



Somali Federal Republic

Galmudug State of Somalia

MINISTRY OF ENERGY AND WATER RESOURCES GALMUDUG

CODE OF CONDUCT AND WORKPLACE ETHICS POLICY

INTRODUCTION

This code of conduct/ethics policy document belongs to Ministry Of Energy and Water Resources Galmudug. It tells about the kind of problems faced by employee's related to ethical issues and basis what they can take the right decision.

Objective: The objective of code of conduct policy is to make sure that ministry code of conduct is followed in all its operations. The institution is meant to form a work environment which is free from any kind of discrimination. It is also meant to make employees aware of ministry code of conduct which is expected from all employees of the ministry.

Purpose: The purpose of this policy is to lay down rules and regulations regarding code of ethics and professional conduct so as to maintain the trust of employees in the organization they are working for and to increase transparency which in turn help bring good name to the ministry. This model code of conduct is planned to focus the employees on the fields related to any risk related to ethics, and to provide them with a solution which helps to deal with such issue and to help them build a culture of transparency and honesty.

Eligibility: This Policy applies to all the regular employees of the ministry.

CLAUSES COVERED UNDER THE POLICY

Conflict of Interest: The employees are supposed to work at all times in ministry's interest. There should not be any conflict where in employee personal or professional interest interferes with the interest of the ministry. Employees are

expected not to involve themselves in any other business or activity which may affect their working in the ministry. As per the code of ethics example all employees have a sense of faithfulness towards the organization they are working for. Therefore, they must avoid any kind of situation which is contradictory for the interest of the ministry. There should not be any conflict of interest with the ministry. This is as per the model code of conduct.

A situation of conflict arises when an employee personal interest are interfering with his workings for the ministry effectively. Conflict of interest may also occur when an employee misuse his powers to receive improper personal benefits.

Conflict of interest may also occur when an employee is involved in double employment or accepting gifts of very high value for personal gains which may create a situation of conflict of interest.

Respectability: It means the employee is following the code of conduct in the workplace. It includes their obedience towards the personal behavior which is expected from an employee in their work and interpersonal skills.

Privacy: As per professional code of ethics an employee is supposed to keep the confidential information private. Due to employee position in the ministry they may come across some private and confidential information which is meant not to be shared with anyone inside or outside the ministry. Some undertaking regarding this must be filled in at the time of joining. Such information can be shared only when permitted by the senior management to do so. Any leakage of such information can be beneficiary to the competitor and it can be harmful to the ministry.

Privacy of financial particulars: As per the ministry code of conduct a ministry is supposed to disclose the ministry's financial as per the accounting principle rules and regulations. All records of the ministry must clearly reflect the ministry's transactions.

Cheating: Any kind of cheating as per the code of ethics definition is not allowed within the organization. Following will be considered as an act of cheating:

- Claiming reimbursement on false expense report
- Using ministry assets for personal gains
- Illegal transactions
- Double employment
- Sharing wrong data in ministry records for accounting purpose
- Sharing of confidential information
- Unfair dealings
- Noncompliance with ministry's rules and regulations
- Documents forgery
- None reporting of illegal or unethical behavior.

Safety and security of ministry's property:

As per the code of conduct of employees they are required to maintain ministry's property with utmost care. Employees are responsible for keeping safe the ministry's property from any misuse, theft or any other act that result in the loss of property. The clause is also applicable in case of inventions and patents. It is also not allowed to dispose of any ministry property for personal gains.

Involvement in another business or employment:

According to ministry code of conduct an employee is suppose not to be engaged or interested in any other employment. All employees are supposed to devote their time and efforts to promote the ministry's operations they are working for.

Harassment: Any kind of harassment on account of age, sex, religion, race, caste, physical disability, marital status, gender is strictly prohibited. Employees are responsible to take all necessary actions and steps in term of support or preventive actions. This is as per the code of conduct at work.

Documents withholding: All the documents related to top officials (ministers and director general) must be taken care of as per the documents policy. Documents should not be destroyed as they might be used for any future cause. Any document which is to be destroyed must be approved by minister. This is according to the code of conduct in workplace.

Alcohol or illegal substance use: All the employees are to be informed that use of alcohol or any other substance like illegal drugs etc is strictly prohibited.

Presents and Other profit: As per the code of ethics an employees must not accept or give any presents or gifts which might affect ministry's decision. Any exchange of gifts with customers, suppliers is strictly prohibited. Any kind of direct or indirect bribe or inducements are not allowed. Any such acceptance will be the violation of code of conduct.

Abiding to the law, rules and regulations: No inside trading of any kind is allowed within the ministry. Each employee of the ministry must abide to the rules and regulations of the organization. No trading is allowed in the ministry's securities.

Reporting of unethical or illegal behavior: All unethical or illegal behavior must be reported to director general or minster. In case employee is uncomfortable sharing it with director general or minster in that case employee might approach the audit committee.

Job responsibility and control: As per the code of conduct at work employees must do their job with integrity and honesty. Director General must have proper control over the power assigned to them. In no case they are allowed to misuse it on their subordinates. Ministers and director general plus their subordinates to work in collaboration.

No Retaliation: According to the code of conduct example their must not be retaliation against the employee who raises against any wrongdoing within the ministry. Any such act will be the violation of code of conduct. Raising a concern cannot be the basis of adverse employment.

Compete Fairly: What is code of ethics? The code of ethics means following something within the limit of ethics. It goes out well when it comes to compete fairly. There should not be any deception or abuse of confidential information to have an edge over the competitor.

Career Opportunity: According to the code of conduct for employees no employee is allowed to use any opportunity arising due to working within the

ministry at higher position or using information for personal gains. No competing is allowed within the ministry.

Employment of a relative: As per the ministry's code of ethics any employee is hired, promoted in the ministry basis merit. There is no phenomenon of nepotism, favoritism, etc with the ministry. A relative is someone who is related by blood or marriage within the third degree to an employee. Before employing a relative in the ministry the following points must be taken into account:

1. There must not be any reporting relationship with the employee.
2. One can't be promoted or hired within a reporting relationship with a relative.
3. You cannot directly / indirectly involve in the hiring process of a relative.

Right dealing: According to code of ethics and professional conduct all employees should deal rightly with the other ministries officials, customers, supplier's internal and external customers. No one is allowed to take advantage of one's position and to deal wrongly by misrepresentation.

Attendance reporting: According to the code of conduct for employees all attendance must be marked regularly. However in case an employee is unable to come to work for any reason DG must be contacted.

Internet Usage: The ministry provides internet to employees basically for activity purpose. However, occasionally it can be used for a personal purpose, to the point; it is not obstructing normal job responsibilities of employees. There are points which are to be followed while using the ministry's internet.

1. Downloading of obscene, offensive material.
2. Sharing of confidential information with others.
3. Interfering with other employee's privacy.
4. Downloading or uploading pirated movies or related material.
5. Surfing of websites which can damage the ministry's network
6. Doing any illegal action like hacking, fraud etc.

3.4 Cell Phone: Use of cell phone is a necessity today. We as a ministry allow the use of cell phone for occupational purpose or personal purpose. However, few points to be kept in mind which are:

1. Use cell phone maximum for ministry activities use like line ministries, colleagues' calls or use of any cell phone app for business purpose, emails, etc.
2. Keep cell phone minimum for personal use in office hours. Try using common area or meeting room for personal use as it does not disturb colleagues.
3. Using a cell phone for playing games etc in office hours is strictly prohibited.
4. Use of cell phone is not allowed in the area where the ministry's confidential records are being kept. Also sharing of confidential information is not allowed with cell phones.
5. Uploading or downloading of inappropriate or illegal material is prohibited with the use of cell phones.

Social Media: As per ministry code of ethics no content related to ministry should be posted on any site without approval from the top officials. No information regarding ministry's colleagues, vendors, suppliers are made public on social media. Also use of logo, trademark is strictly prohibited.

Ministry's Official Email: As per code of conduct policy at the workplace use of email is being guided as follows:

1. **Use ministry email id for occupational purpose:** The use of email for the official purpose can be without any limitation to any thing is about the ministry. An employee can go to the ministry's newsletter and other services required for professional growth.
2. **Use for the personal purpose:** Ministry's email can be used for the personal purpose as far as it is safe for the ministry's server. It must not have spasm and an employee should not use it for sending confidential information belonging to ministry.
3. An employee should implement the model code of conduct for use of emails.

Anti-bribery and money laundering: As per the ministry code of ethics no employee is allowed to bribe anyone inside or outside the ministry. No bribe is allowed to be offered to any official for business reasons and for sake of unfair advantages. Money laundering is strictly prohibited within the organization.

Data Privacy: Data collected from employees for internal purpose of the ministry such data should be kept private. It is as per the code of conduct of employees. However if need arises to share such data with an outside ministry, consent must be taken from employees before sharing. Once data has been used for relevant purpose and it is no longer required for any official purpose it must be destroyed as per ministry policy.

Environment & Sustainability: Our code of conduct policy gives equal importance to environment protection and sustainability. We as a ministry give our best to preserve the environment. Regular education is given to our employees regarding environment conservation and building staff capacities.

Professionalism: The employees are expected to follow the Professional code of ethics under which they must behave professionally in their work and while dealing with other colleagues, customer, supplier etc. They are also expected to maintain integrity & honesty in all their work. Ethical and legal standards should be maintained in the institution. Employees must help the ministry to maintain an open and supportive environment. The employees must also try that there should not be any misrepresentation of facts.

Charitable contribution: The charitable contribution is allowed under the “Ministry’s code of conduct in the workplace” but some points to be kept in mind:

1. The ministry or individual receiving the contribution must be a registered organization.
2. It should be valid as per the government laws.
3. The Contribution is made without any self-interest.
4. No contribution to be made to private account of an individual
5. All expense made under contribution should be updated by the finance department in accounts book.

Transacting with the third party: The Ministry tries to be in touch with the government agencies all by itself, however, any situation may arise wherein third party agent is needed to carry on the transaction further.

A formal contract must be signed between the ministry and the third party. Such a relationship should be based on the "Code of ethics". A copy of the code of conduct must be given to the third party. It is to be ensured that any fee, commission or the remuneration is paid to the third party is reasonable, bonfire and commensurate with the functions and services performed. Such matter must be reflected in the book of accounts.

Relationship at work: Any personal involvement with a colleague, customer, and the supplier can distract the normal working of the team. Any such issue must be discussed with manager or HR and corrective actions can be taken accordingly.

Lobbying: Lobbying or any such related activity must be regulated. There should be no representation of the ministry in any such meeting until unless it is specifically designated by the ministry to do so.

Improper opportunity: To abide by the Code of conduct for employees we should not trade it for employees' self-interest and personal benefit. Employees by any means must not compete with the ministry.

Records and Audits: For any ministry's operation it is crucial to have correct records and financial transactions. There are certain standard and laws which are to be followed in managing accounts for the ministry. It is possible by maintaining proper internal controls and procedures.

Accounting practice: It is the policy of the ministry to fully and fairly disclose the financial condition of the organization according to laws, rules, and regulations. All record of the ministry must reflect all the transactions made so far.

Penalties for failure to comply: All employees in the organization are expected to abide by the code of conduct. Any failure in order to comply with code of conduct must be dealt with strict punishment which might include loss of service or termination. Any violation of code will result in disciplinary action against the employee.

Strong disciplinary actions will be taken against the employee found violating the code of conduct. Corrective action will be taken:

1. Violation of company's code of conduct, policy or procedure or any applicable law.
2. Guiding others to violate the policy or procedure.
3. Seeing breaching of the code of conduct but not reporting to it.
4. Noncooperation in company's audit and investigation.
5. Skipping training.
6. Revengeful behavior against anybody reporting a concern in good faith.

Responsibilities in following the code of conduct: Following the Ministry code of conduct is every employee responsibility. It, however, varies from position to position but responsibilities can be documented:

Employee responsibility:

1. It is employee responsibility to understand the code of conduct well.
2. The Employee must adhere to the guidelines mentioned in the code of conduct to make the decision.

Manager's responsibility:

1. A manager must act as a role model following code in everyday working.
2. Provide motivation to employees in raising concern in case they come across any incidence wherein codes of conduct guidelines are violated.
3. Promotion of Code of conduct within the company.
4. Arranging training programmers for the team to follow the code of conduct in all they do in the company.
5. Responding well to employee concern or issues.

Management responsibility: Management responsibility lies in proper implementation of policy.

Revision of the policy: The Ministry reserves the right to revise, modify any or all clauses of this policy depending upon demand of ministry.

Explanation of the policy: Ministry HR department will be sole authority to interpret the content of this policy.

Employee Commitment

By signing my name below:

I acknowledge that I have reviewed the above listed code of conduct ethics policies and guidelines of Ministry Of Energy And Water Resources Galmudug and understand my responsibilities under these institution policies.

I agree to report any actual or potential situation or incident that may be contrary to the above policies as soon as I become aware of it.

I agree to abide by the above policies and I understand that my failure to follow the policies may result in disciplinary action, up to and including dismissal.

Employee Signature

Date :

Employee Name (please print first & last)