

GABS Research Consult Limited Company

CODE OF CONDUCT FOR INDEPENDENT CONTRACTORS

Introduction

This Code of Conduct sets out the basic standard of conduct expected of all staff (i.e. data entry clerks, field enumerators, research officers, and analysts) and the Company's policy on matters like acceptance of advantages and conflict of interest of contract staff in connection with their official duties. This Code also applies to temporary and part-time staff employed by GABS Research Consult Limited. Violation of any provision of the Code attracts disciplinary action.

1. Honesty, integrity and fair play

The Company and its staff are fully committed to the principle of honesty, integrity and fair play in the delivery of services to its clients. All contractors are to ensure that the business operations, and selection of survey participants, applications for services, etc. are dealt with in an open, fair and impartial manner and in compliance with the guidelines governing each of the process.

2. Equal opportunity for all employees

The company is an equal employment opportunity employer. Employment opportunities are available regardless of race, colour, sex, religious affiliation, and nationality.

3. Safety, and health practices

Employees should perform work in a safe manner and each worker owes the other duty of care. The company recognises and abides by all the laws of Ghana concerning employees' safety at work, and contractors do not work under hazardous or dangerous conditions.

4. Governance and anti-corruption

The Company does not condone corruption. The company prohibits payment, offers of payment as well as anything of value directly or indirectly with the purpose of influencing or obtaining undue business or personal advantage. Third parties will only be contracted to perform tasks which aid business interests provided: fees to be paid are reasonable; all arrangements are clearly documented; arrangements are in compliance with GABS' policies.

5. Financial reporting

All transactions of the Company must be duly recorded so as to permit preparation of clear financial statements in conformity with generally accepted accounting principles. No false or misleading entries may be made in the books and records of the Company for any reason, and no contractor may engage in any arrangement that results in such a prohibited act.

6. Restrictive agreements with third parties

The Company does not condone activities that seek to gain an unfair competitive advantage. No individual may engage in any activity which violates any valid restrictive agreements entered into by that individual for the benefit of a third party, and no individual may, directly or indirectly, use or disclose any confidential information or trade secrets of a third party that the individual obtained while employed by or associated with such third party.

7. Acceptance of advantages

It is the policy of GABS Research to prohibit all contractors from soliciting or accepting any advantage from any persons having business dealings with the Company. Contractors who wish to accept any advantage from such persons should seek advice and permission from the Manager.

Any gifts offered voluntarily to the Contractor in their official capacity are regarded as gifts to the Company and they should not be accepted without permission. By default, the Contractor should decline the offer if the acceptance could be perceived as against the interest of the company, or that of society, or lead to complaints of bias or impropriety.

For gifts presented to Contractors in their official capacity and of low nominal value, (i.e. below GH¢200) the refusal of which could be seen as unsociable or impolite, can be exceptionally accepted.

8. Conflict of Interest

A conflict of interest situation arises when the “private interests” of the Contractor compete or conflict with the interests of the Company. “Private interests” means both the financial and personal interests of the Contractor or those of their connections including: family members and other close affiliates; personal friends; the clubs and societies to which they belong; and any person to whom they owe a favour or are obligated in any way.

When called upon to deal with matters of the Company for which there is an actual or perceived conflict of interest, the Contractor should make a declaration in writing to the manager. He should then abstain from dealing with the matter in question or follow the instruction of the ethics officer who may reassign the task to other staff.

9. Protection of Human Subjects

Contractors must ensure that they protect human research subjects and their rights, including the right to privacy. Human subjects are all living individuals whose sensitive or personally identifiable information (PII) is contained in the datasets being used in the study.

10. Handling of classified or proprietary information

Contractors are not allowed to disclose any classified or exclusive information to anybody without authorization. Contractors who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse. No data of the Company or a client should be given out without the written consent of the client, the Company, or the Manager.

11. Harassment and abuse

Contractors must not verbally, physically or sexually harass and/or abuse research subjects or anyone they come into contact with in the course of their duties.

12. Drugs and Alcohol

Contractors must not take drugs / drinks prohibited by state laws anytime during their engagement with GABS Research. Contractors must not take in strong drinks during their official work period. GABS Research strongly discourage the intake of strong drinks and must desist from it.

13. Dress code

Contractors must dress professionally, particularly to conform to the minimum standards of the institution they visit. Other restrictive costume and attire must not be worn at any point during your official duties.

14. Property of the company

Contractors with access to any property of the Company should ensure that it is properly used for the purpose of conducting the Company's business. Misappropriation of the property for personal use or resale is strictly prohibited.

15. Compliance with the code

It is the personal responsibility of every Contractor to fully understand and comply with the Code of Conduct of GABS Research. Each Contractor shall sign a declaration of adherence to this code. The manager will keep such declarations.

16. Sanctions

The Company can take prompt and appropriate remedial action in response to violations of the Code. Any Contractor who engages in conduct prohibited by the Code will be subjected to disciplinary actions and sanctions in accordance with the laws in Ghana.

The sanction may be under the form of:

- Warning;
- Private or public letter of reprimand;
- Suspension from duties; and
- Termination appointment or removal.

17. Reporting

Contractors have a responsibility to promptly report to the Company any violation of the Code. The Company shall put in place appropriate mechanisms as to allow Contractors to address communications to the manager with the highest degree of trust and confidentiality.