

## **Code of Conduct**

The vision of TI-Ghana is “a corruption-free society where all people and institutions act accountably, transparently, and with integrity.” The mission of TI-Ghana is “to fight corruption and promote good governance in the daily lives of people and institutions by forging strong, trusting and effective partnerships with government, business, and civil society and engaging with the people.”

This Code of Conduct for the Board members, and staff of Transparency International Ghana (TI-Ghana) reflects our commitment to these principles. The Code is founded on our Mission, Vision, and Values and serves as a guiding framework to ensure ethical conduct, accountability, and transparency in all our activities. It is designed to govern the behaviour of all individuals associated with TI-Ghana, ensuring that their actions enhance the credibility and integrity of the organisation.

Proviso: The Code of conduct for Transparency International Ghana set out values, principles and standards of acceptable ethical behaviour and conduct. Such codes are important pillars for the entrenchment of good governance principles and are used to combat corruption, enhance public confidence, public accountability and integrity for our staff and stakeholders. Chapter 24 of the 1992 Constitution of the Republic of Ghana requires public officers to avoid unethical behaviour or conduct, such as conflicts of interest, illicit enrichment and other improper conduct. As an institution that demand accountability and transparency from public service it is incumbent that all staff working with TI-Ghana reflect the highest ethical codes.

## **Transparency International Ghana (TI-Ghana) commits to the following principles:**

### **1. STAFF RELATIONS**

- We will treat each other and those with whom we work with respect and consideration, being sensitive to our diversity, including in terms of cultural background, gender, religion, disability, family status, sexual orientation, etc.
- We commit ourselves to working individually and collectively with all stakeholders to catalyse and strengthen a social organisation for a Ghana in which government, politics, business, civil society, and the daily lives of the people would be free of corruption.
- We will communicate and consult with each other openly and collegially and in a manner that assists each of us to fulfil our duties and responsibilities faithfully and efficiently.
- We will respect the privacy and private lives of our colleagues when dealing with personal information.

- We undertake to ensure adequate consultation with any staff member before making any decision, which may impact upon that staff member.

## **2. PERSONAL INTEGRITY**

### **2.1 Conflicts of Interest**

- In our work, conflicts may arise between our personal interests and the interests of TI-Ghana, the TI-Secretariat, National Chapters, or other stakeholders. We will disclose such conflicts and resolve them transparently, in the interest of Transparency International Ghana and the international movement.

### **2.2 Staff Recruitment / Non-preferential Treatment of Family and Friends**

- Appointments to all positions will be made on merit, regardless of gender, religion, disability, family status, sexual orientation, etc. We are committed to open, fair, and transparent appointment, recruitment, hiring, and procurement procedures and practises.
- Family members, friends, and organisations with which we or our families or friends are associated will not be accorded preferential treatment.
- If hiring or contracting with members of the immediate families of TI-Ghana staff or the Board of Directors, that is a partner, parent, child, or sibling, we will follow carefully the guidelines set out in the recruitment policy to ensure non-preferential treatment.
- To manage potential conflicts of interest, we will disclose such connections with potential applicants or candidates of whom we are aware. We will recuse ourselves from any recruitment or contracting process where we have a conflict of interest.
- We will ask shortlisted candidates to declare such relations to the executive director and in the case of the executive director to the board of directors

### **2.3 Anti-corruption**

- We require integrity and fair practises in all aspects of our activities, and we expect the same standards of those with whom we have relationships.
- We do not tolerate corruption and prohibit bribery in any form, whether direct or indirect. This includes facilitation payments, which are bribes and must not be made.

### **2.4 Gifts and Entertainment**

- As the acceptance of a gift may appear to create an obligation, we will avoid giving or accepting gifts, favours, and gratuities in connection with official duties.
- We will not accept directly or indirectly any discount, gift, entertainment, or favours (referred to as gifts) that may influence or be perceived to influence the exercise of our function, the performance of our duties, or our judgment.
- All gifts will be reported to the supervising officer and recorded in a document managed by the TI-Ghana Executive Director, available to all TI-Ghana staff.

### **2.5 Travel and TI-Ghana Property**

- Official travel undertaken by us will be directly related to the work of the TI-Ghana office and will be undertaken only when necessary. Only economical and bona fide

travel expenses will be reimbursed. Only economy airfare will be paid unless otherwise decided by the TI-Ghana Executive director in accordance with guidelines set by the Board.

- We will ensure that TI-Ghana resources are used effectively. Assets under our control will be used for no purpose other than for the advancement of TI-Ghana objectives.
- When private travel is added onto TI-Ghana related travel, we will notify our supervisor before the trip and will meet any extra costs that this may entail.

## **2.6 Private Activities and Private Property**

- 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 TI-Ghana into disrepute.
- We will arrange our private affairs so as not to engage in any activity that might impair the credibility of TI-Ghana by giving the impression that TI-Ghana is fostering individuals, public or private institutions whose behaviour is perceived as not being in accordance with TI-Ghana's values.
- We will not use TI-Ghana business relationships to solicit or obtain favours or improper benefits in private life.
- We will not allow our political affiliations and/or activities to unduly influence or interfere with the political neutrality that is the hallmark of TI-Ghana.

## **2.7 Remuneration**

- Where we receive any remuneration for public speaking, writing for a publication, or a media appearance, and TI-Ghana information is involved or the appearance is a result of the individual's employment or association with TI-Ghana, then the remuneration will be paid directly to TI-Ghana.

## **2.8 post-employment**

- We will not allow our actions and decisions in the course of our work to be improperly influenced by the prospect of future employment with others.

## **2.9 Transparency and Confidentiality**

- We will be as open as possible about all decisions and actions we take, taking into account the need for confidentiality in some situations.
- We will treat information obtained in the service of TI-Ghana with confidentiality, when its nature calls for it or when this is explicitly requested, and will not use any such information or materials to further a private interest. This obligation continues after the staff's separation from TI-Ghana.

## **3. FINANCIAL TRANSPARENCY**

- We will provide and publish audited financial statements in easily accessible form. Financial reports will be provided and published as appropriate.

## **4. FINANCIAL INDEPENDENCE**

- We will act in line with the Board-approved TI-Ghana Donations Policy and will not accept funds that might impair the independence or reputation of the organisation to pursue its mission. To this end, TI-Ghana will:
  - Accept resources only from donors who share our anti-corruption objectives;
  - Seek a balanced distribution between resources obtained from the public sector, private sector, foundations, charities, and contributions from individuals;
  - Seek a multitude of donors in any aforementioned category;
  - Not accept resources granted under conditions or structured such that TI-Ghana refrains from independent action, pursues activities inconsistent with its mission, or refrains from pursuing activities consistent with its mission.

## **5. ENVIRONMENTAL RESPONSIBILITY**

- We are committed to reducing the environmental impact of TI-Ghana within all our operations and conduct. We will strive to integrate and apply environmental values into our decision-making processes and in our relationships with external partners and the movement.

## **IMPLEMENTATION**

### **1. GETTING FAMILIAR WITH THE CODE**

- TI-Ghana management will actively encourage an internal dialogue on ethics, provide guidance for staff, and ensure that internal systems, policies, and procedures are consistent with this Code.
- Copies of the Code will be provided to each staff member and published on our website.
- The Code will be annexed to all contracts of employment and signed along with it.
- There will be an annual review of compliance with the Code and evaluation of its impact on the culture of integrity at TI-Ghana. The review will be conducted by TI-Ghana's Ethics team appointed by the board.
- Periodic meetings with all TI-Ghana staff members will provide a forum for discussion and review of the impact of the Code.

### **2. RAISING AN ISSUE / WHISTLEBLOWER PROTECTION**

- Any concerns about an interpretation, application, or suspected violation of the Code that staff or other stakeholders are not comfortable raising directly with staff concerned should be brought to the attention of the TI-Ghana Ethics team. If the issue cannot be resolved between the complainant and the TI-Ghana Ethics Committee, then the matter may be brought to the attention of the TI-Ghana Head of Office.
- If it is felt inappropriate to raise the issue with the Ethics Committee first, the matter may be brought directly to the attention of the TI-Ghana Head of Office.
- Concerns may be raised in person or via email through established secure and confidential mechanisms.
- No one shall be discriminated against, disciplined, or reprimanded for reporting concerns or requesting guidance concerning the TI-Ghana Code of Conduct, whether the concerns are established as valid or substantiated.

### 3. SANCTIONS

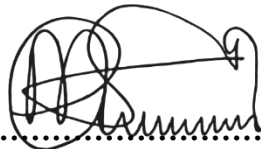
Contraventions of the code of conduct will be dealt as spelt out in the conditions of service of TI-Ghana and as pertains to the Ghanaian law.



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Rev. Dr. Emmanuel Kwabena  
Ansah,

Board Chair



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Name: Mrs. Mary Awelana  
Addah,

Executive Director