



Work Ethics Policy

Adopted: 11/08/2025

Status: Active



1. Policy Statement

KwaraETF is committed to fostering a culture of integrity, professionalism, accountability, and respect in all its operations. This Work Ethics Policy sets the standards of conduct expected from staff, partners, contractors, and stakeholders engaged with the Fund. It is designed to uphold the values of transparency, fairness, and excellence while ensuring compliance with Nigerian labour law, international donor standards, and global best practices.

2. Purpose

The purpose of this policy is to:

- Define clear ethical standards that guide professional behaviour and decision-making.
- Promote a safe, respectful, and inclusive workplace.
- Protect the reputation and credibility of KwaraETF as a trusted public institution.
- Ensure accountability in the use of public and donor resources.

3. Scope

This policy applies to:

- All KwaraETF staff (permanent, contract, or volunteer).
- Consultants, service providers, and implementing partners.
- Any stakeholder representing KwaraETF in official capacity.


4. Guiding Principles

All employees and affiliates must uphold the following:

1. **Integrity & Honesty** – act truthfully, avoid fraud, corruption, and conflicts of interest.
2. **Accountability** – take responsibility for actions, decisions, and use of resources.
3. **Respect & Non-Discrimination** – treat all persons with dignity, regardless of gender, age, religion, ethnicity, ability, or background.
4. **Professionalism** – demonstrate competence, punctuality, confidentiality, and fairness in all duties.
5. **Transparency** – conduct business openly, ensuring decisions and processes are clear and justifiable.
6. **Confidentiality** – protect sensitive information obtained in the course of duty.
7. **Compliance** – adhere to laws, regulations, donor guidelines, and organizational policies.
8. **Zero Tolerance** – against bribery, corruption, sexual harassment, exploitation, abuse, or any form of workplace misconduct.

5. Specific Standards of Behavior

- **Conflict of Interest:** Staff must disclose and avoid situations where personal interests conflict with organizational duties.
- **Use of Resources:** All resources (financial, material, intellectual) must be used responsibly and only for official purposes.

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- **Attendance & Punctuality:** Staff must respect working hours and demonstrate commitment to duties.
 - **Workplace Conduct:** Bullying, harassment, intimidation, gossip, or unprofessional behaviour is prohibited.
 - **Representation:** Staff must represent KwaraETF positively in public forums, media, and stakeholder engagements.
 - **Gifts & Hospitality:** Staff shall not solicit or accept gifts, favours, or hospitality that may compromise objectivity or integrity.
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6. Responsibilities

- **Management:** Lead by example, ensure awareness, enforce compliance, and provide safe reporting channels.
- **Employees:** Familiarize themselves with the policy, comply fully, and report breaches.
- **Partners/Contractors:** Uphold the same ethical standards as a condition of engagement with KwaraETF.

7. Monitoring and Enforcement

- Regular ethics training and awareness programs will be provided.
- Breaches will be investigated promptly and fairly, with disciplinary measures (ranging from warnings to termination or legal action) applied as necessary.
- Anonymous reporting channels will be made available in line with the Whistleblower Policy.

8. Review Timeline

This policy shall be reviewed every two (2) years, or earlier if required by law, donor requirements, or organizational needs

Approved by: The Board of Trustees, Kwara State Education Trust Fund

Effective Date:11/08/2025

Next Review Date:11/08/2027