

# Bridge Africa Institute Code of Conduct

## Introduction

The Bridge Africa Institute (BAI) is committed to fostering sustainable development, economic prosperity, democratic governance, and human rights across Africa. This Code of Conduct outlines the standards of professional behavior, integrity, and accountability expected of all staff, volunteers, members, and affiliates. It serves as a guide to promote transparency, ethical conduct, and a positive organizational culture in line with BAI's mission, vision, and core values.

## 1. Privacy and Confidentiality

All BAI personnel (staff, volunteers, members, and affiliates) must respect and protect the privacy and confidentiality of sensitive data and information. Confidential information accessed during official duties must not be disclosed without authorization, both during and after service.

## 2. Exercise of Authority

Staff must exercise their authority with fairness, impartiality, and transparency. Authority should be exercised only for official purposes and not for personal gain or to influence others improperly.

## 3. Supervisory Relationships

Supervisors at BAI must foster respectful and professional relationships with subordinates. Abuse of power, favoritism, or exploitation within supervisory roles is strictly prohibited.

## 4. Family and Personal Relationships

Staff must avoid situations where family or personal relationships could interfere with their professional responsibilities or result in actual or perceived conflicts of interest.

## 5. Procurement and Contracting

Procurement and contracting activities must be conducted fairly, transparently, and in accordance with BAI's financial policies and procedures, and procurement and logistics policies. Staff shall avoid favoritism and must not be influenced by personal relationships.

## **6. Dressing Requirements**

All staff are expected to present themselves professionally and appropriately, reflecting the values and identity of the Institute in both internal and external engagements.

## **7. Relations with Governments and Other Non-Governmental Organizations**

Engagements with governments and other non-profit organizations must reflect BAI's independence, transparency, and commitment to collaboration for public interest and policy reform.

## **8. Relations with the Media**

Only authorized personnel may represent BAI in communications with the media. All external communications must be professional, accurate, and aligned with the organization's messaging.

## **9. Instructions from External Sources**

Staff must refrain from accepting or acting on directives from external sources that conflict with BAI's policies, priorities, or operational integrity.

## **10. Remuneration and Gifts from External Sources**

Staff members of Bridge Africa Institute (BAI) shall not accept any form of compensation, gifts, or favours from external individuals, organizations, or governments in exchange for influence, preferential treatment, or any action related to their official duties.

Except in cases of authorized external assignments, staff shall not receive remuneration from any external entity – public or private – that may compromise or appear to compromise their professional integrity or the impartiality of the Institute. This applies irrespective of the intent of the offering party.

Gifts or benefits offered by external parties – such as governments, corporations, vendors, or other entities – may not be accepted under any circumstance where they could influence, or appear to influence, the objectivity of the staff member or the credibility of BAI.

### **Permissible Exceptions**

Gifts may be accepted only under the following limited conditions:

- The total annual nominal value of the gift(s) does not exceed 15,000 CFA Francs;
- The item is an amenity of insignificant value clearly associated with official business and does not compromise professional judgment;

- The refusal of an honour or decoration would cause offense; in such cases, the item may be accepted on behalf of the Institute and only with prior written approval from the Chairperson or the duly authorized authority;
- Explicit authorization has been obtained from the Chairperson or a designated official.

### **Disclosure and Compliance**

All gifts or external offers must be formally declared in accordance with BAI's forthcoming policy and procedures on gift reporting. If a staff member wishes to retain a declared gift, a justified written request must be submitted for consideration.

Failure to declare gifts or unauthorized acceptance of external compensation may result in administrative or disciplinary action, in line with BAI's Code of Ethics and Internal Rules and Regulations.

### **11. Information Required of Staff Members**

All staff, permanent or temporary, must provide accurate and up-to-date information related to their employment, qualifications, and any other matters that affect their service.

### **12. Conflicts of Interest**

Personnel must avoid situations where personal interests conflict with their official responsibilities. Any potential or actual conflict must be disclosed to management promptly.

### **13. Corruption as a Source of Conflict**

Any form of corruption undermines trust, governance, and peace. BAI maintains a zero-tolerance policy towards bribery, embezzlement, favoritism, or any corrupt practices.

### **14. Annual Staff Members Declaration**

Upon engagement, all staff must sign a declaration affirming their understanding of and commitment to this Code of Conduct and ethical expectations.

### **15. Engagement in External Activities**

Staff must ensure that their external activities do not interfere with or compromise their responsibilities at BAI. Outside engagements must be reported if they could pose reputational risks.

With the exception of part-time academic teaching, a maximum of 20 days per calendar year or in extreme cases duly authorized, may be allocated to authorized external engagements.

## **16. Personal Financial Obligations**

Personnel are expected to manage their financial responsibilities in a manner that avoids reputational harm to the organization and ensures personal accountability.

## **17. Information, Information Systems, Assets, and Confidentiality**

All property and resources of Bridge Africa Institute (BAI) – including physical assets, information systems, and materials – shall be used exclusively for authorized institutional purposes. Staff members are required to safeguard the integrity, confidentiality, and security of all institutional assets under their care.

## **18. Post-Service Employment Restrictions**

Former staff must refrain from using privileged information obtained during their tenure at BAI for personal gain or in ways that could harm the Institute's interests.

## **19. Transparency**

Bridge Africa Institute (BAI) is committed to upholding the principles of transparency, accountability, and public trust. The Institute will:

- Communicate its activities, operations, and governance processes openly and accurately to stakeholders and the public.
- Publish an Annual Report covering key institutional areas, including:
  1. Board members and senior leadership;
  2. Organizational mission, goals, and values;
  3. Governance structures and accountability mechanisms;
  4. Programmatic activities and outcomes;
  5. Audited financial statements;
  6. Major donors and recipients (noting anonymity where requested);
  7. Fundraising activities, including overhead costs and grant allocations.
- Respond to public inquiries and provide meaningful opportunities for engagement.
- Make its Annual Report and relevant legal filings available for public review in accordance with applicable regulations.