



FAWE LIBERIA CODE OF CONDUCT

1.1. POLICY ON CODE OF CONDUCT FAWE Liberia employees shall always uphold the principles of honesty, integrity, hard work, commitment and dedication to work, loyalty to FAWE Liberia as employer, justice and fair play to enable them to perform their work efficiently and effectively.

1.2. ETHICAL STANDARDS Employees of FAWE Liberia will be expected to maintain a high standard of business and professional ethics, demonstrate a high level of honesty, transparency, accountability, and discipline.

Partnership is a central concept at FAWE Liberia and employees of FAWE Liberia will be expected to create and develop an environment of credible and practical partnership not only with FAWE Liberia clients, but also with development partners, the public at large. FAWE Liberia employees are expected to always maintain a credible professional image.

1.3. ANTI-DISCRIMINATION One of the basic principles on which FAWE Liberia is founded is the recognition of the enormous potential that is inherent in any individual human being. An extension of this principle is the equality of all human beings. Therefore, FAWE Liberia does not entertain or permit any form of discrimination whatsoever. FAWE Liberia strives for gender equity and non-discrimination on gender, ethnic, race, age, geographical, sex orientation, among others.

1.4. BRIBERY, MONEY LAUNDERING AND CORRUPTION

i. The attention of the employee is drawn to the provisions of the Liberia Anti-Corruption Commission (LACC) Act and related laws, including the Anti-Money Laundering and Terrorist Financing Act, as well as the FAWE Liberia Anti-Fraud and Corruption Policy and Procedure (Section 18.0).

- Bribery occurs when you offer, pay, or accept a payment, gift, or favor to influence a business decision or outcome.
- Corruption refers to dishonest or fraudulent conduct by those in power or in an advantageous position. It is also commonly referred to as the abuse of entrusted power for personal gains. FAWE Liberia staff found guilty of misuse of FAWE Liberia resources or

If an employee has or could potentially have a direct or indirect conflict between their personal interests and those of FAWE Liberia, s/he should declare it in writing to the Executive Director (In the case of the Executive Director, she writes to the Board). Failure to disclose real or potential conflicts of interest will result in serious disciplinary action, including summary dismissal.

The Executive Director, on a case-to-case basis, will determine the potential impact of the possible conflict and provide direction to the staff.

engaging in fraudulent practices for their personal or close relations' benefit will be subject to

disciplinary action leading to dismissal.

- Money Laundering refers to using FAWE Liberia to conceal monies whose origins are from illegally obtained money. Any staff found guilty of benefiting and/or using FAWE Liberia to benefit from crime proceeds will be summarily dismissed.

ii. FAWE Liberia encourages employees who become aware of any case of bribery, money laundering and/or corruption to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the organization. Employees should raise the issue internally with their manager or in accordance with the FAWE Liberia Policy on Disclosing Information (‘Whistleblowing’ — see Section 17.0).

1.5. ANTI-HARASSMENT It is the policy of FAWE Liberia Management to maintain a workplace that encourages equity, effectiveness, efficiency, respect for dignity and is free of intimidation and harassment. This policy applies to all areas of employment including recruitment, training, benefits, compensation, hiring and promotion. Harassment in any form will not be tolerated in FAWE Liberia and will lead to disciplinary action. See Anti-Harassment Policy and Procedure Section 16.0.

1.6. VIOLATION OF CHILD PROTECTION POLICY Protecting children from harm is the responsibility of all those who participate in the work of FAWE Liberia. This policy applies both during and outside regular working hours to all staff and persons dealing with FAWE Liberia including volunteers, interns, contractors, sub-contractors, partners, consultants, board members, FAWE Liberia members and associates, partner organizations, beneficiaries, alumni and clients. to the Child Safeguarding and Protection Policy amounts to gross misconduct and may lead to termination of contract/work relations or summary dismissal. FAWE Liberia will not hesitate to inform the relevant Liberian authorities to institute criminal charges against the accused person.

1.7. ANTI-NEPOTISM FAWE Liberia is averse to employment of staff based on nepotism and favouritism. FAWE Liberia's employment policy is based on appropriate qualifications, merit, honesty, and personal integrity. Employment in FAWE Liberia will align with ethnic and gender balance to enhance its professional outlook and reflect Liberia's diverse society.

1.8. PERSONAL INTEREST AND CONFLICT OF INTEREST Every employee is required to reveal beforehand any anticipated circumstances under which they are required to take steps or make decisions which might link their duties with another business, professional or personal interest, especially situations where a FAWE Liberia employee is able to derive personal benefit from actions or decisions made in their official capacity.

1.9. OUTSIDE EMPLOYMENT FAWE Liberia employees are not permitted, within FAWE Liberia working hours as outlined, in their contract, to engage in employment outside of their contract. Utilizing FAWE Liberia's time and/or resources to carry out personal business is disloyal, gives rise to conflicts of interest, and makes the employee liable to disciplinary action, including dismissal.

1.10. POLITICAL VIEWS AND ACTIVITIES Whilst FAWE Liberia staff are free to hold their political views, these views should not interfere with the business of FAWE Liberia. An employee of FAWE Liberia may not participate in activities that are in any way detrimental to the proper performance of their duties. All staff are called to and encouraged to be non-partisan at work and not actively align themselves to any political parties. FAWE Liberia employees may not associate themselves with any political party or society whose objects are unlawful or contrary to public policy. No employee may use FAWE Liberia to promote their own personal political interests. All employees of FAWE Liberia are reminded that FAWE Liberia is non-political and non-partisan.

1.11. SOLICITATION AND DISTRIBUTION FAWE Liberia prohibits solicitation and distribution of non-FAWE

Liberia/official materials on FAWE Liberia property or at FAWE Liberia job sites at all times unless prior approval is given by the Executive Director.

2.0. TERMINATION AND EXIT PROCEDURES

2.1. POLICY It is the policy of FAWE Liberia to try to ensure that all employees who leave the organization do so on an amicable basis. This is in line with FAWE Liberia's policy of maintaining and enhancing cordial staff and client relationships and FAWE Liberia's corporate image.

Subject to the provisions of the Decent Work Act of 2015 of Liberia (and other relevant labor laws), the services of an employee of FAWE Liberia may be terminated as a result of:

- Resignation
- Expiry of contract
- Disability that impedes the employee to carry out their roles
- Redundancy
- Retirement

ii. Employees who have completed at least one year of service will be entitled to redundancy/severance payment as stipulated under Liberian law.

iii. Payment of all outstanding annual leave entitlements will be made in addition to any other benefits to which the employee may be entitled. A deduction will be made for all unearned annual leave which has been taken but not earned at the date of termination.

iv. Notice period as per contract shall apply or payment in lieu of notice.

v. During the Notice Period the staff will be allowed paid off to attend job interviews or employment opportunity meetings.

vi.vi. Repatriation benefits will apply to expatriate staff where applicable.

2.2. TERMINATION PROCEDURES

2.2.1. Resignation On Probation FAWE Liberia employees who are still serving on probation and who wish to resign from FAWE Liberia must give at least the minimum notice required under the Decent Work Act 2015 or pay salary in lieu of notice proportionately. Similarly, FAWE Liberia may terminate the services of such employees by giving them the required notice or pay salary in lieu of notice as provided by Liberian labor law

2.2.2. Resignation On Contract Terms

i. All employees who wish to resign from employment with FAWE Liberia before the expiry of their contracts shall be required to give appropriate notice or pay salary in lieu of notice as stipulated in their individual letters of contract and in line with the Decent Work Act 2015.

ii. All notices of resignation shall be given to the Executive Director, except the Executive Director, who must submit her resignation to the FAWE Liberia Board Chairperson.

iii. Employees who resign must prepare handing over notes and submit them to the immediate supervisor who should ensure that the employee concerned hands over all FAWE Liberia physical and intellectual property and clears all her/his liabilities before she/he is released.

iv. All employees who resign from FAWE Liberia services will be required to complete an exit questionnaire and/or will be interviewed by her/his immediate supervisor to ensure that termination of service is concluded in a just and fair manner.

2.2.3. EXPIRY OF CONTRACT Subject to the provisions of the Decent Work Act 2015 of Liberia, an employee's services will be deemed to have been terminated if their contract expires and is not renewed.

2.2.4. Termination on Disability Termination of service will be extended to an employee who suffers from any serious form of disability that adversely affects performance of their duties, subject to the recommendation of a recognized Medical Practitioner.

2.2.5. Redundancy

i. The services of FAWE Liberia employees may be terminated on grounds of redundancy in accordance with the relevant provisions of the Decent Work Act 2015 of Liberia.

2.2.6. Retirement i. FAWE Liberia's retirement age is 60 (Sixty) years old. The Board may at its own discretion extend the employment of an employee who has attained the retirement age of 60 (Sixty) years. However, the extension of employment will be on contract basis and consideration will be based on special skills FAWE Liberia would wish to retain over the contract period.

2.2.7. ii. Only existing FAWE Liberia employees upon attainment of 60 years are eligible for employment on contract terms beyond 60 years of age. The contract extension is eligible up to a maximum attainment of 65 years of age.

2.2.8. Summary Dismissal See relevant sections on gross misconduct.

2.2.9. Termination on Death

i. In the event of death of an employee of FAWE Liberia, the Human Resources Officer will immediately upon receipt of news, report the death to the Executive Director and inform other staff.

ii. The immediate family of the deceased employee will receive assistance including reasonable support for burial arrangements (in Liberian Dollars or USD equivalent), transport of the deceased body to its final resting place and facilitate at least three (3) staff/FAWE Liberia representatives to the burial ceremony.

iii. For expatriate staff, FAWE Liberia will transport their body to the home country. Repatriation benefits will apply to the immediate family.

iv. If death of employee occurs while they are on mission, FAWE Liberia will transport the body to Liberia or home country of expatriate staff through the most direct and cost-effective way.

v. Any terminal benefits will be paid to the recorded next of kin, in absence of this record, payments will be made to the estate of the deceased.

- Summary dismissal
- Death
- Termination by notice/payment in lieu of notice

These termination scenarios are described in more detail in section 2.2.

2.2.9. Termination by Notice/Payment in Lieu of Notice Termination by notice will be as prescribed in individual contracts and the Decent Work Act 2015. Payment shall be made in lieu of notice by the responsible party.

2.2.10. Severance Package Severance pay shall be paid in accordance with the provisions of the Decent Work Act 2015.

2.2.11. Leave A payment will be made for all approved accrued leave. See leave policy.

3. SOCIAL SECURITY

i. All employees whose resignations have been accepted and processed in the normal way will be eligible to payment of their Provident Fund or Social Security Savings (where applicable) in accordance with the rules governing the fund/scheme, provided that they clear all liabilities they may have with FAWE Liberia and its clients.

ii. Employees who are summarily dismissed are not entitled to receive that portion of the employer's contribution for the uncompleted portion of their contract. However, they will receive the employer's contribution for the successfully completed portion of their contract.

- Exceptions: Written approval by Executive Director of Board
- Review Annually or on significant changes

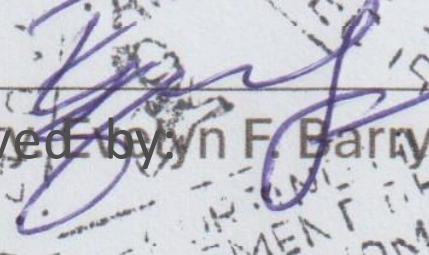
Review by



Wm. Mallas Z. Sheriff

Executive Director: _____

Approved by



Lyn F. Barry

Chairperson, Board of Directors:“



Date: 07/07/26

Date 07/07/26

