



Meeting Point International

P.O.Box 21261, Kampala, Uganda - Tel. +256 0414 222 698 - e-mail: mpi@meetingpoint-int.org

THE CODE OF CONDUCT

Every collaborator of MEETING POINT INTERNATIONAL (MPI) or employee shall be required to observe the following code of conduct and append his/her signature in the space provided, to acknowledge willingness to abide by the guidelines contained in this document. The code of conduct shall form an integral part of the staff member's contract.

GENDER AND NON-DISCRIMINATION POLICY

The conclusions of the UN Summit on the achievement of the Millennium Development Goals (MDGs) in September 2010 confirmed that gender equality and the empowerment of women are at the heart of the MDGs and are pre-conditions for overcoming poverty, hunger, and disease.

Poverty, excessive workloads, weak political and legal representation, limiting social and cultural traditions, poor health and the disproportionate impact of health crises stemming from too frequent and often unwanted pregnancies and more recently threats like HIV-AIDS, illiteracy, inadequate education and training opportunities are among the key constraints that let make harder women and girls from realizing their full potential as person and meaningfully contributing to development in their communities.

For employees:

It is the Meeting Point International (MPI)'s policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin or ancestry, marital status or family responsibilities, veteran's status, or disability in accordance with applicable federal, state, and local law. If an employee believes that he or she has been involved in any incident that was discriminatory, he or she should report the incident immediately to management.

For service recipients:

It is the MPI's policy to not discriminate in its recipients of services on the basis of a person's race, political orientation, religion, gender, sexual orientation, age, national origin, ethnicity, ancestry, marital status, veteran status, or mental or physical disability or any other status prohibited by applicable law.

CHILD PROTECTION POLICY

Meeting Point International deals with people affected and infected by HIV/AIDS and their families' orphans and abandoned children. For those whose age is from 0-18 years, MPI has developed a child protection policy (attached) in order to protect them and educate the community of their value.

1. Integrity

In line with MPI's mission to contribute to human development through Education, each employee of MPI has a personal responsibility to ensure that, his/ her conduct both at work and outside the work area shall not at any one time, bring the name of MPI into disrepute.

In particular, the employee must avoid excessive consumption of alcohol, abstain from use of illegal drugs, never to be involved in rowdy behavior or be a public nuisance. He/she should endeavor to exercise mutual respect for diverse cultures, treat everyone with dignity, dress decently, promote teamwork, and be cooperative with colleagues at work.

All staff shall undertake to uphold their personal integrity by conducting themselves responsibly at all times. The Vision of MPI must always remain paramount. That is, the person is at the centre of any development program and is the main purpose of every project.

2. Accountability and transparency

Every employee of MPI shall ensure accurate accountability and transparency in the course of discharging their duties and responsibilities. Deliberate false declaration of information or accountability shall lead to disciplinary measures being taken against the offender.



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3. Conflict of interest

In the course of one's work, a situation may arise whereby the employee's personal interest conflicts with that of the organization. In such a case, he or she must declare such a matter to his supervisor or head of department immediately.

4. Private business

All employees of MPI shall not engage in private business during working hours.

5. Research activities:

An employee must not engage in research activities promoted or solicited by agencies other than MPI. An exception may be made after full disclosure to the MPI Board of Directors, of the aims and objectives of the research, methodology, time commitment and emolument or other honoraria s/he may become entitled to.

6. Public office and politics

Whereas MPI values freedom of expression, freedom of speech and freedom of association and is aware of the desire for some staff members to engage in politics or to stand for a public office, an employee wishing to do so shall inform the Board of Directors, in writing of his/her intentions to stand for or be elected to a public office, before actual engagement in such an exercise. MPI, as an organization, is non partisan and not allowed to participate in political activities.

7. Confidentiality

Employees of MPI shall at all times, maintain absolute confidentiality of information they may access or get in contact with, in the process of performing their normal duties. This rule shall be binding even after the employee has left the service of the organization.

8. Use of MPI vehicles and motorcycles

Personal use of MPI vehicles and motorcycles is prohibited unless with the written authorization of the Executive Director and Treasurer. Mileage will be charged at the established rates.

Staff members are expressly prohibited from carrying any passengers other than MPI staff and other authorized passengers. The use of the vehicles for carrying unauthorized goods is also prohibited.

9. Use of office equipment and telephone

Employees utilizing MPI computers, photocopiers, and telephone must ensure that they are used with due responsibility and for performing official work. It is the duty of the employee to ensure that the computers are virus free.

10. Security policy

The safety of MPI personnel in all locations is of paramount importance, particularly in the field. All staff must strictly follow MPI's security guidelines. Breach of security guidelines and service orders may result in disciplinary action.

11. Discipline

Disciplinary procedures are enumerated in the MPI General Employment Agreement (GEA).



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12. Exclusivity of Collaboration and documents produced

1-The collaboration between MPI and the Collaborator (worker or employee) shall not be of an exclusive nature, but the Collaborator shall certify in writing to MPI that the activities he or she is performing are compatible with this agreement.

2-The Collaborator commits himself/ herself not to carry out activities in favour of third parties that might be in conflict or in competition with those that form the objects of this agreement, or that may bring prejudice or damage to MPI's image or reputation. This is also in compliance with the loyalty obligations of the Labour Laws.

3-The Collaborator shall fulfill the job assigned according to the dignity of his/her task, and shall refrain from any action that might be prejudicial to the good relationship between MPI and her institutional partners.

4-The Collaborator shall keep all deeds, information, news and documents produced or that might come to his or her knowledge during the fulfillment of his/her job, under this agreement, as strictly private and confidential, and he/she commits to return to MPI any material received or produced under this agreement that he or she might still hold upon the expiration or termination of this agreement.

5-The documents, information, photographic material, etc that the Collaborator shall supply or produce in connection with his/her collaboration, shall become the exclusive property of MPI, who will thus be entitled to use it in any way deemed fit, including publication and the Collaborator shall not be entitled to ask for any further compensation or remuneration other than those stated in this agreement. This however shall not compromise the Collaborator's right to be acknowledged as the author of his/her own ideas and products conceived and realized during the performance of his/her job.

6-The Collaborator shall commit himself or herself not to lend, reproduce, copy or publish for private or public purposes, materials, literature, publications, journals, data, reports, minutes, or any other research material or information that has come into his/her possession by nature of the job assigned by MPI. Any exception must have the written authorization of the MPI Executive Director.

13. Amendment of the code of conduct

MPI reserves the right to amend whole or any part of the Code of conduct and the General Employment Agreement, to the extent that they remain in conformity with national legislation. Any changes will be communicated in a timely manner.

This policy is valid for 5 years from February 2017

*The Executive Director
Rose Busingye*

