based on sound, objective and professional analysis and high standards of research.
- VI. We will only accept funding that does not compromise our ability to address issues freely, thoroughly and objectively.
- VII. We will provide accurate and timely reports of our activities to our stakeholders.
- VIII. We will respect and encourage respect for fundamental rights and freedoms.
- IX. We are committed to building, working with and working through national chapters world wide.
- X. We will strive for balanced and diverse representation on our governing bodies.

4 SPECIFIC RULES AND POLICIES

4.1 Staff Relation Policy

- We will treat each other with respect and consideration
- We will communicate and consult each other openly and collegially in a manner that assists each of us to fulfill our duties and responsibilities faithfully and effectively
- We will respect the privacy and private lives of our colleagues when dealing with personal information
- We will undertake to ensure adequate consultation with any staff member before making any decision, which may affect that staff member.

4.2 Conflict of interest policy

- Non-preferential treatment of family and friends in staff recruitments

We are committed to fair, objective, and impartial recruitment, hiring and procurement procedures, in particular

- i. Family members, and friends and organizations with which we or our families or friends are associated, will not be accorded preferential treatment.
- ii. We will not hire or contract members of our family that is a spouse, parent, child or sibling, or the immediate family of members of the board. Hiring or contracting members of the President's relations will be authorized by the Board
- iii. Appointment to all positions will be made on merit and only after due consideration of all applications received following internal and/or external announcements.

4.3 Gifts and entertainment

- i. We will not accept directly or indirectly any discount, gift and entertainment of favours that may influence or be perceived to influence the exercise of our function, or performance of our duties or our judgement.
- ii. All gifts will be reported to the Chief Executive Officer and recorded on a document available to all staff.

4.4 Travel and TIZ Property

- i. Official travel undertaken by us will directly relate to work of TIZ, and will be undertaken only when necessary. Only economic and bona fide travel expenses will be reimbursed.
- ii. We will ensure that TIZ resources will be used effectively. Assets under our control will be used for no purpose other than the advancement of TIZ's objectives.

4.5 Private activities and Private Property

- i) We will not engage in any activity or transactions or acquire any position or function, whether paid or unpaid that is incompatible with or detracts from the proper performance of our duties, and that may bring TIZ into disrepute.

- ii) We will so arrange our private affairs as not to engage in any activity that might impair the credibility of TIZ by giving the impression that TIZ is fostering individuals, public or private institutions whose behaviour is perceived as not being in accordance with TIZ values.
- iii) We will not allow our political affiliations and/or activities to unduly influence or interfere with the political neutrality of TIZ

4.6 Confidentiality and transparency

- i) We will treat information obtained in the service of TIZ with confidentiality, when its nature calls for it or this is explicitly requested, and will not use such information or material to further a private interest. This obligation continues after the staff's separation from TIZ.
- ii) We will be as open as possible about all decisions and actions we take, taking into account the above-mentioned needs for confidentiality.

4.7 Financial Transparency

- i) We will provide and publish audited financial statements in easily accessible form. Financial reports will be provided and published as appropriate.
- ii) We will publish annually our sources of funding and account accurately and promptly to donors in accordance with the terms of their grants.

4.8 Financial Independence

- i) We will accept resources only from donors who share our anti-corruption objectives
- ii) Seek a balanced distribution between resources obtained from the public sector, foundations and charities, and memberships contributions.
- iii) Seek multitude if donors in any category
- iv) Not accept resources granted under condition or structured such that TIZ restrains from independent action

5 TI CONFLICT OF INTEREST POLICY ADOPTED BY TI ZAMBIA

1. Applicability

This policy applies, except as otherwise stated, to every person associated with Transparency International (TI), its Secretariat or any of its National Chapters as a board member, officer, resource person or staff member. The “interests of any person associated with TI” include the interests of any person with whom they have a close personal relationship, including their spouse, life partner, children, parents, siblings or other close family members.

2. General Policy

a. Every person associated with TI (according to paragraph 1) must avoid or manage any potential real or perceived conflict of interest (inter alia by refraining from any decision making or voting on matters subject to a potential conflict of interest), and openly acknowledge any potential or actual conflict of interest which arises through his/her association with TI.

b. Conflicts of interest may arise from time to time in the course of such persons’ activities and decisions. They may arise in their work for the TI movement with regard to pecuniary or financial interests, or interests that impede them in their duty to act in the best interests of the TI movement.

c. Members of the International Board of Directors, and members of the board of directors or any similar governance body of any National Chapter, shall declare their financial and non-financial interests which could potentially lead to or could conceivably be perceived as a conflict of interest. Such declaration shall be made by way of a register, which shall be open to the public. Where there are personal safety or similar serious concerns about full publicity, parts or even the whole of the declaration should be submitted to the Chairperson of the TI-Board Ethics Committee who shall hold it, and act upon it as appropriate, in confidence.

d. TI's global efforts to raise the ethical standards of government officials, business people and other individuals could be compromised by any ethical lapses on the part of individuals representing TI or any of its National Chapters. It is essential that everyone associated with TI or any of its National Chapters be highly sensitive to potential conflicts of interest.

3. Remunerated Work Contracts and Consultancies

a. Staff members (including management) of TI and its National Chapters sometimes are employed by, or undertake paid work for, other organisations. Such work may be undertaken: (i) where the work is related to corruption, only with the express permission of their superior; (ii) in all other cases, only if the work is declared as early as practicable.

b. Much of TI's work is done by individuals who are not employees of TI or any of its National Chapters but who act for or on behalf of TI on a voluntary basis. This includes, among others, the members of the International Board of Directors and the International Advisory Council of TI, most of the members of the boards of directors or other governance bodies of any of the National Chapters, and the resource persons active throughout the TI movement. Many of such individuals will have business, professional and other affiliations.

c. Members of the International Board of Directors, or companies or other organisations with which such Members are currently affiliated, may not perform remunerated work for the TI Secretariat. Similarly, members of the board of directors or any similar governance body of any National Chapter, or companies or other organizations with which such individuals are currently affiliated, may not perform remunerated work for their own National Chapter, except that members of the board of directors or any similar governance body of any National Chapter may serve concurrently as a paid officer or staff member of the National Chapter under a contract approved by such board of directors or other governance body, as the case may be.

d. (i) Members of the International Board of Directors, or companies or other organizations with which such members are currently affiliated, may apply and compete for remunerated work contracts with any of the National Chapters, and (ii) members of the board of directors or any similar governance body of any National Chapter, or companies or other organizations with which such individuals are currently affiliated, may apply and compete for remunerated work contracts with any of the other National Chapters or with the TI Secretariat; provided however that they are not offered any advantages over any competitors with respect to being awarded or carrying out such work. They must not utilize privileged information and do everything to contradict the perception of having utilized privileged information; in addition, they will not exercise their board function to the extent it relates to the conditions of the contract or the selection or supervision of such contract. In other words, they do not need to be disqualified in such cases because of their affiliation with TI, but neither may they be given the “inside track”. When doing non-TI related work, board members or their companies shall not utilize privileged TI information, and shall also be sensitive to the perception that they might be utilizing such information.

e. Resource persons active anywhere in the TI movement, or companies or other organizations with which such individuals are affiliated, may apply and compete for remunerated work contracts with TI, or any of its National Chapters, provided they are not offered any advantages over any competitors with respect to being awarded or carrying out such work. They must not utilize privileged information and do everything to contradict the perception of having utilized privileged information. In other words, they do not need to be disqualified because of their affiliation with TI, but neither may they be given the “inside track”. When doing non-TI related work, resource persons shall not utilize privileged TI information, and shall also be sensitive to the perception that they might be utilizing such information.

f. TI and the National Chapters will be transparent in their decision-making processes when commissioning paid work, and will follow transparent tender procedures.

4. Gifts and Entertainment

No person associated with TI or any of its National Chapters shall accept any gift, entertainment, loan or anything else of value from any organisation or individual if it could be reasonably construed or perceived that the gift is motivated by a wish to influence TI.

5. How to Deal with a Possible Conflict of Interest

a. Potential conflicts of interest should be identified and declared by the person in potential conflict, or reported by other members of the movement, as soon as they become aware of such potential conflict of interest. If problems are identified before commitments are made or

questionable actions have occurred, embarrassment can be avoided and alternatives can be explored.

b. Such disclosure or report should be made to the Chairman of TI or of the respective National Chapter or to another suitable senior officer or director.

c. The evaluation of a potential conflict of interest must be made by the TI International Board of Directors or the National Chapter board or by un-involved individuals, such as the TI Board's Ethics Committee or any ethics body of any of the National Chapters. The evaluation may determine the absence of a conflict of interest, or it may lead to the conclusion that (i) the respective person should not go ahead with the evaluated activity or that (ii) he/she should recuse him/herself from participating in decision making by TI or any of its National Chapters with reference to the matter in conflict.

d. The chairpersons of TI and its National Chapters respectively are responsible for ensuring that all persons associated with the activities of TI or any of its National Chapters are made aware of the policy and procedures regarding conflict of interest. In addition, these policy and procedures should be made available to the general membership through publication, for example, on the website or in a newsletter.

6. Disclosure of Payments to National Chapter or TI International Board Members

When a TI National Chapter or the TI Secretariat makes payments – excluding approved expenses and per diems – to a member of the International Board of TI, to a member of the board of the National Chapter in question, or a member of the board or a staff member of any other National Chapter – this should be declared in full in the annual Financial Statement and Annual Report of the chapter in question or of the TI-Secretariat. Such reporting should also outline the procurement/tender procedures conducted that led to such payment.

7. TI Board's Ethics Committee

TI's International Board of Directors has established an Ethics Committee for the purpose of providing advice on ethical questions to anybody associated with the movement. The Terms of Reference and contact details of the Board Ethics Committee can be obtained through the TI-Secretariat or the Internet.

8. Scope of this policy

This policy sets minimum standards. Individual Codes of Conduct and conflict of interest policies developed by National Chapters or the TI-Secretariat should be in line with this policy.