

AGENCIA MONETARIA DA
AFRICA DO OESTE

WEST AFRICAN
MONETARY AGENCY



AGENCE MONETAIRE DE
L'AFRIQUE DE L'OUEST

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CODE OF CONDUCT FOR STAFF

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Message from the Director General

This updated Code of Conduct for staff of the West African Monetary Agency (WAMA), which replaces the 2004 Code of Conduct, was approved by the Committee of Governors of Central Banks of ECOWAS Member States on 03 August 2017. It is essential that you read and understand the Code. We expect each WAMA employee to make a commitment to and take responsibility for complying with the standards of behavior outlined in the Code.

The reputation and effectiveness of WAMA rests on how our staff interact with each other and with our other stakeholders – including our member central banks, country authorities, the broader ECOWAS community and suppliers of goods and services. Our stakeholders expect that our behavior, at all times, should be governed by the highest standards of ethics and integrity.

This Code, which applies to all of us from the Director General to staff on temporary employment contracts, aims to provide an outline of the standards of behavior expected of employees of WAMA. It provides guidance to assist you to understand your responsibilities and obligations, and to be able to identify situations that may reflect negatively on WAMA, undermine its operations or result in conflicts of interest.

You are encouraged to seek guidance from your supervisors where it is unclear to you what constitutes misconduct. You are also expected to report any concerns related to ethical conduct. I thank you for helping us fulfill this important responsibility.



Momodou B. Saho
Director General

WEST AFRICAN MONETARY AGENCY

CODE OF CONDUCT FOR STAFF

INTRODUCTION

1. The West African Monetary Agency's (WAMA) reputation as the key organ of the Economic Community of West African States (ECOWAS) responsible for fostering monetary integration depends on the ability of its staff to uphold the highest standards of ethical and professional behaviour at all times and in all of their dealings. The application of strong ethical standards should support the strengthening of the credibility of WAMA and thus contribute to the discharge of its mandate of working towards achieving a single currency for the ECOWAS Region.
2. This Code of Conduct outlines the standards of behaviour expected of WAMA staff. It provides guidance to assist staff members to understand their responsibilities and obligations, and to be able to identify situations that may reflect negatively on WAMA, undermine its operations or result in conflicts of interest.
3. The Code compliments other WAMA rules and regulations and does not cover every possible situation of misconduct. If staff members are unsure of what course of action to take in any particular situation, they should seek guidance from their immediate supervisors or from the Administration Unit.
4. This Code of Conduct shall apply to all WAMA staff members on permanent appointment, temporary appointment as well as staff members on secondment, on a leave of absence with or without pay or on any course of training. This Code shall also apply to consultants on assignment within the Agency.
5. Staff members are encouraged to report any observed or suspected violation of the Code. They are also required to cooperate with any investigation under the Code. A violation of the Code will result in disciplinary action, including demotion and/or dismissal.

GUIDING PRINCIPLES

Integrity

6. A staff member of the Agency shall at all times perform his or her official duties with integrity, avoiding any behaviour or activity which may adversely reflect on WAMA or which is incompatible with the integrity and impartiality required by his or her status as an employee of an international organization.

7. A staff member shall provide accurate and complete information required by WAMA to administer personnel matters and shall report promptly any changes in their personal circumstances that affect their eligibility for allowances and benefits.
8. Given the international character of WAMA, a staff member must respect local laws, honour their private legal obligations and avoid any actions that could be interpreted as abuse of the privileges and immunities granted to WAMA and its staff by the host country authorities.

Justice and Impartiality

9. A staff member of the Agency shall be guided by justice and impartiality in dealings with his or her colleagues and the general public. An employee shall not allow their personal views, beliefs and relationships to compromise or appear to compromise the performance of their official duties.

Accountability and Loyalty

10. A staff member of the Agency shall be responsible to the Directorate of the Agency in the discharge of his or her duties. Staff members shall respect the international character of the Agency and shall maintain their independence by refraining from accepting any instructions related to the discharge of their duties from any source external to WAMA.

Confidentiality

11. A staff member shall maintain the strictest confidentiality regarding information available or known to him or her by reason of their official duties. An employee shall exercise the utmost discretion and restraint in their pronouncements as befits their status as employees of an international organisation.

RESPECT FOR COLLEAGUES

Harassment

12. WAMA is committed to protecting staff members from any form of harassment. Harassment consists of any unwelcome verbal, written or physical behaviour towards another person that creates an intimidating, hostile or offensive work environment or reduces the quality of life of that person. Harassment can consist of a single incident or a series of incidents, including actions related to physical or verbal abuse, making knowingly false complaints about others, and making ethnic or religious slurs. Harassment is unacceptable and will not be tolerated..

Sexual Harassment

13. Sexual harassment may be defined as exerting unwelcome subtle or obvious pressure, or threatening punitive action or giving favours to cause the employee or other WAMA

stakeholders including Member Central Bank staff, suppliers and contractors to yield to one's sexual advances against the consent of the employee or stakeholder. Sexual harassment can be initiated by male or female employees.

14. An employee of the Agency shall not exploit his or her relationship with another employee or person to gain advantage of him or her sexually or confer undue favour on him or her for sexual and other purposes.

Diversity

15. Given the international character of WAMA, and the Agency's commitment to an inclusive work environment where differences are respected and valued, staff members shall act with respect, tolerance and sensitivity toward other peoples' characteristics, cultures and backgrounds. Unjustifiable or prejudicial treatment of staff or groups of staff within the organization on the basis of their social background, ancestral origin or belief is strictly prohibited. Staff members are also prohibited from engaging in any form of discrimination in employment, appraisal, promotion, discipline, termination or retirement including discrimination based on ethnic, nationality, language, political, religious, gender, pregnancy, age or disability grounds.

INFORMATION AND COMMUNICATION

Confidential Information

16. WAMA staff members have a responsibility to protect the security of any non-public information provided to, or generated by WAMA. To avoid unauthorized disclosure, non-public or proprietary information must not be communicated without authorization. Such authorization may take the form of either direct instruction from the Director General to members of staff or departments, or general policies and guidelines established by the Committee of Governors and the Director General. Staff must not also use any confidential information for their own advantage.

Internal and External Communication

17. WAMA staff members shall exercise good judgment and act in a professional manner when using WAMA email or accessing the Internet or any other external electronic system using WAMA information technology equipment and facilities. All communications relating to WAMA business or using WAMA's information are the property of WAMA and must conform to WAMA's Internet Use Policy.
18. All internal communications directed to a broad audience of WAMA staff (involving more than one department) must be reviewed and approved by the appropriate departmental head for content.

Press Relations, Speaking Engagements and Publications

19. No WAMA staff member shall, without the express authorization of the Director General, provide to the news media, publish or make public pronouncements on the policies or activities of WAMA or on any national or regional political question.
20. In making any public statement, an employee or officer of the Agency must ensure that it is accurate and not misleading and not something that is likely to cause public resentment, outrage or ridicule to the Agency. An employee of the Agency shall avoid writing or circulating anonymous or vexatious letters or statements with malicious intent.
21. Unless specifically authorized, an employee of the Agency shall not communicate either directly or indirectly to the press or any person such information obtained by virtue of his or her office, the disclosure of which may damage the security or other interest of the Agency.
22. No employee of the Agency shall relay to a third party any market sensitive information in his possession obtained as a result of his employment or his connection with any financial institution which is not generally available to the general public, and which, if it were so available, would likely bring about a material change in the financial market system, have a material impact on the value of currency or confer an unfair advantage to any individual or institution.
23. Any employee who possesses insider information is prohibited from influencing any other person including another member of staff who does not require such information in discharging their duty.

Social Media

24. WAMA may authorize some business use of social media. In such cases, access to and use of social media sites should only be for approved business use and must comply with any applicable guidelines, terms and conditions and policies governing the site.
25. WAMA recognizes that staff members use social media (e.g., Facebook, LinkedIn, WhatsApp, Twitter, blogs) for personal use. Use of such tools must be in compliance with applicable law, rules and regulations as well as WAMA's policies and guidelines and consistent with WAMA's workplace values. Personal use of external social media sites should not have a negative impact on the discharge of their duties.
26. A staff member who comes across something negative posted online about WAMA should not respond to it. The staff member should report the matter to the Head of Administration who shall arrange for an authorized response.

PROTECTING WAMA ASSETS

Intellectual Property

27. All intellectual property rights, including but not limited to patent rights, copyright and any other rights related to protectable subject matter created by a staff member as part of his or her official duties or in the course of his or her employment with WAMA shall belong to the Agency. WAMA has the right to publish such work in a manner it deems appropriate. The obligations of staff members in relation to WAMA intellectual property shall continue to apply after the staff member leaves the Agency.
28. Staff members shall respect works subject to intellectual property rights protection by citing their sources and obtaining permission, especially where they wish to share such work with the public.

Use of WAMA property and Assets

29. Staff members shall use the property and assets of WAMA only for official business and shall exercise reasonable care when using such property and assets. Reasonable personal use of WAMA property by staff is permitted. Such personal use must be kept to a minimum and must not be done in a manner that could be embarrassing or harmful to WAMA or detrimental to its interests.
30. WAMA's internet and intranet equipment shall not be used for the unauthorized downloading or use of any copyrighted or unlicensed material.
31. Staff members shall not conduct private business using WAMA working time or assets.

Safety and Security

32. WAMA is committed to providing and maintaining safe and healthy conditions in the workplace to prevent accidents and injury arising out of, related to or occurring in the course of work or as a result of the use of WAMA equipment and facilities. WAMA shall ensure that its work spaces meet minimum space, lighting and ventilation standards.
33. Threats or acts of violence, against another employee or against an outside party in the workplace will not be tolerated and should be reported immediately. Any staff member who threatens or commits an act of violence will be subject to disciplinary action.
34. The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and during working hours is strictly prohibited. Alcoholic beverages served at official lunches or functions are excluded. In these cases, all applicable liquor laws must be followed, including laws relating to the prohibition of serving of alcohol to those under the legally permissible age. However, under such cases, excessive drinking, intoxication and misbehaviour at these events is prohibited and will be subject to disciplinary action.

35. Staff members are cautioned against any conduct or activity that may compromise the image and integrity of the Agency even if it is unrelated to official duties. Such misconduct is prohibited and will be subject to disciplinary action.

FINANCIAL INTEGRITY

Financial Reporting

36. Staff members are responsible for the integrity of the data and information, including reports and documents under their control. Accounting books, administrative records and other records of WAMA must be maintained in sufficient detail as to truthfully and accurately reflect all WAMA transactions, and where applicable must follow relevant standards of accounting and auditing.

Records Management

37. WAMA generates many records and reports in the course of its daily activities. WAMA staff shall take responsibility for the proper management, preservation and disposal of its records in accordance with professional archival standards to ensure compliance with legal and financial requirements, meet administrative requirements and protect the Agency's intellectual property.
38. Staff members are prohibited from unlawfully destroying or altering any records that are potentially relevant to a violation of law, legal claim or litigation, or to any pending, threatened or foreseeable internal or external investigation or audit.

Fraud

39. Any act of intent to cheat, trick, steal, deceive, forge or lie that misleads, or attempts to mislead, a party to acquire a financial or other benefit or to avoid an obligation, are subject to disciplinary action. .

Procurement

40. WAMA is committed to a competitive, fair and transparent procurement process. All purchases shall be carried out in accordance with WAMA's procurement policy as outlined in the Financial Rules and Regulations. WAMA staff shall not accept from suppliers and contractors any gift, even of a nominal value, including hospitality or any other forms of benefits.
41. WAMA staff shall not cause WAMA to purchase goods or services or services of any kind, for WAMA or on behalf of Member Central Banks, from suppliers and contractors owned or controlled by themselves, immediate family members or their friends to the disadvantage of other suppliers. WAMA staff must disclose information on any situation that may appear to present a conflict of interest to their head of Department or Unit. In the event a relationship is established, the staff member shall be disqualified from participating in that procurement process.

CONFLICTS OF INTEREST

42. An employee of the Agency shall avoid any situation that might give rise to an actual conflict of interest or even the appearance of a conflict of interest, between their personal interest and performance of their official duties. A WAMA staff member shall act in the best interests of the Agency.
43. Any employee who finds himself or herself in such a position as indicated in (43) above shall disclose his or her interest to their Head of Department or Head of Unit as the case may be and seek his or her guidance as to whether they should recuse themselves from the situation that is creating the conflict or the appearance of conflict.
44. These interests include, but are not limited to the following:
 - a) Outside financial interest
 - b) Other business interest
 - c) Other employment interest
 - d) entertainment and gifts
 - e) Public corporate directorship
45. No employee shall engage in any act that might reflect on his integrity as a faithful servant of the Agency, or conduct himself in such a manner as to bring the name of the Agency into disrepute.
46. No employee shall be involved in any act of dishonesty or fraud within or outside the Agency and must not encourage or assist another person to engage in any act of dishonesty or fraud.

Disclosures

47. An employee shall disclose any financial interests that they or their immediate family members have that might be in actual or apparent conflict with their duties at WAMA.

Gifts, Favours, Decorations and Honours

48. Giving or accepting a gift may create the expectation of a favour in return. Therefore, an employee of the Agency shall not, or allow his/her immediate family members to demand, receive or give any gifts, favours or rewards or be an agent for the receipt of any gifts, favours or rewards in connection with their official duties. However, where protocol demands it, a staff member may accept non-cash gifts of a nominal value, i.e. less than \$100 per giver per calendar year. Such a gift should be declared and registered in the gift acceptance register opened by WAMA.

49. To safeguard the reputation of WAMA and ensure that staff are seen as impartial and motivated only by professionalism, a staff member may not accept any honours or decorations conferred on them in connection with their official WAMA duties. Where protocol dictates that it may be difficult, embarrassing or insulting to refuse an honour or decoration, a staff member may accept it on behalf of WAMA and then submit it to WAMA.

Bribery and Facilitation Payments

50. WAMA staff shall act with a high level of integrity in their dealings with all stakeholders. A staff member shall not give or accept any payments, services, improper promises or anything of value to any person for the purposes of improperly influencing official action.
51. A staff member shall not make a facilitation payment of any kind, to a government official to expedite or secure performance of a non-discretionary, routine governmental action, such as obtaining licenses, visas, diplomatic passports or utility services.

Nepotism

52. The hiring, promoting, demoting, reassigning of employees is prohibited if the result is the creation of a supervisory relationship between members of staff who are in close relatives.
53. For the purposes of this Code, family members include children, adopted children, step-children, domestic partners' children, spouses, domestic partners, parents, grandparents, grandchildren, siblings, half-siblings, aunts, uncles, nieces, nephews, mothers-in-law, fathers-in-law, step-parents, sons-in-law, daughters-in-law, step-brothers, brothers-in-law, step-sisters, sisters-in-law and any other person who is a member of the employee's household.

Personal Relationships

54. The hiring, promoting, demoting, reassigning of employees is prohibited if the result is the creation of a supervisory relationship between members of staff who are in a personal romantic relationship. Where a personal relationship develops between members of staff who are in a supervisory relationship, any involvement in appraisal, promotion and or any other management activity involving the other party are prohibited.
55. Under no circumstances, shall a staff member marry another staff member whilst both are still employed by WAMA. Under such circumstances, one of them must resign.
56. Staff in a personal relationship shall not work together in any circumstances where a breach of financial control may occur.

57. Where a personal relationship exists, the more senior staff member has the responsibility to promptly report the conflict of interest by bringing it to the attention of the Head of Administration or the Director General

Borrowing

58. - Although WAMA staff members can borrow outside the Agency on personal terms, such a transaction should neither harm the image and reputation of the Agency nor have a negative impact on the effectiveness and performance of the employee.
59. A staff member shall not borrow money from another employee of the Agency who is under his or her supervision.
60. An employee shall endeavour to conduct his or her financial and related affairs in such a manner as to avoid becoming financially embarrassed.
61. An employee who is unable to pay his or her debt shall immediately inform his/her Head of Department or Unit of the situation.

EMPLOYMENT AND OTHER ACTIVITIES OUTSIDE THE OFFICE

62. WAMA recognizes that staff may engage in other unpaid private voluntary activities outside of their duties at the Agency.
63. However, WAMA reserves the right to refuse to grant such permission if it considers that the activity in question would be prejudicial to the proper performance of the duties of the staff member.
64. Engagement, by a staff member, in a duly authorized private activity shall not result in misuse of WAMA resources or be based on the illegitimate exploitation of the name, reputation or financial support of WAMA.
65. WAMA staff members are primarily mandated to devote their energies to the work of the Agency. It is therefore improper to engage without proper authorisation in any outside activities that may interfere with their work, whether remunerated or not.

Political Activities

66. WAMA staff may have legitimate interests in the civic and political affairs of their home countries. However, these interests should not conflict with the status of WAMA as an international organisation or create the perception that WAMA is partisan or trying to influence the political process in any country. Thus staff members may vote, belong to political parties, make legal political donations and participate in community affairs. However, such activities should not be undertaken on WAMA premises or utilize WAMA time or resources. Staff members shall seek permission from the Director General to

engage in political activities. A staff member who accepts a political appointment or who wishes to stand for elected political office must resign from WAMA

Disclosure of Directorships by WAMA Officials

67. An employee who is nominated to serve as a director on any Public Board, Financial Institution, Corporation or Non-Governmental Organization shall seek approval from the Director General before he or she acts in that capacity. An employee who holds directorship without such approval must seek approval, if he or she wishes to remain as a director.
68. An employee may act as a director or a member of a non-profit organization such as religious, educational, cultural, social, welfare, philanthropic, professional association, council or charitable institution subject to the policy guidelines of each institution. In the performance of his or her role as a director of a board, an employee shall be guided by the principles of integrity and utmost good faith and may not use his or her position to induce personal financial gains or cause embarrassment to the Agency

BREACH OF CODE OF CONDUCT

69. In the event of a breach of any of the above rules by a staff member, the staff member would be subject to disciplinary measures as stipulated under the relevant sections of the Integrated Conditions of Service for Professional Staff and General and Auxiliary Staff, including termination of employment in the case of serious violations and possible civil and/or criminal action against the concerned employee. Any disciplinary measures applied to a staff member shall be proportionate to the nature and seriousness of the violation and shall take into account the staff member's prior record of conduct. No disciplinary measure shall be applied to a staff member without giving him or her an opportunity to present his or her defence in relation to the alleged misconduct.

RESPONSIBILITY OF SUPERVISORS

70. Heads of Department and Unit have a responsibility to make themselves available to staff members who wish to report concerns about suspected misconduct in confidence. They shall treat all reports expeditiously and in an impartial and tactful manner. Supervisors shall also strive to create a work environment that will encourage staff to seek advice if they are unsure as to how to proceed in a given situation and to make reports of suspected misconduct without fear of retaliation.

REPORTING PROCEDURES

71. Members of staff of WAMA are strongly encouraged to seek guidance from their immediate supervisors if they have any concerns of suspected or alleged misconduct, or that a situation they find themselves in may result in conflict or perceived conflict of interest. Where there is a breach of this Code of Conduct, a staff member may report or complain to a superior officer or the appropriate authority. All such disclosures will be treated with strict confidence. Reports under this code are lodged in the following order:
 - a. Head of Division/Head of Department
 - b. Head of Administration
 - c. Director General
 - d. Audit Committee
72. A report should be accompanied by any record or evidence in the staff member's possession that would support the allegation that a misconduct may have occurred.
73. Where the officer to whom the report should be made is himself or herself involved in the breach of the code, the matter should be reported to the next superior officer. The officer to whom the report is made shall indicate the action being taken within a period of two weeks from receipt of the report failing which the complainant may take up the complaint with the next superior authority.
74. Reports of suspected misconduct involving the Director General should be made to the Chairman of the Committee of Governors, via the Chairman of the Technical Committee.
75. Staff members shall not report allegations that are knowingly false or made with reckless disregard as to whether they are true or false. A staff member's report of such allegations would itself constitute misconduct and the staff may be subject to disciplinary action.

Obligation to Report

76. Staff members must notify their Head of department or Unit or the Director General if they become the subject of any arrest, summons, subpoena, arraignment, indictment, or conviction for any criminal offense, including a plea of guilty or no contest. Failure to immediately report the above is a serious offense and may result in disciplinary action up to and including termination of employment.

Whistle Blowing

77. An employee shall disclose information about misconduct and/or malpractice in the workplace. These may be in the form of a crime or civil offence (including negligence, breach of contract etc.) miscarriage of justice and the corrupt cover of any of these.
78. Disclosure covers instances in which the employee has a reasonable suspicion that the malpractice has occurred, is occurring or is likely to occur.

79. An employee may not use whistle blowing as a means to pursue frivolous complaints, undermine colleagues or advance his/her career in the Agency.
80. The identity of an employee who in good faith makes a disclosure to Management shall not be disclosed. In the case of exposure, the employee who discloses in good faith shall be protected by the Agency.
81. Where the issue at hand relates to the staff line supervisor, a complaint could be made to the Director General. However, where such an issue involves the DG, the staff may report to the Chairman of the Committee of Governors, via the Chairman of the Technical Committee or the Chairman of the Audit Committee.

Protection against Retaliation

82. WAMA shall protect staff members and any outside parties from any form of retaliation against them for reporting suspected misconduct, or for cooperating and providing information during an investigation of alleged misconduct. A staff member who has himself or herself been involved in misconduct may not evade disciplinary action by means of reporting such misconduct and seeking protection under this Rule. However, a staff member's reporting and degree of cooperation may be taken into account in determining the appropriate sanction for that staff member.

Notice of Outcome

83. Following a review or investigation of suspected misconduct, the staff member who reported the concern may be notified of the outcome. However, WAMA may maintain the confidentiality of some outcomes to protect the privacy of the sanctioned staff.

PROVISION FOR AMENDMENTS

84. This Code may be amended or revised from time to time as the need arises in consultation with the Committee of Governors through the Technical Committee. Users will be provided with copies of all amendments and revisions.

OATH/ATTESTATION

To be completed and signed by all WAMA Employees:

I acknowledge that I have received the WAMA Code of Conduct and understand that I am obligated to read the Code and to comply with the principles, policies and rules outlined in the Code, including any amendments made by WAMA. I understand that a current copy of the Code of Conduct is posted on WAMA's website at:

<http://www.amao-wama.com>

I acknowledge that violating any of the principles, policies and rules outlined in the Code of Conduct, including the obligation to report suspected misconduct or to cooperate in any investigation of suspected misconduct, will constitute a breach of this Code and I may be subject to disciplinary measures.

Signature: _____ Date: _____

Name (Please Print): _____

This signed and completed form must be returned within 15 days of receiving this copy of the Code of Conduct to the Administrator. Failure to do so will not affect the applicability of this Code of Conduct or any of its provisions.