IN EXERCISE of the powers conferred by section 5(1) of the Public Officer Ethics Act, 2003 (POEA), …………………………………………………………….. CO-OPERATIVE SOCIETY LIMITED establishes the following Code of Ethics and Conduct.

A. PREAMBLE:

This code of Ethics and Conduct is set to guide, inculcate and sensitize committee members of co-operative societies on the basis of practicing honesty, integrity, openness and social responsibility in their personal and corporate relationship with others. They are expected to embrace and display a sense of high social responsibility and accountability uphold moral and ethical principles and standards.

Committee members shall be committed to the co-operative values of self help, mutual responsibility, equity and equality and therefore must commit themselves to perform to the highest standards of competence and professionalism; strive for the highest levels of transparency and accountability; act at all times with honesty and integrity; continuously perform to the highest satisfaction of their members and customers and always strive to uphold a positive image of themselves and the society in the eyes of the public.

This code of Ethics and Conduct emanates and derives its powers and mandate from the Constitution of Kenya, 2010 and The Leadership and Integrity Act, 2012, The Public Officer Ethics Act, 2003, Anti-Corruption and Economic Crimes Act, 2003, The Co-operative Societies Act, 2004 and The Sacco Societies, 2008, rules and regulations. In the implementation of this code, the co-operative society committee and its employees shall ensure that the individual freedoms of each member as stated in the Constitution of Kenya are assured, protected and safeguarded.

B. INTRODUCTION TO ETHICS

Ethics is a system of moral values which prescribe all about the right or wrong of human behaviour in a community or organization. Normative ethics prescribe practical moral
standards that inform people on what is right and what is wrong. It involves articulating the good habits that people ought to acquire, the responsibilities and duties that people should adhere to as well as the consequences of people’s behaviour towards each other.

This code of Ethics and Conduct sets standards for the committee’s obligations, what is permissible, and what is required of while in office. It also recognizes that co-operative societies have assets, products and services of value which need to be safeguarded by not allowing situations to that may put such things at risk. It provides standards of morality and behaviour to be imparted to committee members for effective leadership and can be summarised as “the right action is that which produces the greatest happiness to the largest number of people”.

C. THE KENYAN NATIONAL VALUES

The national values and principles of governance bind all State organs, State officers, public officers and all persons.

- The national values and principles of governance include patriotism, national unity, sharing and devolution of power, the rule of law, democracy and participation of the people;
- Human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalised;
- Good governance, integrity, transparency and accountability;
- Sustainable development.

D. THE CO-OPERATIVE VALUES

Co-operatives are based on the **ethical values** of self-help, mutual-responsibility, democracy, equality, equity, honesty, solidarity, openness, social responsibility and caring for others.

Committee members/ shall always be guided by the following ethical behaviour:

1. The values of honesty, integrity and utmost good faith in the conduct of their business as provided in their by-laws, the Acts and this code.

2. Respect for one another, each others opinions, views, beliefs or inclinations to the extent that they do not interfere with societies affairs or with the code of Ethics and Conduct.
3. Be morally upright in their behaviour, attitude and actions to other board members and stakeholders.

4. Respect the rights, privileges of others as prescribed in the by-laws, Acts and this code.

5. Always fulfil their obligations and promises made to others in good time.

E. **THE CO-OPERATIVE PRINCIPLES**

- **Voluntary and open membership**
  Co-operatives are voluntary organisations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

- **Democratic member control**
  Co-operatives are democratic organisations controlled by their members, who actively participate in setting their policies and making decisions where levels are also organised in a democratic manner.

- **Economic participation of members**
  Members contribute equitably to the capital of their co-operative. Part of that capital is the common property of the co-operative. They will receive limited compensation on their subscribed capital as a condition of membership.
  Members allocate surpluses for purposes of setting up reserves, benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

- **Autonomy and independence**
  Co-operatives are autonomous, self-help organisations controlled by their members. If they enter into agreements with other organisations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

- **Education, information and training**
  Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

- **Co-operation among co-operatives**
Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional and international structures.

❑ **Concern for community.**

Co-operatives work for the sustainable development of their communities through policies approved by their members.

F. **PART I: PRELIMINARY**

Citation

This Code may be cited as the.................................Co-operative Society Ltd Code of Ethics and conduct.

Applicability

This Code of Conduct is applicable to board and staff of Sacco societies registered and licensed under the Act. The Management Committee shall ensure that all officers of the Sacco Society are aware and adhere to the prescribed Code of Conduct.

Interpretation

In this Code, unless the context otherwise requires:

“**Act**” shall refer to the Public Officer Ethics Act, 2003 and the Leadership and Integrity Act, 2012,

“**Authorized Officer**” means the Chief Executive Officer or a manager of a cooperative society.

“**Bullying**” includes repeated offensive behaviour which is vindictive, cruel, malicious or humiliating and is intended to undermine a person.

“**Committee**” shall mean members elected in a duly convened General Meeting to govern the Business of the Society as per the society’s by-Laws to whom this Code shall apply.

“**ECCOS**” refers to Ethics Commission for Co-operative Societies which is the responsible commission for administering this code.

“**Fit and Proper Test**” means a test administered to a person to ascertain that he meets the minimum qualifications set in the code of conduct and vetting criteria.
“Co-operative Society” means a society registered under the Co-operative Societies Act.

“Member” mean a person who holds shares in a co-operative society.

“Masculine gender” shall include the feminine gender where “he” also refers to “her”.

“Ethics Commission for Co-operative Societies” means the responsible commission for cooperative societies established under Part I (10) of POEA.

“Public” mean all other persons who do not possess shareholding in the co-operative society.

G. PART II – REQUIREMENTS

In the performance of his duties the Committee and staff strictly observe the following provisions of this Code.

G.1. Compliance

Compliance means conforming to guidelines, regulations, rules, specifications, policy, standards and/or relevant legislation. Regulatory compliance describes the goal that the Co-operative Society aspires to achieve in their efforts to ensure quality service delivery to members and stakeholders by complying with relevant laws and regulations.

a. This Code of Ethics and Conduct shall apply to all members and employees of ........................................................................................................co-operative society Ltd.

b. This Code of Ethics and conduct shall conform to the ECCOS general code of conduct.

c. A Committee member or employee seeking office in the society shall be subjected to a vetting criteria administered through a “fit and proper test”; Aspiring leaders/staff can be deemed unfit if they have been involved in “serious misconduct or mismanagement”. They should not be considered for office if they are found to have been responsible for, privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity.

G.2. Integrity and Impartiality

Integrity involves moral judgment and character, honesty and leadership values by treating others the way you want to be treated. Co-operative Society leaders seek to promote
member, stakeholder and public confidence in the integrity of the Society and will ensure they are committed to the highest ethical standards.

1) Committee members and staff shall serve with courtesy, honesty, Impartiality, integrity, probity and objectivity.

2) In carrying out the duties of the office, a Committee member or staff shall not violate the rights and fundamental freedoms of any person.

3) Any position in the society is a position of public trust and any authority and responsibility vested in that position shall be exercised in the best interests of the society.

4) A Committee member or staff shall take personal responsibility for the reasonably foreseeable consequences of any actions or omissions arising from the discharge of his duties.

5) A Committee members or staff shall not offer or accept a bribe from any person directly or indirectly in return for favourable treatment.

G.3. Responsibility to the Co-operative Society

In the conduct of the affairs of the co-operative society the Committee members and staff shall exercise the prudence and diligence of ordinary men of business and they shall be held, jointly and severally liable for any losses sustained through any of their acts which are contrary to the Act, rules, policies, regulations, society by-laws or the directions of any general meeting of the co-operative society.

G.4. Professionalism

Committee members and staff will be expected to perform his duties with diligence, prudence, efficiency and probity by:

a) Submitting to the responsible Commission for Cooperative Leaders and Staff, a declaration of the income, assets and liabilities of himself, his spouse or spouses and his dependent children under the age of 18 years, once every two years as prescribed by section 27 of the Public Officers and Ethics Act.

b) Carrying out his duties in a way that maintains public confidence in the integrity of his office;

c) Treating the public and members with courtesy and respect;

d) Seeking to improve the standards of performance and level of professionalism in his office;
e) Adhering to the society’s policies, job description and his roles and responsibilities within the society;
f) Observing official working hours and not being absent without proper authorization or reasonable cause;
g) Ensuring timely, accurate and complete financial records are maintained;
h) Ensuring all reports to the society, regulatory authorities and other stakeholders are full, fair, accurate, timely and understandable;
i) Ensuring that all taxes accruing is accurately assessed, paid in time and any tax reliefs claimed;
j) Ensure that all payments due to members, employees and stakeholders are paid promptly and professionally.
k) Conducting society affairs in a non-partisan and non-discriminative manner.ie Regional, tribal, clan, religion, gender, disability or the marginalized.

G.5. General Prohibited Conduct

While this Code is based on common sense and mutual respect, there are specific prohibited behaviours that include: Disruptive Behaviour, Disorderly Conduct, Abusive Communication, False or Misleading Information, Carrying of Weapons and/or Dangerous Substances.

Negligence i.e. Failing to do what is required to be done lawfully under any law or this code

A Committee member or staff shall not;

1) Use his office to solicit funds for harambee or any other purpose.
2) Neither ask nor accept any property or benefit of any kind for himself or for any person on account of anything to be done or omitted to be done by him in discharge of his or by virtue of his official position.
3) Open or operate a foreign bank account subject to Article 76 of the Constitution.
4) Be an agent of or further the interests of a foreign government by being funded, actively participating in subversive activities, money laundering, divulging information etc.
5) Directly or indirectly use or allow any person or authority to use any information obtained through or in connection with the office for the furtherance of any private interest whether financial or otherwise.
6) A committee member and an employee are required to be decently dressed and well-groomed while on duty and to maintain an appropriate standard of dress and personal hygiene.
7) A committee member or an employee shall refrain from taking alcohol or smoking within the society premises during society meetings or attend meetings under the influence of alcohol or banned substances. However, the Society will provide for designated smoking zones where applicable or necessary.

8) Subject co-workers, ordinary members, the general public/customers or other road users to acts of bullying.

G.6. Conduct of Private Affairs

This the way in which a leader/employee acts, especially from the standpoint of morality and ethics in managing his private business affairs against those of the society without causing conflicts of interest.

A Committee member or staff;

1) Shall not conduct public affairs for personal advantage.

2) Shall observe the following general conditions in relation to his private interests: to-
   a) Ensure he does not subordinate his official duties to his private interests;
   b) Undertake not to associate outside his official duties with any financial or other activities in circumstances where there could be suspicion that his official position or official information available to him was being turned to his private gain or that of his associates;
   c) Undertake not to engage in any occupation or business which might prejudice his status as a member of the committee or bring the committee or co-operative society into disrepute.

3) Shall conduct his private affairs in a way that maintains and enhances public confidence in the integrity and dignity of the committee and the co-operative society.

4) Shall not neglect his financial and other obligations to his family and other people and/or organizations.

5) Shall manage his finances prudently to avoid financial embarrassment to himself or the society.

6) Shall be a role model to his colleagues and other people around him and shall therefore refrain from activities that may bring the committee or the co-operative society into disrepute.

7) Shall not engage in private business during official working hours.

8) Shall pay all taxes due from him or the co-operative society within the prescribed period.
G.7. **Prohibition from Contesting Political office**

To avoid undue opportunity to gain a financial advantage or benefit a Committee member or staff who wishes to contest a seat in the parliament, senate, county assembly, or any other political office shall be required to resign from any committee of the society 6 (six) months prior to the elections.

G.8. **Political Neutrality**

Political neutrality is about Committee members and staff doing their jobs professionally and without favouring one political party over another. They must be able to work with both current and future governments while taking particular care how they behave in the lead-up to, during, and immediately after, an election. Normally, acceptable activities and working relationships could be perceived as inappropriate because of the heightened political environment around election time.

A Committee member or staff;

1) Shall be entitled to his own political views on political matters but shall not be permitted to express those views in public or seek to influence his colleagues or those who seek his services.

2) Who is in the service of a co-operative society shall not:

   a) make public comments that support or criticize a political party;

   b) make public comments that may compromise, or may reasonably be seen to compromise, the political neutrality of his office;

   c) make public comments, except in furtherance of his official duties, on matters in relation to which he has been professionally involved;

   d) express or by implication, represent that any public comments he makes reflect the views or opinions of his society if that is not the case.

G.9. **Conflict of interest**

Conflicts of interest occur when our personal interests and our public service duties conflict. It is imperative that we do not accept inducements, our decisions are not improperly
influenced, do not use confidential information for private gain and we do not use Society property for private purposes.

A Committee member and/or staff;

1) Should not engage directly or indirectly in any business activity that competes or conflicts with the co-operative society’s interest.

2) Shall not canvass either directly or indirectly for any favour in the committee or in the co-operative society.

3) Shall always disclose a personal interest that could be seen as influencing his or her duties.

4) Shall use his best effort to avoid being in a position in which his personal interests conflict with his official duties.

Every co-operative society shall maintain an open register of conflict of interests in which an affected committee member/employee shall register the particulars of registrable interests, stating the nature and extent of the conflict.

5) Shall not participate in a tender for the supply of goods or services to a society in which he is serving or is otherwise similarly associated.

6) Shall actively participate in developing and implementing resolution strategies that ensure conflicts of interest are resolved in the public interest.

7) The holding of shares by a committee member in a company shall not be construed as participating in the tender unless the committee member or employee has a controlling shareholding (20%) in the company.

G.10. Pecuniary Embarrassment

A Committee member shall live within his own means and avoid incurring any financial liability that may lead to pecuniary embarrassment and shall declare his wealth as prescribed in Part II The Public Officer Ethics Act, 2003 without duress as a show of good faith through compliance.

1) The efficiency of a committee member or employee must be regarded as gravely impaired and the value of his services seriously diminished if, from any cause whatever, he becomes financially embarrassed.
2) The authorized officer is responsible for reporting to the Committee, ECCOS, and/or CCD any case in which it appears that an officer is suffering from serious pecuniary embarrassment.

3) If such embarrassment is caused by imprudence or other reprehensible cause, it will be held to be an offence as affecting the respectability of the Society and the trustworthiness of the individual. Any benefits that may be due will not be permitted to accrue to him again until he has relieved himself from the discredit of his position.

4) If an officer is adjudicated bankrupt or enters into a composition with his creditors, he will, on the fact being known, be suspended from duty and salary and is liable for dismissal. He may, however, be reinstated if after examination of all the facts and of the schedule prepared by the Court indicate that the officer's difficulties were occasioned by unavoidable misfortune, or; other extenuating circumstances, and not by extravagance or culpable improvidence.

G.11. Respect for Gender

"Gender Respect" subscribes to the idea that all people deserve to be treated with social and physical respect regardless of gender and that they should be able to go about their lives without encountering bullying, harassment or abuse based on perceptions or stereotypes of traditional gender roles.

A Committee member or staff;

1) Shall treat members of the opposite gender with dignity and respect;

2) Of either gender shall be accorded equal opportunities to thrive and participate in the co-operative society activities;

3) Shall not sexually harass a member of the public or a fellow colleague where “sexually harass” includes doing any of the following, if the person doing it knows or ought to know that it is unwelcome: –

   a) making a request or exerting pressure for sexual activity or favours;

   b) making intentional or careless physical contact that is sexual in nature; and

   c) making gestures, noises, jokes or comments, including innuendoes, regarding another person’s sexuality.

4) Shall not bully any person within or without the co-operative society.

G.12. Improper Enrichment
1) A committee member or staff shall not improperly enrich himself or others by:-
   a) Accepting or requesting gifts or favours from a person who: -
      i. Has an interest that may be affected by carrying or not carrying out the
         member's duties;
      ii. Has a contractual or similar relationship with the co-operative society.
   b) Improperly using his office to acquire land or property for himself or another
      person, whether paid for or not;
   c) For the personal benefit of himself or another person, use or allow the use of
      information that is acquired in connection with the committee member or
      employee's duties and that is not public.
   d) A Committee member or staff may accept a gift given to him in his official
      capacity unless the gift is a non-monetary gift that does not exceed the value
      prescribed by regulation, such gift shall be deemed to be a gift to the co-
      operative society.

2) Where a Committee member or staff accepts a gift of value above regulation then
   that committee member shall report the matter to the authorized officer who shall
   direct the appropriate mode of disposal of the gift and the committee member shall
   comply with such direction.

3) A Committee member or staff shall not solicit or otherwise accept inducements
   either directly or indirectly whether in cash or in kind in order to provide any favours
   to a member in the provision of loans, acceptance of deposits or any other conduct
   of the business of the Sacco to which they are entrusted jointly or individually.

4) Confidentiality of relations and dealings between the co-operative society and its
   members is paramount. Consequently, Committee member and staff must take
   precaution to protect the confidentiality of member information and transactions.

5) Business and financial information about any member may be used or made available
   to third parties only with prior written consent of the member in accordance with the
   arrangements for the proper interchange of information between the institutions
   about credit risks, or when disclosure is required by law.

6) All business dealings, on behalf of the co-operative society with current or other
   employees and with those who may have cause to rely upon the society, should be
   conducted fairly and equitably.

7) Committee member or staff must not be influenced by friendship or association,
   either in meeting members’ requirements, or in recommending that they be met. Such
   decisions must be made on a strictly arm-length business basis.

8) All preferential transactions with insiders or related interest should be avoided. If
   transacted, such dealings should be in full compliance with the law, judged on normal
business criteria basis and fully documented and authorised by Committee members or any other independent party.

G.13. **Harambees**

1) A Committee member or staff shall not:-
   a) Use his office or place of work as a venue for soliciting or collecting harambees;
   b) Either as a collector or promoter of a public collection, obtain money or other property from a person by using his official position in any way to exert pressure;
   c) A committee member or employee shall not participate in a harambee in such a way as to reflect adversely on his integrity or impartiality or to interfere with the performance of his official duties.

G.14. **Safeguarding of information**

A Committee member or staff;

1) Shall ensure that secret, confidential or non-public information or documents entrusted to his care are adequately protected from improper or inadvertent disclosure.

2) Shall retain or destroy society records in accordance with the society’s information preservation and disaster management policy.

G.15. **Reporting of Improper Orders**

If a Committee member or staff;

1) Receives an instruction from any person he deems to be contravening this code, the appropriate authority to whom he shall report the matter is the ECCOS by e-mail, telephone, verbally or in writing, anonymously.

2) Considers anything required of him by any person is a contravention of this Code or is either improper or unethical, he shall report the matter to the ECCOS.
G.16. **Legal Compliance**

1) A Committee member or staff shall carry out his duties in accordance with the law. All committee members and employees must implement lawful instructions given for the good order and proper functioning of the society.

2) In carrying out his duties, a committee member shall not violate the rights and freedoms of any person as enshrined in the Constitution including freedom to exit the membership or employment of a Co-Operative Society.

G.17. **Other Specifically Required/Prohibited Conduct for Members and Staff**

A. **Member**

1. Must maintain his/her vehicle and keep it in good condition all the times;
2. Must ensure seatbelts and speed governors are in good working condition and serviceable condition;
3. Must (except for PSV’S) employ disciplined, properly trained, tested and qualified drivers;
4. Must submit his PSV to the SACCO management and not employ his own staff.
5. Must not fit undesirable equipment and accessories in their vehicles contrary to the Traffic Act;
6. Must not allow his vehicle to be fitted with obscene pictures, graffiti, vulgar literature or any other materials that negates the social ethics or offensive to the general public;
7. Must not engage in corrupt practices at any time;
8. Must brand his/her vehicle with Coop Marque logo and TRANSCOOP colours;
9. Release forthwith from their Transcoop portal any driver/conductor no longer in the service of the Transcoop
10. Upon serving of notice to withdraw from the Transcoop, notify the NTSA with the intention to withdraw from the TRANSCOOP and undertake to cease use of any branding or names associated with the TRANSCOOP on any PSV(s);
11. Ensure that only PSVs owned by the members of the the TRANSCOOP use the branding, and names of the society on their vehicles and report any violation to NTSA and police in writing in case of violation.

B. **Drivers**

All drivers working for a TRANSCOOP shall display the highest standard of professionalism, commitment to care for himself, his vehicle, passengers and other road users. He/she shall adhere to the following general principles in their conduct:

1. Obey traffic rules and regulations;
2. Place the safety and welfare of road users above all other considerations;
3. Protect and preserve public property and environment while executing his/her duties;
4. Not knowingly violate any road related laws, regulations, warnings or instructions set forth by Traffic Act and recognized road safety standards/regulations;
5. Make management and appropriate personnel aware promptly if there are safety concerns relating to driving;
6. Not mislead, misinterpret or knowingly deceive others concerning work, oneself or the vehicle being driven;
7. Cooperate fully and completely with any administrative or investigations by AAK when required to do so;
8. Not misrepresent or misuse any AAK certificate, card, acronyms, logos and trademarks belonging to AAK;
9. Not drive while under influence of alcohol or drugs;
10. Not drive if medically unfit;
11. Ensure that the vehicle he/she is driving is roadworthy before starting a journey e.g. have daily routine checks to ensure it is mechanically sound, properly insured and licensed.

Obligations for drivers
1. A PSV driver must acquire genuine Government license as per the statutory requirements;
2. A PSV driver must always put on uniform, be sober, clean and presentable;
3. A PSV driver must not smoke, chew *khat* (miraa), drink alcoholic substances or take any drugs while on duty (if he/she must take drugs for medical reasons which may cause drowsiness or misjudgement then he/she must not drive);
4. A PSV driver must observe the Highway Code and traffic regulations at all times;
5. He/she shall not operate any musical and blaring instrument in such a manner as to be a nuisance to the passengers, other road users, schools and hospitals;
6. He/she must pick and drop passengers at designated bus stops only;
7. A PSV driver must show respect to school children and accommodate them in their vehicles especially during pick hours;
8. They must take passengers to their final destination;
9. Must be responsible, keep their vehicles clean, be humane and use normal social language;
10. They should not permit other strange, unauthorized (squad) drivers to handle their vehicles;
11. Must not engage in corrupt practices;
12. In addition to the stated code of conduct all drivers should abide by rules and regulations as attached herein.

C. Conductor Obligations
1. Before being allowed to perform duties as a conductor, one must acquire genuine Government License as stipulated in the traffic act;
2. He/she must be clean, sober, presentable, of good public relations and treat passengers will at all times;
3. Must charge, collect the correct fare and drop passengers at designated stages and final destination;
4. Must not smoke, chew khat (miraa), drink alcoholic substances or take any drugs while on duty (if he/she must take drugs for medical reasons which may cause drowsiness or misjudgement then I must not be on duty);
5. Must not hang or ride with parts of the body outside the vehicle;
6. Must take all reasonable precautions to ensure safety of passengers in or, on entering or alighting from the vehicle and I will not carry excess passengers;
7. Must be should, responsible, humane, at all times and use civil language and not abusive, vulgar, obscene, and unacceptable provocative language;
8. Must not engage in corrupt practices.
9. Must observe the Highway Code and Traffic Regulations at all times.

D. General Rules and Regulations
1. All vehicles picking up passengers at the Main terminus must follow order as directed by employees manning the stage and there shall be no touting in and around the main terminus;
2. No driver or conductor is allowed to hand over the vehicle to unauthorized person (squad) drivers at any time;
3. No vehicle crew is allowed to cause obstruction anywhere within the designated route and all drivers must pick-up and drop passengers at designated stages only;
4. There shall be no hooting and playing loud music at the main terminus, near schools, hospitals, public institutions and any other place where it might be irritating to people or other road users;
5. The crew is mandated to collect only the approved fare by management committee;
6. Drivers and conductors must treat passengers with utmost courtesy
7. Vehicle crews must respect and take passengers to their final destination as the route management may direct from time to time;
8. Drivers and conductors must make sure they accommodate school going children in their vehicles especially during peak hours;
9. All drivers and conductors must be in full uniform, in possession of necessary licenses, observe traffic rules and the highway code at all times and in the event of traffic offence or accident he/she shall cooperate with the SACCO Management until conclusion of the case;
10. Drivers, conductors shall observe self-discipline, cleanliness, descent dressing and use civil language while performing their duties;
11. Drivers and conductors should not smoke, chew miraa, take drugs or alcoholic substances while on duty or allow any person to do so while in the vehicle.
12. Idleness, name calling an any act of jokes is not allowed in and around the main stage or anywhere within the area of operation;
G.18. **Disciplinary Procedures**

If, after an investigation a Committee member or staff is found to have breached the Code, a sanction, ranging from a reprimand to termination of employment, may be imposed.

An employee may be suspended from duty, or temporarily re-assigned duties, while ECCOS investigates whether or not they have breached the Code.

This code of conduct offers clear guidance on what to do and not to do on the job therefore discipline and penalty procedures are usually included. This is especially important in avoiding discrimination and wrongful termination lawsuits.

Some breaches of codes are so severe they require harsher penalties, even on a first offense. Major infractions include acts of violence, threats toward co-workers or superiors or customers, theft or abuse of power. Penalties may include demotions, job transfers, pay reductions, and in the most extreme cases, termination.

In heightened cases of conduct breach, Societies might call on internal security, police or relevant enforcement agencies. The cases may include theft, threats, acts of violence, and/or carrying a weapon to the workplace. In threatening situations, the Society's priority is immediate safety of members or customers. Once the threat is minimized, the Society shall take legal action against a Committee member and/or employee in cases involving theft or damage to Society property or property under the society.

1) Where a member or employee has committed a breach of this Code: -

   a) The Disciplinary Committee shall report the matter to the Management Committee or to the Commission for further action;

   b) The Management Committee shall make appropriate investigations.

   c) Where committee confirms a breach it may;

      i. Suspend or terminate the services of the committee member or employee as applicable

      ii. Recommend to the general meeting for expulsion

      iii. An employee so terminated shall be released from the Co-operative society’s transport portal forthwith;

      iv. Refer the matter to the ECCOS for further action.

2) The committee shall file reports of the breaches to ECCOS and the Commissioner on a quarterly basis.
G.19. **Oath And Affirmation**

Every Member and employee shall sign in a register and duplicate copy of the CoC that he has read, understood and will comply with............................................Transport Co-operative Society Code of Ethics and Conduct.

I affirm and certify that I have read and understood all the foregoing clauses in this code.

Dated at........................................this........................................day of........................................

SIGNED: 

Name

Chairman

Secretary

Treasurer

Authorised Officer

Employee

Member