



# MT. KENYA NETWORK FORUM (MKNF) CODE OF CONDUCT

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Adopted by the Board on [21<sup>st</sup> December 2020 during the Board Meeting]

## 1. PURPOSE

The Code of Conduct provides guiding principles and ethical standards for all Board members, staff, volunteers, and representatives of Mt. Kenya Network Forum (MKNF). It ensures integrity, accountability, professionalism, and respect in the execution of our mission to champion climate justice, social equity, and community resilience.

## 2. SCOPE

This Code applies to:

- Members of the Board of Directors.
- The Executive Director and Secretariat staff.
- Volunteers, interns, and consultants engaged by MKNF.
- Representatives acting on behalf of MKNF in any forum.



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### **3. CORE VALUES**

- Integrity: Honesty, transparency, and accountability in all actions.
- Respect: Recognition of the rights and dignity of all individuals and communities.
- Equity & Inclusion: Ensuring gender, youth, indigenous peoples, and marginalized groups are represented and respected.
- Solidarity: Standing with communities in pursuit of justice and resilience.
- Sustainability: Commitment to safeguarding the environment and future generations.

### **4. STANDARDS OF CONDUCT**

#### **4.1 PROFESSIONALISM**

- Carry out duties diligently and responsibly.
- Maintain high standards of performance and ethical behavior.
- Use MKNF resources (funds, property, information) solely for organizational purposes.

#### **4.2 INTEGRITY AND ACCOUNTABILITY**

- Avoid fraud, corruption, or misuse of funds.
- Declare and manage conflicts of interest promptly (as per Board Charter, Section 8).
- Report any misconduct, malpractice, or unethical behavior observed within MKNF.

#### **4.3 CONFIDENTIALITY**

- Protect confidential information obtained through MKNF work.
- Refrain from unauthorized disclosure of sensitive organizational, donor, or community information.

#### **4.4 RESPECTFUL CONDUCT**

- Treat colleagues, partners, and communities with dignity and fairness.
- Uphold zero tolerance for harassment, exploitation, abuse, or discrimination (including on gender, ethnicity, disability, or sexual



orientation).

- Promote safe spaces for participation, dialogue, and decision-making.

#### **4.5 COMPLIANCE WITH LAWS AND POLICIES**

- Adhere to the Constitution of Kenya, NGO regulations, donor requirements, and all applicable laws.
- Abide by MKNF's Constitution, Board Charter, and internal policies.

#### **4.6 REPRESENTATION AND ADVOCACY**

- When representing MKNF in meetings, media, or public platforms, ensure statements align with organizational positions and policies.
- Avoid making personal or partisan political statements in the name of MKNF.

### **5. RESPONSIBILITIES OF LEADERS**

- The Board and Executive Director shall model ethical conduct and ensure this Code is enforced.
- Leaders are responsible for creating a culture of accountability, inclusivity, and transparency across the organization.

### **6. REPORTING AND WHISTLEBLOWING**

- Any violation of this Code must be reported through established internal reporting channels.
- Whistleblowers shall be protected from retaliation.
- The Board will ensure fair investigation and resolution of complaints.

### **7. DISCIPLINARY MEASURES**

Violations of this Code may result in disciplinary action including:

- Formal warnings.
- Suspension or removal from office/assignment.
- Termination of engagement or membership.
- Legal action, where applicable.



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## 8. REVIEW OF THE CODE

This Code shall be reviewed every three years, or earlier if necessary, to remain aligned with MKNF's Constitution, Board Charter, and best practices in governance and ethics.

## 9. ACKNOWLEDGEMENT

All members, staff, and volunteers must sign the Code of Conduct as a condition of their service or engagement with MKNF.

## SIGNATURES

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_



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