



Code of Conduct Manual

Introduction

Nigeria for Women Project (NFWP) is a five-year national program with an objective to support women's improved livelihood opportunities in targeted communities. This project is a long-term engagement between the World Bank and the Government of Nigeria. The current project represents the first phase of this engagement for a five-year period. This project is informed by other projects such as the Rural Livelihoods Projects in India that uses the model of women groups. NFWP introduces WAGs in a very distinctive way starting with six states (Abia, Akwa Ibom, Kebbi, Niger, Kebbi, Ogun) to prove that these platforms can be the base for layering livelihoods support.

This project design is the first of its kind to be implemented in Nigeria, through government and at scale supporting women groups. Therefore, the implementation and roll-out will be phased, starting with six states out of 36 to allow learning. Documented experiences and lessons learnt as well as models developed during the implementation of this phase will be replicated in the subsequent project phases.

NFWP Structure

NFWP is implemented by a Federal Project Coordination Unit (FPCU), State Project Coordination Units (SPCUs), LGA Project Implementation Units (LPIUs), and Ward Facilitators (WFs) at community level.

Objectives of NFWP

The purpose of the project is to bring down the barriers to gender equality and promote economic and social inclusion of women. Specific objectives include:

- Support improved savings and livelihoods for women in targeted areas of Nigeria
- Promote social inclusion through the establishment of institutional platforms that improve women's access to critical life, business, financial and technical skills
- Develop a better understanding of what works and leverage partnerships especially with the private sector
- Inform and influence attitudes and behaviors related to gender equality to change discriminatory social norms

Code of Conduct

This Code of Conduct is part of the Nigeria for Women Project's (NFWP) measure to manage the social risks related to this project. It applies to all staff/employees/personnel and volunteers at the Federal, State, LGA and community levels involved in the implementation of NFWP. All such persons are referred to as "Personnel" and are subject to this Code of Conduct. This Code of Conduct highlights expected behavior required from all Personnel.

Our workplace is an environment where unsafe, offensive, abusive, or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

Required Conducts

1. Carry out their duties competently, diligently, and professionally.
2. Comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Personnel and any other person.
3. Maintain a safe working environment by:
 - * Ensuring that workplaces, equipment and processes under each person's control are safe and without risk to health and wellbeing
 - * Report work situations that you believe are not safe or healthy, avoid work which you reasonably believe presents an imminent and serious danger to your life and those of others.
4. Treat other people with respect, and do not discriminate regardless of religion, ethnic or social origin, sexual orientation, women and children, people living with disabilities, minority groups, marital status or other aspects of personal status. Discrimination includes actions, made either directly or indirectly, based on distinctions or prejudices which have the purpose or effect of treating individuals or

Required Conducts

5. Do not engage in any form of sexual harassment including unwelcome, unsolicited sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature with other personnel, clients and project beneficiaries.

6. Do not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. In Bank-financed projects/operations, sexual exploitation occurs when access to or benefit from Bank-financed Goods, Works, Consulting or Non-consulting services is used to extract sexual gain. The abuse of authority/power is the improper use of a position of influence, power or authority by an individual towards others. This is particularly serious when the alleged offender uses his or her influence, power or authority to negatively influence the career or employment conditions (including, but not limited to, appointment, assignment, contract renewal, performance evaluation or promotion) of other individuals, e.g. asking for an amount of money to approve the renewal of a contract. Abuse may also consist of conduct that creates a hostile or offensive work environment, which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion.

Required Conducts

7. Do not engage in rape, which means physically forced or otherwise coerced penetration even if slightly with any part of the vagina, anus or mouth with a penis or any other part of the body. It also includes penetration of the vagina or anus with any object. Rape includes marital rape and anal rape/sodomy. The attempt to do so is known as attempted rape.

8. Do not engage in Sexual Assault, which means any form of non-consensual sexual contact that does not result in or include penetration. Examples include: attempted rape, as well as unwanted kissing, fondling, or touching of genitalia and buttocks not engage in any form of sexual activity with individuals under the age of 18, except in case of legally pre-existing marriage.

9. Child Exploitation and Abuse is strictly prohibited as NFWP has a fundamental obligation to ensure the safety and well-being of children. For WHO, a child is defined as anyone under eighteen years old (UNCRC, 1989) irrespective of the age of actual majority in the country where the child is located or in their home country.

- Sexual activity with a minor under 18 is strictly prohibited.
- Mistaken belief regarding the age of a child and consent from the child is not a defense as a child cannot give consent.
- Child labour is prohibited on the Nigeria for Women Project

10. All staff, volunteers, project beneficiaries, consultants and sub-contractors are highly encouraged to report violations of this Code of Conduct in accordance to the Standard Reporting Procedures.

Raising Concerns

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact: The National Coordinator in writing at this address No. 5 Justice Chukwudifo Oputa Street, Asokoro Abuja FCT, email FPCU@nfwf.gov.ng or by telephone at 08121068565.
2. Call: the hotline (09057309945) and leave a message.

Our Commitment

The complainant's identity will be kept confidential, Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate. There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

Consequences of Violating the Code of Conduct

Any violation of this Code of Conduct may result in serious consequences, such as loss of salary, suspension of employment, termination and possible referral to legal authorities.

Declaration of Adherence to the Code of Conduct

I, the undersigned,

_____, declare that I have received, read and understand the meaning and scope of the NFWP Code of Ethics and Professional Conduct. I hereby certify that I shall comply with the Code of Conduct and I undertake to respect its requirements. I also declare that I have read, understand and complied with the project policies and Standard of Behavior guidelines.

Designation:.....

Location (State/LGA):.....

Sex:.....

Signature:.....