



PO Box 5523, 00200-Nairobi, Kenya

FIPS SOLUTIONS
No. CLG-82FE92

CODE OF CONDUCT

1.0 Introduction

The **Code of Conduct** (the “Code”) outlines the standards of behavior expected of all employees and representatives of **Farm Input Promotions Africa** herein referred to as the “Company”. Its purpose is to help staff understand their professional responsibilities and obligations, and to provide guidance on appropriate conduct in the workplace, particularly when faced with ethical dilemmas or conflicts of interest involving colleagues, beneficiaries, suppliers, funders, or other stakeholders.

While the Code does not cover every scenario that may arise during employment, it establishes key principles to promote a culture of professionalism, ethical integrity, and accountability. It encourages ambitious standards of conduct that align with the values and mission of The Company.

Any individual found to be in violation of this Code may be subject to disciplinary action, up to and including termination of employment. This Code should be read in conjunction with all applicable Company policies, procedures, and guidelines.

2.0 Scope and Application

This Code applies to all individuals employed by or engaged with the Company.

For the purposes of this policy, the term “*employee*” is used in a broad sense to include members of the executive, management, and supervisory teams, as well as individuals engaged on fixed-term or temporary contracts, casual workers, interns, and consultants. The definition also extends to persons associated with the Company, including members of the Board of Directors, suppliers, contractors, partners, beneficiaries, community members, and volunteers. For clarity, all of these categories are collectively referred to as “*employees*” throughout this document.

Compliance with this Code is a condition of employment or engagement with the Company.

3.0 Organizational Ethical Values

- **Honesty:** serves as a cornerstone for ethical behavior and builds organizational integrity. All Employees are expected to act truthfully and transparently in their communication and conduct. They do not engage in misrepresentation, concealment of facts, or dishonest practices.
- **Respect:** Employees and managers treat one another with dignity and fairness. They value different perspectives, maintain professionalism in all interactions, and contribute to a workplace that is free from discrimination, harassment, or bias.

- **Trust** is earned through consistency, reliability, and ethical conduct. All employees are expected to honour commitments, maintain confidentiality, and create a supportive environment where colleagues can rely on each other.
- **Accountability:** Employees take ownership of their actions and responsibilities. They acknowledge mistakes, correct them when necessary, and demonstrate a commitment to learning and improvement.

4.0 The Company principles:

As a company, we are guided by the following core principles in all aspects of our work, which all employees are expected to respect and uphold:

- **Professionalism:** The Company designs, implements, manages, and evaluates its programs based on rigorous professional standards and a foundation of well-documented and validated experience. This approach ensures high levels of efficiency and effectiveness in addressing hunger and poverty among small-scale farmers in sub-Saharan Africa.
- **Independence and Neutrality:** The Company operates according to its own guiding principles to safeguard its moral and financial independence. Its actions are not driven by the interests of any political party, private entities, or interest groups. The Company maintains strict political and religious neutrality, even when its programs involve partnerships with actors from these sectors.
- **Non-Discrimination:** The Company rejects all forms of discrimination. Discrimination includes unfair treatment based on race, colour, ethnicity, social origin, social class, political opinion, age, gender, marital status, pregnancy, sexual orientation, health status, age, disability, religion, conscience, belief, culture, dress, language, birth, or any other characteristic protected under international human rights standards or the Constitution of Kenya.
- **Psychosocial and Workplace Safety:** The Company is committed to fostering a safe, respectful, and inclusive work environment that is free from all forms of Gender-Based Violence (GBV). Recognizing GBV as a serious occupational health and safety concern, the Company will implement preventive measures, provide confidential reporting channels, and offer support to affected employees. Any proven incidents of GBV will result in disciplinary action in line with this Code of Conduct, the Whistleblowing Policy, and the Disciplinary Policy.

5.0 Standards of Professional Behavior:

Every employee is expected to demonstrate conduct that aligns with our principles and values. This includes:

5.1 Public Communication and Media Engagement:

Employees are not permitted to make public statements, provide information to the media, or engage in commentary on political or social issues on behalf of the company without prior written authorization from the communications or partnerships managers or a member of the Executive.

All media-related inquiries must be referred to the communications office or executive team. Social media activity must comply with the company's Social Media guidelines, and employees must ensure their posts align with the company's values and do not harm its reputation.

5.2 Use of Company Property and Resources:

Company property including equipment, facilities, ICT resources (phones, tablets, laptops, internet access, airtime), and vehicles must be used strictly for official duties unless prior written approval is granted by the CEO or Executive.

Employees must handle all issued items with care and return them upon exit from the organization. Any loss or damage resulting from negligence may result in deductions from final dues. ICT tools must be used professionally and ethically; accessing inappropriate content (i.e. pornography) or exposing devices to malware will result in disciplinary action.

Company vehicles may only be operated by approved drivers or staff authorized in writing by the Executive or most senior administration manager on duty.

Use must be recorded appropriately on the mileage books, and misuse is prohibited. Incidents, collisions or accidents must be reported immediately to HR and the most senior administration manager on duty and recorded in incident register book.

All company resources, including funds, must be used responsibly and in accordance with legal and internal requirements.

5.3 Attendance and Work Schedule:

Employees are expected to be available for work from Monday to Friday, 8:00 AM to 5:00 PM, with a one-hour lunch break. If no meetings are scheduled, they may report at 8:30 am and leave at 5:30 pm. If staff wish to report later than 8:30 am or leave earlier than 5:00 pm, they must seek approval from their supervisor. Flexible working hours may also be requested through line managers, with the HR department copied in. While the Company will give due consideration to such requests, approval is not guaranteed.

Consistent attendance is a condition of employment. Absences from work must be communicated as early as possible—ideally before the start of the workday for family emergencies or sickness. Failure to report to work for three consecutive days without communication will be treated as job abandonment, leading to disciplinary action.

5.4 Dressing Standards:

Employees must dress professionally and maintain a decent, clean, and neat appearance. Inappropriate or offensive clothing is prohibited. Specific dress codes and uniforms may be required depending on job functions, locations and timings.

5.5 Workplace Conduct, Integrity, and Ethics:

Employees are expected to uphold company ethical values and principles and demonstrate integrity, diligence, impartiality, and professionalism in their work. They must:

- Uphold confidentiality of sensitive company information.
- Follow lawful and reasonable directives from their supervisors.
- Act with honesty in all interactions with stakeholders.
- Maintain accurate records and accounting practices.
- Adhere to all company policies, procedures, and applicable legislation.

Employees found guilty of a criminal offense or misconduct related to their duties will face disciplinary action, including dismissal.

5.6 Conflict of Interest:

Employees must avoid any activity, relationship, or financial interest that could compromise their objectivity. Any real or potential conflicts (collectively referred to as conflicts) must be disclosed to the relevant manager (eg. activity manager, HR or Finance) This includes familial relationships.

When involved in a decision or recommendation (including but not limited to work planning, budgeting, interviews, procurements or recommendations of suppliers) any conflicts of interest must be disclosed to those making the decision. When a possible perception of conflict of interest exists, it is better to over-disclose rather than under disclose.

While the company encourages staff to engage in agri-business activities that build and enable the food system and sustainable extension models, employees engaging in external employment, personal study or business activities must obtain prior written approval to ensure no conflict with company responsibilities.

Failure to disclose a conflict of interest may result in disciplinary action.

5.7 Gifts, Benefits, Hospitality and bribery:

Employees and their immediate families must not offer or accept any gifts, payments, hospitality, or other benefits that could influence or appear to influence decision-making or create a conflict of interest.

Nominal gifts (farm produce like fruits or a chicken from a farmer to say thank you -valued under USD 10) may be accepted if they are culturally appropriate, infrequent, and do not compromise the integrity or impartiality of the employee or the organization.

Bribery in any form is strictly prohibited. Employees must not solicit, offer, give, or accept bribes—whether in the form of cash, gifts, favors, or services—in exchange for preferential treatment, services, or influence.

All questionable offers or suspected acts of bribery must be refused and reported immediately to the relevant supervisor or the Human Resources department.

Violations constitute gross misconduct and may result in disciplinary action, including termination and potential referral to law enforcement authorities.

5.8 Equity, Diversity, and Inclusion:

The company promotes a fair, inclusive, and respectful work environment. Discrimination¹, violence, and harassment of any kind are prohibited. Employees must integrate the principles of equality, justice, and inclusion into all activities and decisions.

5.9 Harassment, Sexual Exploitation, and Abuse:

The company has zero tolerance for any form of harassment, sexual exploitation, abuse, or human rights violations. Employees must not engage in relationships with beneficiaries due to power imbalances or exchange resources for sexual favors.

All incidents or suspicions must be reported to your supervisors and the HR manager. Violation constitutes gross misconduct and may result in immediate dismissal and legal action. ***This section of the policy will be implemented in conjunction with the harassment and whistleblowing policies.***

5.10 Safe and Substance-Free Workplace: Employees are prohibited from using or possessing alcohol, narcotics, or any intoxicating substances in the workplace during and after working hours.

Unsafe practices, whether due to substance use or otherwise, are not tolerated. Violations will be treated as treated as gross misconduct and may result in termination.

5.11 Professional Relationships and Ethical Conduct:

Employees must maintain respectful and professional relationships with colleagues and stakeholders including beneficiary community members.

Personal relationships with clients or beneficiaries are discouraged and must be disclosed if they are pre-existing or emerge. Employees must refrain from soliciting gifts or favors from applicants, vendors, or stakeholders. Unethical behavior must be reported as detailed in this policy.

5.12 Loans and Sacco

In the interest of fairness and transparency, supervisors are not permitted to use subordinates as guarantors for SACCO loans or any other financial instrument.

¹ Discrimination is defined in the code of conduct to include: unfair treatment based on race, colour, ethnicity, social origin, social class, political opinion, age, gender, marital status, pregnancy, sexual orientation, health status, age, disability, religion, conscience, belief, culture, dress, language, birth, or any other characteristic protected under international human rights standards or the Constitution of Kenya.

Further, the purveyors of unofficial loans or “shylocks” have no place within the Company workplace. If such activities are observed, they must be reported immediately to the HR Manager.

5.13 Employee Well-being and Support:

The company supports employee wellness initiatives, and such may be accessed through the Human Resource department.

If personal issues, addiction, or emotional distress affect job performance, employees are encouraged to seek professional help.

Employees must also be mindful of their behavior and attitudes to preserve a positive work environment.

5.14 Confidentiality and Non-Disclosure:

Employees must protect the confidentiality of company data and proprietary information during and after employment. This obligation continues during and for a period of two years after employment.

Unauthorized disclosure is subject to disciplinary and or legal action. Employees may be required to sign additional non-disclosure agreements.

5.14 Breaches and Complaints:

Violations of this Code will be addressed under the company’s grievance and disciplinary procedures. Employees are required to report violations.

5.15 Reporting and Whistleblowing Mechanism: Employees may report violations to supervisor and HR or they may report anonymously using whistleblow@fipsafrica.org and are protected from retaliation under this policy.

6.0 Supervisor Responsibilities

The company leadership team holds a critical role in modeling and enforcing the standards outlined in this Code of Conduct. A supervisor is expected to:

- Lead by example in demonstrating ethical behavior, professionalism, and integrity including through the company values and principles.
- Ensure all employees are aware of and understand the Code of Conduct and related procedures.
- Provide regular training and communication on ethical standards and workplace expectations.
- Create a safe, inclusive, and respectful work environment where concerns can be raised without fear of retaliation.
- Respond promptly and fairly to reports of misconduct or violations of the Code.
- Investigate and act upon any reports of violation of the code of conduct in accordance with internal policies and legal frameworks.

- Escalate reports of any suspected violations, unethical behavior, incidents, accidents, or conflicts of interest.
- Maintain confidentiality during investigations and ensure appropriate corrective actions are taken.
- Promote a culture of accountability, transparency, and continuous improvement.

7.0 Employee Responsibilities

All employees, regardless of role or level, are responsible for upholding the principles and standards of this Code. Employees are expected to:

- Read, understand, and comply with the Code of Conduct and all related policies. The employee has the right to have the code of conduct translated in Swahili.
- Employees must conduct themselves in a manner that always upholds the values and reputation of the Company.
- Perform their duties with honesty, diligence, and professionalism.
- Demonstrate courtesy, professionalism, and respect in all interactions with colleagues, communities, and members of the public;
- Report any suspected violations, unethical behavior, incidents, accidents, or conflicts of interest (This includes any conduct that may compromise personal safety, workplace ethics, organizational integrity, or compliance with legal or internal policies) through the appropriate channels. Failure to report may lead to disciplinary action.
- Provide accurate and appropriate information about the Company's work;
- Refrain from any behavior—both within and outside the workplace—that could bring disrepute to or affect the operations of the company.
- Participate in training and development activities related to ethics and conduct.
- Safeguard all company assets, including confidential information and intellectual property.
- Utilize organizational resources in a responsible, ethical, and authorized manner, ensuring alignment with company policies and legal obligations.

Reviewed and approved by the Directors and Management: