ELOHIM FOUNDATION

Creating Alternatives, Promoting Sustainable Development.

Staff Code of Conduct

Effective Date: August, 2026.
Review Date: September, 2017, 2022**.**
Approved by: Board of Trustees**.**

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1.1 Staff Code of Conduct

1.1.1 Elohim foundation are international non-governmental organizations. As such, their interests are not only national but include international dimensions. By accepting appointment, staff pledge to discharge their functions and to regulate their conduct with the interest of Elohim foundation primarily in view. Strict adherence to the Staff Code of Conduct is expected of all staff members.

1.1.2 Staff members shall avoid any action, and in particular any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by their status. While they are not expected to give up national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

1.1.3 Staff members are subject to the authority of the Directors General and to assignment by them to any of Elohim foundation activities or offices. They are responsible to them in the exercise of their functions.

1.1.4 Staff members are expected to treat their colleagues, and stakeholders, with courtesy, respect, fairness and cultural sensitivity. Elohim foundation promotes diversity and inclusion and prohibits any kind of prejudicial behavior or harassment on the grounds of religion, sex, race, ethnic origin, health, political affiliation, physical ability or marital status.

1.1.4.1 Harassment and Discrimination – forms of misconduct that disturb, trouble and undermine the integrity of the employment relationship and staff conduct.

i. Harassment can take many different forms, including, for example, threatening comments, whether written or oral, or threatening physical behavior; intimidation, blackmail or coercion; making deliberate insults related to a person's personal or professional competence; making humiliating, degrading or offensive or abusive personal remarks to someone; undermining or isolating people; or making it impossible for staff to do their job by, for example, withholding information.

ii. Direct discrimination – When a person treats another less favorably than they would another person on account of a personal attribute. Such attributes include race, tribe, place of origin, residence or other local connection, political opinion, color, creed, gender, marital status, pregnancy, parental status, family responsibilities, sexuality, ethnicity, age or disability. Indirect Discrimination – when a person imposes a condition, requirement or practice that is unreasonable in the circumstances that disadvantages a member of a group that shares or is believed to share an attribute that is not imposed on a person who is not a member of that group. This type of discrimination is manifested when groups or individuals are treated the same even when they are different. By not taking the differences into account, one group or an individual benefit at the expense of others.

iii. Racism – The belief that groups of humans possess different behavioral traits corresponding to physical appearance and can be divided based on the superiority of one race over another. It may also mean prejudice, discrimination, or antagonism directed against other people because they are of a different race or ethnicity.

1.2 Working Relationships with Vendors and Partners

Elohim foundation Code of Conduct shall also apply to staff who have a close or personal relationship with a contractor, supplier or partner. Where the staff member's job gives them authority over the contractor, supplier or partner, the relationship must be declared by the staff member to the Human

Resources Office as well as to the staff member's immediate supervisor. In these circumstances, CIFOR and ICRAF reserve the right not to conduct any business with such contractor, supplier or partner.

1.3 Membership of Political Parties and Political Activities

1.3.1 Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as local or global staff.

1.3.2 Membership in a political party is permitted provided that such membership does not entail action, or obligation to act, contrary to Elohim Foundation Rules and Regulations. The payment of normal financial contributions shall not be construed as an activity contrary to paragraph 1.3.1 above.

1.1.1 In any case of doubt as the interpretation or application of paragraph 1.3.1 above, the staff member concerned shall request a ruling from the Directors General.

1.4 Outside Activities and Interests

1.4.1 Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval in writing of the Directors General.

1.4.2 Staff members shall not, except in the normal course of official duties and with the prior approval of the Directors General, perform any one of the following acts, if such an act relates to the purpose, activities or interests of Elohim Foundation

i. Issue statements to the press, radio or other agencies of public information - Openness and transparency in relations with the media are effective means of communicating messages. Staff members should regard themselves as speaking in name(s) and avoid personal references and views; in no circumstances should they use the media to further their own interests, to air their own grievances, or to reveal unauthorized information. Staff members should at all times maintain Elohim Foundation integrity for research outcomes. In general, Elohim Foundation promote interaction between scientists and the media, however, in some cases, issues deemed as politically sensitive, for example such as those referring to Host Country relations, shall be conducted through the Directors General Offices.

ii. Accept speaking engagements

iii. Take part in film, photo, theatre, radio or television productions iv. Make comments on any social media platform

This would however not be required where this happens to be a job requirement.

1.5 Policy on Gifts or Remuneration from External Sources

1.5.1 No staff member shall accept any substantial honor, decoration, favour, gift or remuneration related to their work/employment at Elohim Foundation from any Government or any other source external to, without first obtaining the approval of the Directors General or their designates. In cases where applications are submitted to award competitions, staff are required to give notification to their respective Directors and Human Resources office

prior to submission. Approval shall be granted only where such acceptance is not incompatible with the terms of these policies and with the individual's employment status.

Institutional cash awards shall be treated as income to the respective hub/program/country office/region to be used for future research/operational costs. With exceptional approval from the Directors General, a portion of the cash award may be disbursed to the concerned staff.

Personal cash awards shall first be reviewed to determine if any related costs need to be offset and then can be considered for distribution to the concerned staff with approval of the Directors General.

The provisions above do not apply to the acceptance of:

i. Reimbursement of travel related expenses for activities otherwise authorized

ii. Tokens of a commemorative or honorary character such as scrolls and trophies

iii. Gifts or remuneration of less than USD 25.

1.5.2 Any staff member nominated or appointed to a Board/Management Committee of an external organization/partner that works closely with Elohim foundation is required to obtain approval from their supervisor to participate and must update their Conflict-of-Interest Declaration Form to declare this representation. If an honorarium is paid beyond reimbursement of normal travel related expenses, the staff should declare this. The funds shall be treated as income to Elohim Foundation

1.5.3 For participation in Boards/Management committees unrelated Elohim Foundation business, staff are expected to attend meetings during their personal time and annual leave must be taken where applicable.

1.5.4 Any staff member nominated, appointed or holding an honorary position, is expected to discuss with their supervisor the honorary position and how it may contribute towards and Elohim foundation mandates. The staff must update their Conflict-of-Interest Declaration Form to declare their position. Any gift, awards, honorarium, or cash received/pledged from the external/partner organizations must be declared and may be factored into the staff's overall compensation package.

1.6 Compliance with Elohim Foundation Anti-Fraud Policy

Staff members are required to practice zero tolerance against bribery, corrupt practices (including fraud, abuse of position) and money laundering in providing their services under Consultancy Agreement.

The staff member hereby agrees to comply with the Anti-Fraud Policy.

If the staff member fails to comply with this Policy, based on evidence to support, reserve the right to terminate their employment in compliance with the Anti-Fraud Policy.

1.7 Reimbursement for Financial Losses

Staff members shall use property and assets for authorized purposes only and shall exercise reasonable care when utilizing such property and assets. Staff members may be required to reimburse Elohim Foundation either in full or in part, for any financial loss incurred by Elohim Foundation as a result of their willful action or inaction, their negligence or their failure to observe any rule or administrative issuance.

The Directors General may request staff members to compensate the financial loss incurred in compliance with due process and set procedures. In addition to the obligation to compensate the financial loss incurred by Elohim Negligence staff members may be subject to disciplinary measures.

1.8 Relations with Senior Representatives of Host Country Governments and Partner Organizations

It is the clear duty of all staff members to maintain the best possible relations with Senior Representatives of Host Country Governments and avoid any action which might impair this. In addition, all staff contacts with Senior Representatives, Partner Organizations and Agencies should be reported to their Regional Director or Hub or Team Leader.

1.9 Obligations to Supply Information

1.9.1 On appointment staff members shall supply the Human Resources office with whatever information that may be required for the purpose of determining their status for completing administrative arrangements in connection with their appointments.

1.9.2 Staff members shall also promptly notify the Human Resources office of any change in their personal data. They should complete and submit the relevant form(s) indicating the changes with copies of supporting documents, if any, to the Human Resources office in a timely manner.

1.9.3 A staff member who is arrested and/or charged with an offence other than a minor traffic violation, summoned before a court of law as a defendant in a criminal proceeding, or convicted or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Directors General.

1.9.4 A staff member may at any time be required by the Directors General to supply information concerning facts anterior to their appointment and relevant to their suitability, or concerning facts relevant to their integrity, conduct and service as a staff member.

1.10 Confidentiality Elohim Foundation Information and Intellectual Property Rights

1.10.1 Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person, government or other entity any information known to them by reason of their official position which has not been made public, except in the course of the performance of their duties or by authorization of the Directors General. They shall not at any time use such information to private advantage and they shall not at any time publish anything based thereon except with the written approval of the Directors General. These obligations do not cease upon separation from Elohim Foundation

1.10.2 The Directors General shall specify the criteria for the classification of information as confidential; and procedures to be followed regarding the safekeeping, handling, release or disclosure of information so classified.

1.10.3 All right, title and interest, including without limitation, all copyrights and patents, in and to any material produced and invention developed by any staff member or individuals engaged by Elohim Foundation, on behalf of Elohim Foundation during their terms of employment/engagement by Elohim Foundation shall vest in Elohim Foundation and no such individual shall have any personal right, title or interest whatsoever therein. Due recognition of the contributions of the individuals will be made, and their moral rights (including authorship rights) will be respected.

1.10.4 Unless specifically waived or transferred in writing by the Directors General, all payments and royalties emanating from the exercise of such rights are Elohim Foundation property. Refer to the requirements of the Intellectual Assets Policy and its Guidelines for more information.

1.10.5 In addition, staff shall comply with the personal data regulations below:

i. Staff members shall be accountable when dealing with personal data in accordance with international personal data protection laws.

ii. Staff members shall collect and/or process personal data only according to the instructions received by Elohim Foundation and in any case pursuant to applicable personal data protection laws, including the EU General Data Protection Regulation (GDPR).

iii. In this respect, staff members acknowledge that any processing of personal data must be carried out according to lawfulness and only for the purpose they have been collected for.

iv. Furthermore, staff members agree to ensure in accordance with the instructions received by Elohim Foundation, that personal data is:

a. Processed only if and only to the extent required by the lawful purposes of processing, including only by those staff and colleagues whose action is required and who have been duly instructed by Elohim Foundation

b. Always accurate and, where necessary, kept up to date;

c. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;

d. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful access or processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

v. Staff members shall treat in strictest confidence with respect to the personal data collected, processed, or accessed during their work activities and refrain from disclosing it to any other natural or legal person, including co-workers and other staff, not expressly authorized to access it by Elohim Foundation instructions or contract or law.

vi. Confidentiality obligations of a staff member shall continue notwithstanding a staff member's separation from service unless otherwise agreed in writing between Elohim Foundation and staff member.

vii. Staff members are aware that any infringement or breaches against this obligation or against applicable law may result in serious fines and/or substantial damage or distress to the data subjects, and potentially cause damage to natural or legal persons, including Elohim Foundation Staff members agree to hold Elohim Foundation harmless from any claim whatsoever by third parties or fine imposed against Elohim Foundation due to staff members' infringement of this confidentiality obligation or other applicable law.

1.11 Data Protection

1.11.1 Elohim Foundation are committed to complying with international personal data protections laws which include but not limited to principles and requirements of the established EU GDPR in relation to the holding and processing of the staff personal data which also includes special categories of data.

1.11.2 Elohim Foundation shall hold and process, both electronically and manually, personal data relating to the staff member which is necessary for the performance of their contract and for other lawful processing reasons such as where it is in Elohim Foundation legitimate interest and where it is necessary for compliance with a legal obligation.

1.11.3 Such personal data includes, without limitation, the staff employment application, references, bank details, performance appraisals, holiday and sickness and other absence records, expenses information, salary reviews, remuneration details, data regarding employment benefits and other records which may include sensitive personal data also known as special categories of data. Special categories of data are defined as personal data relating to racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition, biometric data or genetic data.

1.11.4 Full details of Elohim Foundation personal data processing activities shall be set out in joint Elohim Foundation Personal Data Protection Policy and its implementation procedures

1.11.5 Elohim Foundation may make the staff's personal data available to any third parties that provide products or services to Elohim Foundation (such as HR and payroll system administrators, pension administrators and benefits providers), regulatory authorities, or as may be required by law. Such transfer to thirds parties will be informed to the individuals prior to processing as part of the purpose(s) of processing their personal data and be documented in the personal data inventory.

1.11.6 Staff have an obligation to comply with Elohim Foundation Personal Data Protection Policy and its Implementation Procedures, as well as applicable laws and regulation on data protection. Staff in charge of data handling may have to inform all persons whose personal data is collected and processed by Elohim Foundation about how their data will be handled in accordance with Elohim Foundation applicable policies.

1.12 Safety and Security

Staff members shall make every effort to ensure Elohim Foundation security and of its individual staff members and shall follow closely all instructions given by the Operations Team regarding safety and security matters.

1.13 Working Relations

Managers and supervisors are in positions of leadership and it is their responsibility to ensure a harmonious workplace based on mutual respect; they should be open to all views and opinions and make sure that the merits of staff are properly recognized. Managers are also responsible for guiding and motivating their staff and promoting their development.

Staff must follow the instructions they receive in connection with their official duties and if they have doubts as to whether an instruction is consistent with Elohim Foundation mission statement or any other rules and regulations, they should first consult their supervisors. If they cannot agree, the staff member may ask for written instructions. These may be challenged through the proper mechanisms, but any challenge should not delay carrying out the instruction. Staff may also record their views in official files. They should not follow verbal or written instructions that are manifestly inconsistent with their official duties or that threaten their safety or that of others.

It must be the duty of staff to report any breach of Elohim Foundation rules and regulations to their Director/Team Leader or Regional Coordinator/Team Leader, or through the mechanisms outlined in this manual *(Grievance and Corrective Action Chapter)* whose responsibility is to take appropriate action. A staff member who makes such a report in good faith has the right to be protected against reprisals or sanctions.

1.14 Respect for Different Customs and Culture

Respect for different peoples, languages, cultures, customs and traditions is fundamental and behaviour that is not acceptable in a particular cultural context must be avoided.

1.15 Use of Information Technology and Communications Resources

Staff members shall comply at all times with Elohim Foundation policies on the Use of Information Technology and Communications Resources. In accordance with this policy, Elohim Foundation may temporarily suspend or block access to a user account and/or resources prior to the initiation or pending the completion of a disciplinary procedure for misuse of such resources when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of Elohim Foundation information technology and communication resources and/or to protect Elohim Foundation from liability.

Staff members must recognize that all Elohim Foundation resources, including computers, email, and voicemail are provided for legitimate use. If there are occasions where it is deemed necessary to examine data beyond that of normal activities in Elohim Foundation then, at any time and without prior notice, Elohim Foundation maintain the right to examine any systems and inspect and review all data recorded in those systems. This will be undertaken by authorized personnel only. Any information stored on a computer, whether the information is contained on a hard drive, USB pen or in any other manner may be subject to scrutiny by Elohim Foundation. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists in the management of information systems.

Breach of this Code of Conduct is viewed seriously and may constitute misconduct warranting disciplinary action by Elohim Foundation against the staff member concerned.

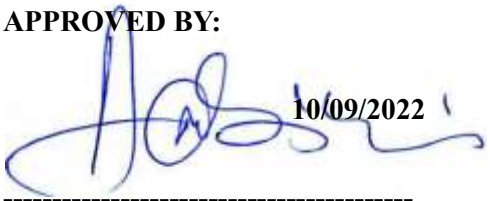
The staff member hereby acknowledges that, by signing this Code of Conduct, the staff member has read and understood the terms on data protection, and agrees and Elohim Foundation to collect, control or process the staff member's personal information.

***** *I have read and understood Elohim Foundation Code of Conduct and I undertake to abide by their terms. I understand that the contents of the Code of Conduct may change at any time and although every attempt will be made by Human Resources office to inform me of any changes as they occur, it is my responsibility to keep abreast of Elohim Foundation policies and procedures in detail and to seek any clarification needed from my supervisor or the Human Resources Office.*

I agree, _____ _____

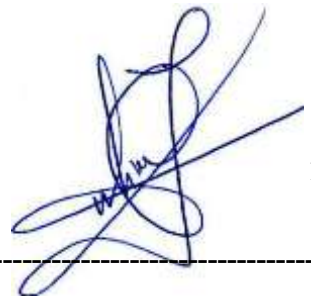
Staff member's name and signature: Date:

APPROVED BY:



10/09/2022

Mrs. Ngozi Obilor
President Board of Trustees.



10/09/2022

Dr. Ibecheole, Julius PMD. NES.
Chief Executive Officer/Founder