

Code of Conduct

The goal of this Code of Conduct is to promote and require respectful conduct by and among members of and persons (“Staff”) employed by the Organisation:

- While engaged in the business or affairs of the Organisation or any constituted body of the Organisation; or
- Otherwise acting in any manner associated with the Organisation

GENERAL CONDUCT

To promote and require respectful conduct by and among members of the Organisation:

- Members and Staff are accountable to the Organisation through its Constitution, By-laws, Rules, policies, procedures, codes, and authorized structures.
- As Members and Staff of the Organisation, we must strive to demonstrate conduct that is a credit to the Organisation and/or our position, including behaving publicly in a manner consistent with Organization purposes, principles and policies.

The Organisation and its members subscribe to the following ethical principles and agree to abide by them in their individual and collective actions with one another and the public in general when acting on behalf of the Organisation or otherwise acting in any manner associated with the Organisation:

A. Act at all times honestly, in good faith and in a manner which will enhance the image of and be in the best interests of the Organisation:

- ◇ Always be truthful, treat others fairly, and take or use only what is legitimately yours. Honesty is essential to the development and maintenance of trust, respect and, therefore, our sustainable community.
- ◇ Do not publicly misrepresent the stated purposes, values or policies of the Organisation.
- ◇ When necessary, understand and respond to the authorized structures (elected bodies, committees, etc) and operational procedures of the Organisation, including responding to or communicating with the Organisation in a timely manner when contacted or notified.

B. When representing the Organization, work on its behalf, not for yourself or a few individuals:

- ◇ Members and Staff must adhere to the principles, policies and general agreements of the Organisation when representing the Organisation or working on behalf of the Organisation.
- ◇ Members and Staff must use the resources of the Organisation for the maximum benefit of the Organisation rather than to further the interests or agenda of a select few. This relates in particular to those members in charge of allocating funds.

C. Avoid and declare conflicts of interest:

- ◇ Individuals working on behalf of the Organisation are in positions of trust. They must not violate that trust by using it for personal gain. Fair and responsible governance of an organization is jeopardized in situations where a conflict of interest influences decision-making.
- ◇ If there is a direct, actual, indirect or perceived conflict of interest, the person must avoid the position or the issue or declare his/her interest in full and let all others involved decide whether the member should stand down, leave a meeting, not vote, etc.

D. Create mutually beneficial partnerships and work collaboratively with one another.

- ◇ Partnerships, when properly structured, can lead to a synergy that makes the partnership far more effective than the individuals partners would create working alone.
- ◇ Some members and potential partners may be unaware of the benefits of working together toward a mutual goal, this may require a commitment to personal growth and patience, including:
 1. Resistance to using majority votes to overpower opposing ideas/members;
 2. Full, open and accurate disclosure of relevant information, including being transparent and fiscally responsible to our partners and funders;
 3. Always respecting others and considering and incorporating where reasonable, the suggestions of others;
 4. Looking to the future and adopting a problem-solving attitude, including letting go of past real or perceived injustices;
 5. Promoting win-win solutions; there may be a solution that is better for both parties than either had imagined.

E. Honour all commitments:

- ◇ Members and Staff should only make promises or create expectations that they are prepared to fulfil. Expectations should be clarified at the outset, and if honouring a commitment becomes impossible, the parties must discuss and renegotiate the commitment.
- ◇ For a member or staff person to neither meet his or her responsibilities nor to re-negotiate the agreement would be unethical.

F. Always be loyal to those not present:

- Members and Staff should do their best to make decisions only when all interested parties are present, avoid making assumptions
 - and talking about others (issues between individuals should be discussed directly by those individuals).
- Keep confidential information confidential (“in-camera” meetings, for this reason, are exempt from the point above).

G. Behave in accordance with the public interest and a high standard of behaviour:

- ◇ Our standard of behaviour is relevant because of the high profile of the Organisation in the community. Acts against the public interest and that of the Organisation include, but are not limited to those that:
 1. Could result in civil or criminal action against yourself or the Organization, including defamation, harassment, discrimination, assault or the threat of any of these.
 2. Encourage any member of the public to file complaints or allegations against you or the Organisation.
 3. Cause harm to any person, place or thing such as physical, mental or social abuse.

H. Communicate responsibly, collaboratively, openly and without delay.

- ◇ Take all reasonable steps to ensure that groups and individuals in the Organisation communicate openly and fairly, information such as policies, guidelines, responsibilities and opportunities for involvement. For example, a committee Chair must make every reasonable effort to include all committee members in all decisions, correspondence and meetings, including notice of a committee meeting.
- ◇ Decisions made that effect or influence a member, committee or part of the Organisation in a significant way, must be communicated without delay to that member, committee or part of the Organization, whether it be for endorsement or simply for the purpose of notice.
- ◇ In the case of a decision or endorsement needed in a very timely way and requiring input, members must do their best to communicate with as many people involved as possible to come to a fair and reasonable conclusion given the circumstances.
- ◇ Information considered, however, for whatever reason, to be attention to this issue when communicating by email.
- ◇ Communication by e-mail is subject to all of the preceding parts of the Code of Conduct, and as well, since e-mail often requires interpretation by the reader of the tone and meaning of a message, to avoid misinterpretation, it is suggested that members:
 1. Be as clear and concise as possible.
 2. Ensure your name and email address and all others to whom the message is sent are clearly visible to the reader(s).
 3. Send the message to only the appropriate people.

4. Send no superfluous or ill-thought-out material i.e. no “spam,” no irrelevant information, and no messages which are harmful, dishonest or use language that demeans others.
5. Consider the kind of role model they are by sending a certain message.
6. Check with the “poster” directly (by phone or in person) to clarify the meaning if you are upset or offended by an email.

◇ Very sensitive or confidential information should not be distributed or communicated without clear approval from the parties or committee involved. It is wise to pay particular attention to these issues.

Further and in addition to the above: General Conduct of members of the Organisation:

1. Must **not engage in any corruption** under any circumstances;
2. Must not use bribe or let anyone bribe him/her with money, presents, services or invitations;
3. May accept invitations only if there is a connection between the occasions of the invitation and his/her work of the Organisation, and corruption is excluded;
4. Must **not act in a partial manner**. That is he/she will not use his/her position to influence further his/her interests or those of any affiliated party in any way. Any form of favoritism is forbidden;
5. Must **not use his/her activities** for the Organisation for a **commercial purpose** (for example, business advertising);
6. **Must handle the money and resources** entrusted to him/her by the Organisation **sparingly** and carefully;
7. If any member is **responsible for a budget, he/she must account for** the way in which the funds have been used;
8. Must **handle all materials and items** entrusted to him/her responsibly;
9. Must be **economical** and committed to preserving the value of things to be used. Office campaign equipment and other materials must be used for as long as possible;
10. Furnishings, vehicles, technical equipment (such as projectors and the like), tools and the like cannot be used for private purpose;
11. May use **IT system privately to a minor extent** but subject to revocation by the Organisation;
12. Must contribute actively towards keeping his/her **ecological footprint small, maintaining the Biodiversity , combating all forms of Pollution, Global Warming and Climate Change** in his /her daily way of life in relation to his/her use and consumption of resources, goods and services;

13. Will help **reduce the Organization's energy consumption**, will promote renewable energy as far as possible in all spheres of life and shall **encourage sustainable agriculture, farming and production processes** in their own way of life;
14. Will consider whether business trip is really necessary or if **phone call or video conference** will suffice and use **less resources** having impact on the environment (paper, plastic, products containing pollutants etc);
15. Will use materials and items sparingly and **avoid waste** while as far as possible **using recycled products**;
16. **Food to be paid for and served** at Organization's activities must be **vegan or vegetarian** and priority to be given to local products having **less ecological impacts**;
17. Properties of the Organisation which are no longer needed are to be sold for **Reuse, Recycling** or to be disposed of in an **environmentally sound manner**;
18. **Must avoid** using materials / goods / products / equipment which are non-environment friendly, with excessive packaging and which cannot be reused and recycled;
19. **Must care for all animals**, actively assist in preventing any form of cruelty to them.
20. **Harassment, bullying, sexualized violence and any form of violence are not tolerated** in the organisation and every member will behave accordingly and use non-discriminatory, courteous and gender- impartial language. **Non-violence** is one of the core principles of the organisation and every member shall in no manner whatsoever act contrary to this principle in their way of life.
21. **The organisation does not tolerate any form of discrimination** in behavior, acts or language (including joke) whether it is based on gender, national or ethnic origin, disability, religion, belief, difference of opinions, age, sexual orientation or outward appearance. In all instances members must show humility and empathy.
22. The organisation **promotes diversity, inclusion sharing and accepts that cultural** and other differences should co-exist in peace and harmony and that hierarchies and power structures should not be abused but be subject to democratic principles, scrutiny, accountability and transparency;
23. While in service of the Organisation and in all its activities and meeting the consumption of drugs (alcohol, cannabis, tobacco, e- cigarettes and the like) is strictly prohibited;
24. **Confidential information** about and from the Organisation must be handled as such. Members must not pass it on or publish it, either orally or in writing - unless it is required by law or the Organisation has instructed the member to do so. This also applies even after you are no longer a member or an employee or even when you are not actively involved in the Organisation; and

25. Members and employees **must not use confidential information to benefit** himself/herself or persons, businesses, organizations and any other entities who are close or related to him/her.

EVERY MEMBER MUST FURTHER COMPLY WITH THE SEVEN PRINCIPLES OF PUBLIC LIFE (LORD NOLAN PRINCIPLES)

The Seven Principles of Public Life (also known as the Nolan Principles) shall apply to all members and specially and strictly to those who shall be called upon to hold any public office including all those who are elected, appointed or nominated to such office. All members who shall be public- office holders are both servants of the public and stewards of public resources.

1. SELFLESSNESS

Members and/or holders of public office should act solely in terms of the public interest. He shall never seek to obtain any financial or other gain or benefit for himself, his family or friends.

2. INTEGRITY

Members and /or holders of public office must avoid placing themselves under any obligation to people or organisation that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or friends. They must declare and resolve any interest or relationship.

3. OBJECTIVITY

Members and /or holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. ACCOUNTABILITY

Members and/or holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. OPENNESS

Members and/or holders of public office shall act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

6. HONESTY

Members and/or holders of public office shall be truthful.

7. LEADERSHIP

Members and/or holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.

DONATION FOR ADVOCATED CAUSES

Every member elected, nominated or appointed by or on behalf of the organisation in any office, public or otherwise and who is remunerated for such office shall in addition to their contribution to the Organisation as may be prescribed by the rules of the organisation make a monthly donation/contribution of 10 % of such remuneration to the fund of any NGO or other organisation which has as its principal objective/s the Eradication of Poverty and/or the Protection of the Environment and/or Wildlife Conservation and/or Biodiversity Protection and/or Animal Welfare and/or Human Rights Advocacy and Defense.

GUIDE OF CONDUCT FOR MEETINGS.

All members shall ensure compliance with the below practical guide of conduct in relation to all meetings of the Organisation:

LES REUNIONS

Les membres se font un devoir de ne jamais rater une réunion de l'Organisation. S'ils sont obligés de s'absenter ils préviennent à l'avance le Secrétaire de l'instance qui se réunit pour présenter ses excuses.

Les membres sont disciplinés: ils respectent les horaires et les rendez-vous. Ils ne font pas attendre les autres sans raison valable.

Les membres sont toujours joignables : ils restent en contact avec les instances de l'Organisation, à qui ils communiquent leurs numéros ou changement de numéro de portable, de téléphone, adresse ou e-mail. Ils préviennent le Secrétaire et toute instance appropriée, de toute absence prolongée ou absence du pays.

A. Avant la Réunion

Les membres se préparent toujours très sérieusement avant les réunions. Ils se font un devoir de lire tous les documents ou les dossiers circulés pour discussion à la réunion.

Ils se font aussi un devoir d'amener toutes les informations qui pourront être utiles à la réunion.

Plus important s'ils ont pris l'engagement ou s'ils ont été désignés pour faire tel travail ou telle mission, ils doivent pouvoir faire leur rapport et répondre aux questions sur leur mission.

B. Pendant la Réunion

Les membres sont rigoureux : ils respectent l'Ordre du Jour.

S'il y a des nouveaux éléments à rajouter à l'ordre du jour, le Président l'annonce en début de séance et obtient l'accord des membres présents à la réunion pour le faire.

Les membres se doivent de rester courtois et polis dans les discussions et les débats, et ne font jamais d'attaques personnelles.

Ils font des interventions claires et précises, en vue d'éclairer les discussions et permettre d'arriver à une conclusion appropriée et équilibrée.

Ils essayent, autant que possible, de ne pas monopoliser les débats et cèdent la parole aux autres membres présents qui demandent à s'exprimer.

Autant que possible, les membres présents lors d'une réunion essaient d'arriver à une position commune par consensus. Ils ne passeront au vote que dans des situations difficiles/exceptionnelles, après avoir épuisé tous les moyens d'arriver à un consensus.

Ils n'enregistrent pas les discussions ou les délibérations au cours des réunions sauf autorisation du Président de séance. Mais ils doivent prendre note des décisions prises et les responsables doivent s'assurer que les tâches qui leur sont confiées soient exécutées comme prévues.

Ils ne se font pas accompagner par un non-membre aux réunions sans avoir eu l'autorisation du Président de l'instance qui se réunit. De toutes les façons, un non-membre n'assiste pas aux délibérations des instances.

La consommation d'alcool avant ou pendant les réunions reste interdite. Il est fortement déconseillé de fumer. Ils ne mangent pas au cours d'une réunion. Ils ne lisent pas des documents qui n'ont rien à voir avec la réunion.

C. Après La Réunion

Après une réunion, les membres restent prudents. Ils sont discrets sur leurs délibérations et leurs décisions. Ils évitent d'en parler au téléphone. Ils ne doivent jamais oublier que l'Etat dispose de tables d'écoutes téléphoniques hautement sophistiquées qui sont utilisées en dehors de tout cadre légal.

Ils laissent le soin au porte-parole de la réunion ou les membres désignés par l'instance de faire la communication ou d'émettre des communiqués pour la Presse écrite ou parlée.

Celui qui parle sans autorisation et de façon dommageable aux personnes non-autorisées à l'entendre est passible de sanctions.

Celui qui révèle les affaires de nature confidentielle aux adversaires de l'organisation commet un délit grave et s'exclut de l'Organisation.

COMPLIANCE, VIOLATION AND REVIEW

All members who join the Organisation are personally responsible for complying with this Code of Conduct, the Principles, the Core Values and the Policies and Objectives of the Organisation and shall as far as possible give practical effects to same in their acts and doings, not only at the Organisation, **but also** in their daily life and conducts, so as to be true and faithful examples to others.

Any violation of the Code of Conduct will be investigated and processed in the manner to be set out in the Rules of the Organisation.

This Code of Conduct shall be regularly reviewed, at least every two years.

Symboles, Couleurs et Sceau



**LINION
PEP 
MORISIEN**

Avek lepep pou lepep

Le Sigle / Le Drapeau / Le Sceau

La Planète Bleue



La Fleur : Hibiscus



L'oiseau : Le Cardinal



La Plante : Bois D'ébène



Annexe 4

Formulaire d'adhésion à

LINION PEP MORISIEN

24 Dr Roux, Rose-Hill.

En remplissant ce formulaire, j'accepte que LINION PEP MORISIEN Utilise ces données pour m'envoyer des informations.

Nom complet :

Adresse :

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Email :

No. de téléphone mobile :

Date de Naissance : Sexe :

Statut Matrimonial :

Carte Identité Nationale :

Ville / Village :

Centre de vote :

Profession :

Organisation Sociale :

Signature : Date :

Oui, j'adhère au manifeste de Linion Pep Morisien ainsi qu'aux conditions générales d'utilisation du site et à la politique de protection des données.