



CODE OF CONDUCT

Meeting Point International (MPI)

2025-2028

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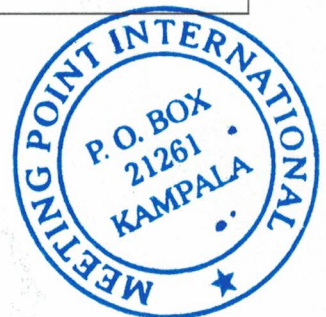


TABLE OF CONTENTS

1. FRAMEWORK OF APPLICATION	2
2. INTRODUCTION.....	3
2.1 MPI's Vision.....	3
2.2 Our Mission	3
2.3 MPI's Method.....	3
3. GENERAL ETHICAL PRINCIPLES.....	4
4. MPI'S STANDARDS OF CONDUCT.....	4
4.1 Non-Discrimination and Equal Treatment	4
4.2 Safeguard and Protection of Individuals.....	5
4.3 Professional Responsibility and Integrity.....	5
4.4 Accountability and transparency	5
4.5 Conflict of Interest	6
4.6 Private Business Activities.....	6
4.7 Research Activities	6
4.8 Public Office and Politics.....	7
4.9 Protection of Privacy and Confidentiality	7
4.10 Transportation, Vehicles Use and Road Safety	7
4.11 Use of Office Equipment, Communication Devices, and Internet Services.....	8
4.12 Security policy.....	8
4.13 Gift Policy	8
4.14 Sustainable Development and Environmental Responsibility	9
4.15 Discipline	9
4.15.1 Violations	9
4.15.2 Reporting Violations.....	10
5. RULES OF CONDUCT FOR INTERNAL AND EXTERNAL RELATIONS	10
CODE OF CONDUCT ACKNOWLEDGMENT AND ACCEPTANCE FORM	12



1. FRAMEWORK OF APPLICATION

The Code of Conduct of Meeting Point International (hereinafter “MPI”), approved by the Board of Directors, establishes the ethical principles and standards of conduct governing all activities carried out on behalf of MPI.

This Code serves as a framework for ethical decision-making, professional responsibility, and respectful conduct in all activities and relationships involving MPI and the communities in which it operates.

This Code of Conduct enters into force upon adoption and shall remain valid for the period 2026–2030, unless amended, revised, or revoked. The Board of Directors is the sole body responsible for the adoption, amendment, and revocation of the Code of Conduct. The Technical Advisor and the Executive Director provide technical input and operational recommendations to support implementation, review, and continuous improvement of the Code.

MPI reserves the right to amend this Code and related organizational regulations to ensure continued compliance with applicable national and international legal standards. Any amendments shall be communicated in a timely manner.

Once adopted, the Code shall be disseminated to all relevant stakeholders, including employees, partners, suppliers, consultants, and beneficiaries, to ensure broad awareness and understanding. It is also available on MPI’s website: <https://meetingpoint-int.org/home/policies/>.

Compliance with this Code is mandatory for all individuals within its scope. The Code of Conduct shall form an integral part of the staff member’s contract.

Oversight of compliance is exercised by the Board of Directors, supported by the Technical Advisor and supervised by the Executive Director.

This Code aims to:

- foster a safe and respectful working environment;
- uphold integrity and professionalism;
- ensure compliance with applicable laws;
- promote transparency and accountability;
- protect MPI’s reputation and credibility.

This Code is part of MPI’s institutional framework and shall be applied alongside all internal policies and procedures.

While it provides essential guidance, it cannot anticipate every situation and does not replace professional judgment or personal responsibility.

Conduct not explicitly addressed may still constitute a violation if it contradicts the principles or spirit of this Code.

In case of uncertainty, individuals should seek guidance from MPI Management or designated focal persons.



2. INTRODUCTION

Founded by Rose Busingye in 1992 and registered in 2003, Meeting Point International (MPI) is a Ugandan non-governmental organization working with women, men, youth and children from the slums of Kampala, who are mainly affected and infected by HIV/AIDS. MPI operates in the areas of health and well-being, education, protection, livelihoods, smart agriculture, and clean energy.

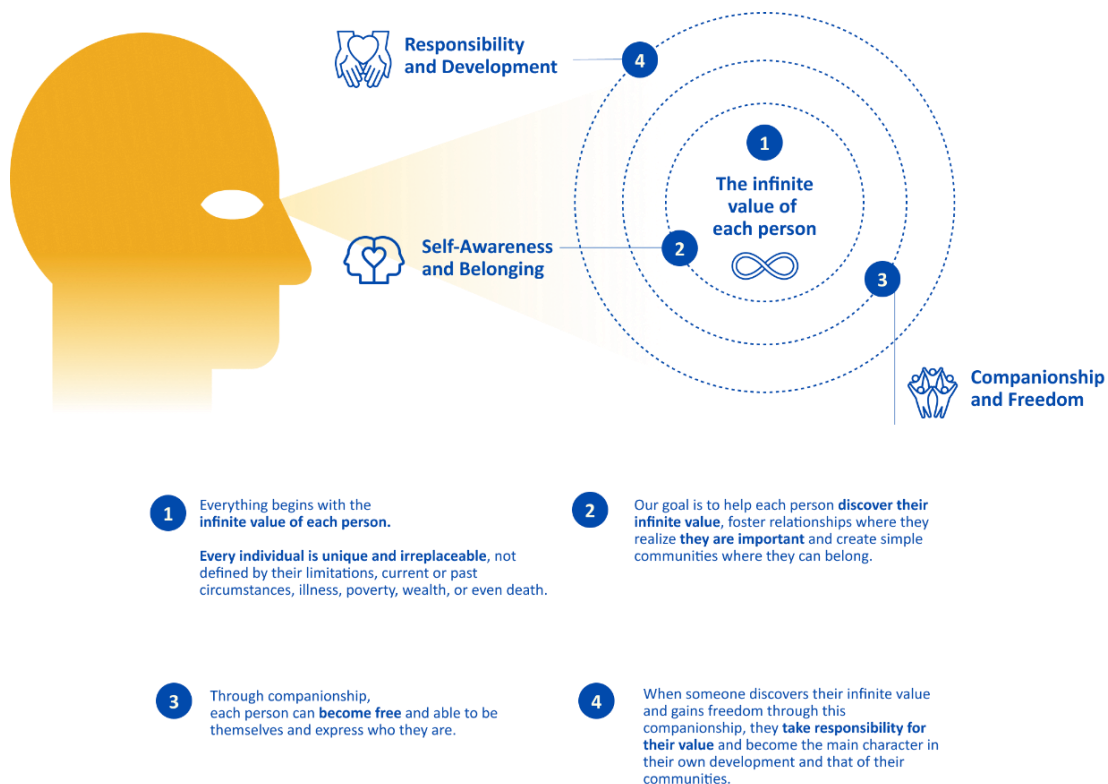
2.1 MPI's Vision

For every person to discover their infinite value and dignity, through a journey towards their own human development and that of their communities.

2.2 Our Mission

MPI aims at continuously accompanying every person and community, prioritizing victims of HIV/AIDS, promoting education at all levels and committing to poverty alleviation.

2.3 MPI's Method





3. GENERAL ETHICAL PRINCIPLES

The work of MPI is guided by a set of core values that underpin its mission and activities. From these values derive the following general ethical principles, which establish the foundation for expected conduct and guide decision-making across all organizational functions.

These principles shall be upheld by all individuals acting on behalf of MPI:

Integrity: Acting honestly, ethically, and consistently in all professional activities, avoiding any form of corruption, fraud, or misuse of position or resources.

Respect for Human Dignity: Respecting the inherent dignity, rights, and worth of all individuals, and ensuring that all interactions are conducted in a manner that is respectful, culturally appropriate, and free from abuse or exploitation.

Non-Discrimination and Inclusion: Ensuring equal treatment and opportunities for all individuals, and prohibiting discrimination on the basis of gender, age, ethnicity, religion, health status, disability, or any other status.

Accountability: Taking responsibility for decisions, actions, and their consequences, and ensuring that activities are carried out in a manner that is answerable to beneficiaries, communities, partners, donors, and other stakeholders.

Transparency: Conducting activities in an open and clear manner, ensuring that decisions, processes, and use of resources are properly documented and communicated where appropriate.

Solidarity: Acting in a spirit of cooperation and shared responsibility, with particular attention to vulnerable individuals and communities, and promoting their participation and empowerment.

Professional Responsibility: Maintaining high standards of professional conduct, exercising sound judgment, and acting in the best interests of MPI and its mission at all times.

4. MPI'S STANDARDS OF CONDUCT

The following standards define the expected conduct of all individuals acting on behalf of MPI. They translate the organization's ethical principles into practical rules applicable in all professional and non-professional contexts.

4.1 *Non-Discrimination and Equal Treatment*

MPI does not tolerate any form of discrimination, stigma, or exclusion and is committed to fostering an inclusive, respectful, and equitable environment for all employees, applicants, partners, and service recipients.

MPI provides equal opportunities in employment and does not discriminate on the basis of race, color, religion, age, sex, national origin or ancestry, marital status or family responsibilities, veteran status, disability, or any other status protected under applicable laws and regulations. All employment-related decisions, including recruitment, promotion, training, compensation, and termination, shall be based solely on merit, qualifications, and organizational needs.

MPI is equally committed to ensuring non-discriminatory access to its programs and services. Assistance and services are provided fairly and impartially, without distinction of any kind.

Any employee, volunteer, or stakeholder who experiences or witnesses discriminatory behavior is encouraged to report the matter through the reporting channels identified by the Safe Guarding Policy. Reports will be treated seriously, confidentially, and without retaliation.



4.2 Safeguard and Protection of Individuals

The dignity, value, and rights of every person are fundamental principles guiding MPI's activities. MPI is committed to safeguarding and protecting all individuals involved in or affected by its activities, particularly children, people living with HIV/AIDS and related illnesses, survivors of conflict and war-related trauma, and persons living in vulnerable situations.

In all its programs and relationships, MPI promotes a respectful, inclusive, and participatory approach, recognizing that every person possesses inherent dignity and the capacity to contribute to their own human development and that of their community.

MPI does not tolerate any form of abuse, exploitation, neglect, discrimination, harassment, intimidation, or misconduct. All personnel are expected to act with professionalism, sensitivity, confidentiality, and respect toward beneficiaries, colleagues, partners, and community members.

For children under the age of 18 years, MPI has a Child Protection and Child Safeguarding Policy. These policies are designed to protect the children of MPI from any harm or misconduct from anyone or any organization working with MPI. MPI is also committed to raising community awareness about the importance of valuing and upholding children's rights.

Any concern or suspected violation affecting the safety, dignity, or rights of a person must be promptly reported through the appropriate channels.

4.3 Professional Responsibility and Integrity

All employees, volunteers, consultants, and any individual working for or representing MPI have a personal responsibility to conduct themselves, both within and outside the workplace, in a manner that upholds the integrity, reputation, and credibility of MPI organization.

Within the workplace, MPI strictly prohibits the consumption of alcohol (unless MPI Management has temporarily authorized it for any special parties or celebrations), the use of illegal drugs¹, violent or abusive behavior, and any conduct that is disrespectful, disruptive, or inappropriate to the working environment. All personnel are expected to maintain appropriate personal hygiene and dress standards suitable for the professional and cultural context, to respect cultural diversity, and to promote teamwork, cooperation, and respectful relationships with colleagues, beneficiaries, partners, and community members.

Outside the workplace, all personnel are expected to behave in a manner that safeguards the image, mission, and work of MPI and does not bring the organization into disrepute.

All personnel are required to comply with MPI's internal policies and procedures, including the Human Resources Policy and any other applicable organizational regulations governing working conditions, attendance, leave, safeguarding, safety, and professional conduct.

4.4 Accountability and transparency

MPI personnel are required to uphold the principles of accountability and transparency in the performance of all duties and responsibilities.

All employees, volunteers, and representatives of MPI are responsible for ensuring that their actions, decisions, and the use of organizational resources are accurate, properly documented, and in line with MPI policies and applicable procedures. Personnel are accountable to MPI and, where relevant, to beneficiaries, communities, partners, donors, and other stakeholders.

¹ As defined in the Ugandan Narcotic Drugs and Psychotropic Substances (Control) Act, 2024



Any deliberate falsification, misrepresentation, or concealment of information will be considered a serious breach of this Code of Conduct and will result in appropriate disciplinary measures.

MPI promotes a culture of openness and responsible communication, ensuring that information is shared in a clear, accurate, and appropriate manner in accordance with organizational procedures.

4.5 Conflict of Interest

In the course of their duties, situations may arise where the personal, financial, or other interest of an employee may conflict, or appear to conflict, with those of MPI.

All MPI personnel are required to avoid any actual, potential, or perceived conflict of interest. Where such a situation arises, it must be promptly disclosed to the immediate supervisor or the overall supervisor. The organization will assess the situation and determine appropriate measures to ensure impartiality and protect the integrity of MPI's decisions and operations.

Conflicts of interests may include, but are not limited to, personal or family relationships influencing recruitment, procurement, contacting, or other decision-making processes, as well as any external activities that may interfere with employee's duties to MPI.

4.6 Private Business Activities

MPI personnel are expected to dedicate their working time and attention exclusively to their MPI duties during official working hours. Engaging in private business or commercial activities during working hours, or using MPI resources, facilities, or reputation for personal business purposes, is strictly prohibited.

Employees may engage in private business activities outside working hours, provided that such activities do not interfere with their performance, responsibilities, availability, MPI's reputation and do not create any conflict of interest.

With prior approval from the Executive Director or the Technical Advisor, limited and appropriate personal business activities (such as selling personal business products) may be permitted within MPI premises, provided that they do not disrupt the working environment or affect staff productivity.

All personnel are required to ensure full transparency regarding any external business activities where there is a potential or perceived conflict with their role at MPI.

4.7 Research Activities

Research activities may include, but are not limited to, academic studies, surveys, evaluations, data collection exercises, impact assessments, consultancy research, or any other structured inquiry involving MPI beneficiaries, staff, data, or programs.

MPI personnel shall not participate in, initiate, or contribute to external research activities in their official capacity without prior authorization from the Executive Director or the Technical Advisor.

Any proposed research engagement with third parties must be fully disclosed in advance, including its objectives, methodology, expected time commitment, and any form of compensation or benefit. Such activities require prior approval from the Executive Director and, where necessary, the Technical Advisor. External research activities may be authorized provided that they are consistent with MPI's mission, values, and strategic objectives, and do not interfere with the employee's duties or create any conflict of interest.

All research activities must be conducted in a manner that preserves MPI's neutrality and does not imply or result in any political, ideological, or scientific endorsement or alignment by the organization.



Any financial gain, remuneration, or benefit arising from research activities conducted in connection with MPI's work, data, and beneficiaries shall be primarily attributed to MPI, unless otherwise explicitly approved in writing by the Executive Director and Technical Advisor.

4.8 Public Office and Politics

MPI is a non-partisan organization and does not engage in or support any political activity, party, or candidate. While MPI respects the rights of its personnel to freedom of expression, association, and political participation in their personal capacity, such activities must remain strictly separate from their role within MPI.

Any employee who intends to run for or accept a candidacy for elected public office, from local government positions (including LC1 level) up to national positions, including Parliament or the Presidency, shall notify the Executive Director and the Board of Directors in writing at least three (3) months prior to the official submission or validation of their candidacy.

Upon such notification, the employee shall not simultaneously continue active employment or engagement with MPI and shall formally resign or terminate their engagement prior to the validation of their candidacy, in order to safeguard the neutrality and credibility of the organization.

MPI may take all necessary measures to ensure that no actual or perceived association exists between the organization and any political activity.

4.9 Protection of Privacy and Confidentiality

All employees, contractors, interns, and consultants of MPI are required to maintain strict confidentiality regarding any information accessed, received, or handled during the course of their duties. This includes, but is not limited to, information relating to beneficiaries, donors, partners, financial and operational data, internal communications, and any other non-public information concerning MPI's activities.

The obligation of confidentiality applies to all forms of information, whether written, verbal, electronic, or stored in any other form, including data managed through MPI systems and platforms such as ActivityInfo and SharePoint. This obligation remains fully binding during and after the termination of any employment or engagement with MPI.

Any unauthorized disclosure, misuse, or negligent handling of confidential information is strictly prohibited.

4.10 Transportation, Vehicles Use and Road Safety

MPI promotes responsible and safe transportation practices for all employees, volunteers, consultants, and representatives engaged in MPI's activities.

All personnel are expected to prioritize their personal safety and the safety of others when travelling for work purposes, including through the appropriate choice of transportation and the use of required safety measures and protective equipment, such as helmets when using motorcycles (boda-bodas).

MPI transportation resources and reimbursement are provided exclusively for authorized work-related purposes. Personal activities or private business must not be conducted during travel or movements financed by MPI.

Transportation expenses may be reimbursed only where they are properly justified, work-related, and compliant with MPI financial and administrative procedures. Personnel may either request advance operational funds for planned activities or submit valid receipts and supporting documentation to the Accounting Office for reimbursement.



All work-related movements requiring the use of MPI transportation resources during or outside working hours must be communicated to and coordinated with the Procurement Office, which may refer the matter to the Technical Advisor and/or the Executive Director where necessary.

Failure to comply with organizational transportation procedures, safety requirements, or reimbursement rules may result in disciplinary action or denial of reimbursement.

4.11 Use of Office Equipment, Communication Devices, and Internet Services

MPI office equipment and communication resources, including computers, telephones, cameras, printers, photocopiers, internet services, office SIM cards, email accounts, and digital platforms, are provided primarily for official work purposes and must be used appropriately, responsibly, and professionally.

All personnel are responsible for safeguarding MPI property and systems against damage, loss, theft, unauthorized access, viruses, and other cybersecurity risks, and for promptly reporting any malfunction, damage, loss, or security concern involving organizational equipment or systems.

MPI equipment and devices shall not be removed from office premises or assigned operational locations without prior authorization from the Technical Advisor, except where required for officially assigned duties. Personnel entrusted with MPI devices or communication tools are responsible for their proper use, safekeeping, and return upon request or at the end of their engagement.

The use of MPI internet services, email accounts, and digital platforms to access, download, store, share, or distribute illegal, offensive, discriminatory, sexually explicit, or otherwise inappropriate content is strictly prohibited. Personnel shall also avoid any online activity that may compromise the confidentiality, security, reputation, or proper functioning of MPI systems and operations.

In cases of doubt or technical uncertainty, personnel shall refer to the Procurement Office, in accordance with MPI's IT Policy, which governs the detailed use and management of all technological and communication resources.

Unauthorized, illegal, inappropriate, or personal commercial use of MPI equipment, systems, or communication resources is strictly prohibited.

4.12 Security policy

The safety and security of all MPI personnel, beneficiaries, visitors, assets, and operations, both in office and in field locations, are of paramount importance.

MPI is committed to ensuring a secure working environment and to minimizing risks, in accordance with its Risk Management Policy, Safeguarding Policies, and related internal procedures.

All personnel are required to comply with MPI security and safety procedures as outlined in employment agreements, internal guidelines, and operational instructions. Personnel are expected to remain vigilant, promptly report any security or safety incidents or concerns, and cooperate fully with management instructions and security measures.

4.13 Gift Policy

MPI recognizes that in the cultural contexts where it operates, the offering of gifts or gestures of appreciation may occur in the course of work with beneficiaries or external stakeholders.

Any gift received by MPI personnel in connection with their duties must be transparently disclosed to the Technical Advisor or Executive Director. It is generally acceptable for gifts to be shared within the office or managed appropriately within MPI.



However, it is strictly prohibited to accept any gift, benefit, or advantage offered in exchange for preferential treatment, services, or influence in decision-making. The acceptance, retention, or handling of any gift must always be assessed in good faith, taking into account cultural context, ethical considerations and the reputation of MPI.

4.14 Sustainable Development and Environmental Responsibility

MPI is committed to promoting sustainable development across all its activities and to ensuring responsible stewardship of natural resources in the communities where it operates, recognizing the environmental context and realities in which it works.

In line with this commitment, MPI integrates environmentally responsible practices into its operations, including the use of renewable energy solutions such as solar power, and the promotion of efficient resource management in its facilities and programs.

All MPI personnel are expected to contribute to environmental protection through responsible daily practices, including the reduction and proper disposal of waste, responsible use of water and electricity, avoidance of unnecessary plastic use, and ensuring that lights and electrical appliances are switched off when not in use.

4.15 Discipline

Disciplinary procedures are enumerated in the MPI General Employment Agreement (GEA) and in MPI's Policies.

Failure to comply with this Code of Conduct or with MPI policies, whether intentional or negligent, may result in disciplinary measures, including termination of employment or collaboration. Where applicable, MPI may report violations or unlawful conduct to the competent Ugandan, Italian, or international authorities in accordance with applicable laws and regulations.

Compliance with the Code of Conduct is a mandatory condition for anyone engaged with MPI. It is considered an integral part of all contractual and collaborative agreements.

4.15.1 Violations

In the event that a **violation of the Code of Conduct** is confirmed:

- **If the individual is an employee**, MPI shall take disciplinary measures in accordance with the terms of the employment contract. These may include:
 - A formal warning letter
 - Suspension from duties
 - Dismissal/termination of employment
 - Referral to legal or regulatory bodies, where appropriate
- **If the individual is an external party** (e.g., consultant, supplier, partner, volunteer), MPI shall take all necessary and appropriate actions to address the violation and prevent recurrence. These may include:
 - Termination of collaboration or partnership
 - Official reprimand or removal from MPI affiliated programs
 - Legal action, where applicable



4.15.2 Reporting Violations

All suspected violations of the MPI Code of Conduct must be reported immediately through the following official channels:

- **Technical Advisor** – via email: admin@meetingpoint-int.org
- **Executive Director** – via email: roseb@meetingpoint-int.org

MPI guarantees confidentiality and protection for individuals who report violations in good faith.

5. RULES OF CONDUCT FOR INTERNAL AND EXTERNAL RELATIONS

The rules of conduct, deriving from the general ethical principles and the MPI's standards of conduct, regulate the relations within and between stakeholders. This includes, but is not limited to:

Donors: Transparency and fairness are ensured in relations with donors. To this end:

- MPI does not offer, promise, or give any undue advantage to obtain funding;
- MPI ensures that all information provided to donors is truthful, accurate, and verifiable;
- funds are used exclusively for their intended purpose and in line with approved project objectives;
- accounting systems clearly identify funding sources and ensure traceability of expenditures;
- MPI ensures efficient use of resources, prioritizing maximum benefit for beneficiaries.

MPI rejects any donation or funding from entities involved in human rights violations, exploitation, corruption, environmental harm, or activities inconsistent with MPI's mission and safeguarding principles.

Partners: The selection of partners (organizations, institutions, and implementing entities) is based on the sharing of ethical principles, safeguarding standards, and alignment with MPI's mission and values. MPI does not enter into partnerships that may compromise its neutrality, independence, or safeguarding commitments.

Suppliers: When selecting suppliers, MPI:

- promotes fair and transparent procurement procedures;
- ensures value for money and equal opportunity in competition;
- prioritizes local suppliers where quality and ethical standards are met;
- requires compliance with applicable laws, anti-corruption rules, and ethical standards.

Employees/collaborators/volunteers/internal bodies: MPI recognizes human resources as a fundamental asset and promotes dignity, respect, and professional development.

MPI ensures:

- equal opportunities without discrimination;
- respect for human rights and safeguarding principles;
- safe and decent working conditions;
- compliance with labor standards and applicable laws;
- protection of privacy and confidentiality.

Beneficiaries: Beneficiaries must be treated with respect, dignity, and fairness.

MPI ensures that interactions are conducted in a manner that protects confidentiality, prevents stigma, and upholds safeguarding principles, particularly for vulnerable groups including persons living with HIV/AIDS, children, and conflict-affected individuals.



Press and media: External communication must be truthful, respectful, and consistent with MPI values. Confidential or sensitive information, particularly regarding beneficiaries, must not be disclosed.

Auditors: MPI ensures full cooperation with auditors and oversight bodies. Any obstruction, falsification, or concealment of information is strictly prohibited.

Visitors: MPI staff may host or accompany visitors only upon prior approval from the Technical Advisor and the Executive Director. Visitors must be managed in line with MPI safeguarding principles and Code of Conduct, ensuring respect for beneficiaries, staff, and organizational integrity.

CODE OF CONDUCT ACKNOWLEDGMENT AND ACCEPTANCE FORM

I, (Full Name)
..... (Position/Role/Organization if applicable),
acknowledge receipt of the Meeting Point International (MPI)'s Code of Conduct.

I confirm that I have read, understood, and accepted the Code of Conduct as part of my employment, collaboration, volunteer service, consultancy, partnership, or engagement with Meeting Point International (MPI).

Name : _____
Signature : _____
Date : _____

A copy of the signed Code of Conduct should be returned to the Administration office or to this email:
admin@meetingpoint-int.org