



BODIJA (IBADAN) UNIQUE CO-OPERATIVE INVESTMENT & CREDIT SOCIETY LIMITED

CONDUCT AND ETHICAL STANDARDS FOR MEMBERS, OFFICERS AND EMPLOYEES

We, Bodija (Ibadan) Unique Cooperative & Credit Society (Unique CICS), recognising cooperatives as effective instruments of equity, empowerment, social justice, economic development; and for promoting self-reliance and harnessing people power, do hereby adopt and promulgate this Code of Conduct and Ethical Standards for Members, Officers and employees.

Since a cooperative exists because of, and for its members, it:

- a. Must project a vision that is grounded in the enhancement of the quality of life of each member;
- b. Must strive at all times to become self-sustaining and self-reliant;
- c. Must uphold the democratic process; and
- d. Must comply with the requirements for registration including pre-membership education conducted by a cooperative or other agencies with track record in cooperative education.

ARTICLE I **COOPERATIVE**

Section 1:

Principle of Membership

Membership of Unique CICS must be open and voluntary. To attract and gain more members, extension programs should be undertaken.

Section 2:

Interest and Welfare of Members

The cooperative must respect the interest and promote the welfare of its members and employees by formulating a Human Resource Development Program, and undertaking a continuous education and training for all its members, officers and employees.

Section 3:

Annual General Meeting (AGM)

The supreme body in a cooperative is the Annual General Meeting (AGM);

Hence the interests of the members must be protected at all times whereby:

- a. Any business to be undertaken must be embodied in an annual plan, program, and budget that must be approved by the Annual General Meeting.
- b. However, any new business not included in the plan approved in the last Annual General Meeting and believed to be profitable, may be undertaken by the Executive Committee (EXCO) and must be reported to the next AGM.
- c. A policy of transparency must always be maintained whereby books of accounts and minutes of EXCO meetings are properly kept and made accessible to members and regular financial statements are religiously prepared and made known to the members and other parties interested in the business and operation of the cooperative as authorized by law or the EXCO.

Section 4:

Social Responsibility

The cooperative being a people's organization should have a social responsibility vision that requires it to maintain a human, progressive and nationalistic stand; discharge its functions and render services in the most professional manner; exercise a high sense of responsibility and accountability to everyone; and be responsive to the needs of its membership but also of the general public. Among others, it has:

- a. To provide optimum supply of quality products and services at reasonable price or interest; and
- b. To be an active catalyst for change towards the total development of man, community and country. Therefore, it does not engage only in economic activities but also in advocacy for reforms, policy directions, and local governance, thereby becoming an active partner together with other NGOs in seeing to it that progress is achieved and that the benefits, willy-nilly, reflect to the general public. But in the conduct of all these, it, must exercise political neutrality.

Section 5:

Cooperative as a way of life

Since the practice of cooperative is a way of life, our cooperative must:

- a. Build a credible image and promote a better way of living;
- b. Embody the ideals and best practice of a cooperative and clearly manifest it by showing cooperation with and support to other cooperatives by:
 - Avoiding direct competition
 - Fostering “big brother helps small brother spirit” where well-established cooperatives assist smaller cooperatives grow by helping them access opportunities, resources and technology; and
- c. Promote solidarity and cooperation and strengthen their capability as an organization and the cooperative movement.

ARTICLE II

CODE OF CONDUCT FOR INDIVIDUAL MEMBERS, OFFICERS AND EMPLOYEES

All members and employees of Unique CICS are God fearing and loving, honest, dynamic and service oriented, committed to public interest and loyal to the cooperative and to the causes and principles of the cooperative of which they are expected to be knowledgeable. They are willing to learn and be trained, open-minded, and actively participate in the affairs of the cooperative as well as being diligent in the discharge of responsibilities which they should perform diligently, professionally and honestly.

Section 6:

Standard of Personal Conduct

In his/her dealing, a cooperative member is expected to:

- a. Be respectful and observe proper decorum in line with the organizational hierarchy;
- b. Be receptive to constructive criticism by developing and maintaining emotional maturity and stability.
- c. Be actively involved in the development and growth of the cooperative and defined community affairs; and
- d. Refrain from:

- Giving and receiving gifts to obtain or in exchange for favor; (bribery or being the recipient of bribery)
- Engaging in activities inimical to the interest of the cooperative;
- Using the cooperative for personal interest.

SECTION 7:

Membership Rights, Privileges and Obligations

Every member should belong to only one cooperative of the same type in the same area. He/she should exercise his responsibilities, rights and privileges as defined in the Article of Cooperation and By-laws. He/she must therefore:

1. Be a member in good standing by:
 - a. Paying the required membership fee and the value of at least 25 shares as provided in the relevant section of the enabling By-Laws at the point of entry; and others as prescribed by the Annual General Meeting.
 - b. Ensuring no delinquency in the payment of his capital contribution and accounts for the last 6 months; (except for those on Prolonged Sick Leave & Maternity Leave after presenting Doctors Certificate)
 - c. Complying with all provisions of Unique CICS by-laws, rules and regulations, resolutions, circulars/memorandum and other issuances of the organisation, membership and subscription agreements and other instruments required of him/her to execute as provided in these by-laws or as prescribed by the EXCO.
 - d. Attending the cooperative monthly meetings, other activities and the Annual General Meeting and the prescribed cooperative seminars.
 - e. Patronizing regularly in the business of the cooperative (for example, Commodities Purchase Scheme, etc.) and participate in the activities and undertakings of the cooperative's committees.
 - f. Complying with all obligations, duties and undertakings of membership.
 - g. Providing the necessary authentic documents and full disclosure of relevant information and circumstances needed in loan transactions with the cooperative
2. Promote the purposes and objectives of the cooperative, the success of its business, the welfare of its members and the cooperative movement as a whole by:
 - a. Obeying the rules and regulations provided in the implementing Rules and Regulations of registration, the bye-laws, decisions of the Annual General Meeting

and the EXCO and the policies and decisions that may be promulgated by the Oyo state Ministry of Cooperative and the Federation of Cooperatives in Oyo state & Nigeria.

- b. Showing the interest and extending the know-how, resources and time for cooperative ventures; and
 - c. Participating in its parliamentary affairs.
 - d. Be open-minded, progressive and objective; and prepare to assume responsibilities and obligations towards the growth and development of the cooperative and the community;
3. Belief that the cooperative is the better way to improve his/her life and that of his/her community; and
- a. Defend and promote the cooperative in the community;
 - b. Protect a pro-people and nationalistic disposition;
 - c. Be a model member of his/her cooperative and a model citizen in the community; and
 - d. Be willing to assist his co-members in the community.

SECTION 8:

Executive Committee

The Executive Committee (EXCO) collectively and individually, in the performance of its duties and responsibilities (as contained in the Articles of Cooperation and Bye-laws and as mandated by the laws of the Nigeria), should take into consideration the welfare and wellbeing of the general membership and its employees as well as the advancement of the cooperative, the community and the nation in the formulation of resolutions and policies. As such, it should exercise its functions with diligence and integrity like a good father of a family and must be thoroughly knowledgeable on the management and operation of its cooperative. Specifically, it should:

- 1. Adhere to highest degree of accountability, excellence, professionalism, good governance as well as strive always to achieve professional development in the performance of their duties.
- 2. Adopt bold and aggressive policies that can withstand the rigors of public scrutiny and a policy of transparency for the welfare of the general membership;
- 3. Inspire, motivate, and lead people

4. Seek new and better ways in making the cooperative responsive, viable and progressive;
5. Coordinate with and respect fellow officers, members and the management staff to engender harmonious business operations;
6. Be supportive of the cooperative federation's programs and activities where Unique CICS is a member;
7. Respect the powers of the manager as duly defined in the Articles of Cooperation and By-laws of the cooperative; and
8. Implement the Cooperative Code of Conduct and Ethical Standards for Members, Officers and Employers.
9. Therefore, any member of the Board of Directors must not:
 - a. Be engaged in the business which directly competes with the business of the cooperative;
 - b. Be an officer of another cooperative whose business is in conflict with the line of business of the cooperative, except in secondary organization like federations.

Section 9:

COMMITTEES

In the performance of their duties and responsibilities as provided in the Articles of Cooperation and Bye-laws and resolutions, the committees should:

1. Formulate sound policies subject to the approval of the Executive Committee (EXCO) and the Annual General Meeting;
2. Prepare an annual program of activities including plans and budgets to be approved by the Annual General Meeting;
3. Actively pursue, especially the Committee on Education, the development of its members, promote the understanding of the affairs of the cooperative, and foster harmonious relationship and cooperation

Section 10:

EMPLOYEES

The managers and supervisors, in the performance of their functions and responsibilities as stated in the Articles of Cooperation and Bye-laws, should be honest, sincere, trustworthy, dedicated and capable.

They are expected to be efficient and current on the day to day affairs of the cooperative. To be more effective in their performance, they should refrain from any business activity which is in direct conflict with that of the cooperative and must at all times NOT use the cooperative for their personal interest.

The employees must be of good moral character, honest, dedicated and committed to the cooperative and they should behave as model employees always. Therefore, they have to give the best possible service to the members and officers of the cooperative. Among others, they must:

1. Observe the cooperative's existing policies and procedures;
2. Subject themselves to management policies and should not be beholden to any member of the Executive Committee (EXCO) and inhibit themselves from campaigning during the cooperative elections; and
3. Take the initiative to develop themselves, and undergo trainings, seminars and other manner of education to improve their competences and careers.
4. In matters relating to cooperative business, all employees should place the interest of the cooperative ahead of his/her own personal interest.
5. Refrain from:
 - a. Using cooperative funds or assets for any unlawful and unethical purposes;
 - b. Engaging in activities inimical to the interest of the cooperative; such as but not limited to:
 - Establishment of undisclosed or unrecorded funds;
 - Engage in any arrangement that results in making false or artificial information in the books or records of the cooperative;
 - Bribing or causing others to bribe public officials to advance, promote, or expedite the interest of the cooperative interests - (a bribe is defined as anything such as money, property of favor offered to induce that person to act dishonestly).
 - c. Using the cooperative for personal interest.

ARTICLE III

SANCTIONS

Infraction (s) of this Cooperative Code of Conduct and Ethical Standards for Members, Officers and Employees shall be governed by the following sanctions:

Section 11:

Governing body

The Executive Committee (EXCO) shall have jurisdiction over its members, officers and employees.

Section 12:

Code of Ethics Violation Reporting Channels

This is the preferred channel of reporting in the event a member, committee, employee suspect they have witnessed acts or activities that are not in line with the principles of the Code of Conduct and Ethical Standards. Refer to Annex 1 for the Flowchart of Complaint Handling.

Section 13:

Appeal

Decisions shall be appealable to the next higher authority.

Section 14:

Penalties

Any violation to the Cooperative Code of Conduct and Ethical Standards shall be subject to due process. Penalties shall include written warning to expulsion/termination depending on the gravity of the offense. Refer to Annex 2.

ARTICLE IV

MISCELLANEOUS PROVISIONS

Section 15:

Promulgation of Rules and Regulations

In the event any term or any provision of this Code of Conduct and Ethical Standards for members, officers and employees is wanting of a definition of terms as well as rules and regulations in connection with implementation and enforcement of same, the Executive Committee and Audit

Committee shall define, promulgate the deeded definition, rules and regulations. In case of doubt in interpretation, it shall always be resolved in favor of the Cooperative.

Section 16:

Oath of Office

All officers and employees of cooperative are required to take their oath of office, in the prescribed form, before they discharge the function of their respective offices. More so, acceptance of responsibility as officer and Committee membership is voluntary and must not be used for personal interest.

Section 17:

The Cooperative pledge

All cooperators and cooperating members as well as the members that may subsequently be accepted by the Executive Committee are required to manifest their commitment to the cooperative movement by reciting the standard format of the cooperative pledge. The said cooperative pledge shall also be displayed and recited in cooperative fora, like: meetings, Annual General Meeting, conventions, training activities, etc.

DRAFT UCICS COOPERATIVE PLEDGE

I pledge to be committed to the ideals and principles of cooperatives

Alone I am weak but unique and stronger with others

I pledge to the ideals, aspirations, growth and development of Unique CICS

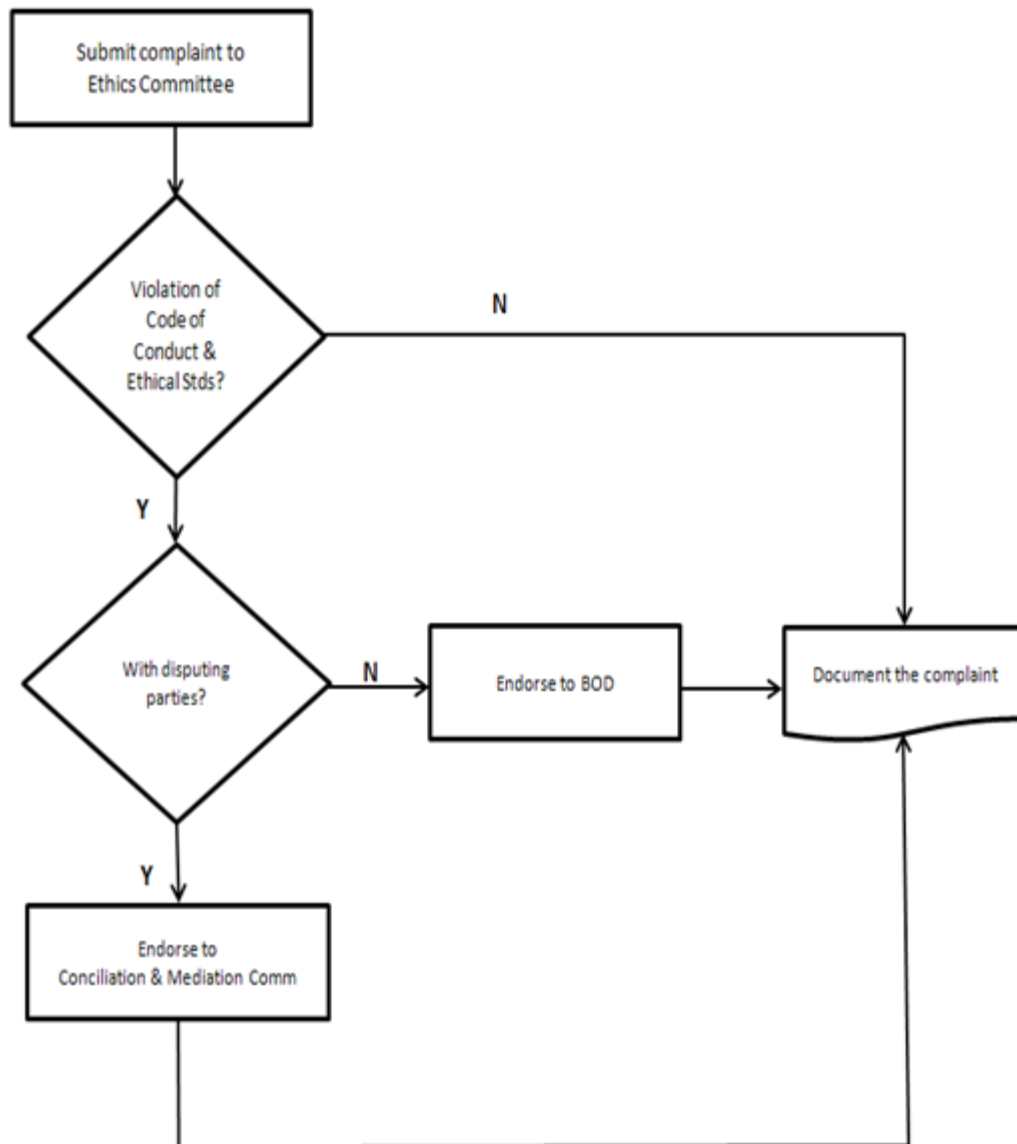
I pledge to be loyal, honest and responsible member of Unique CICS

I pledge to strictly follow the rules and regulations of the Unique CICS

So help me God.

Annex 1

Flowchart for Complaint Handling



Annex 2. Violation and disciplinary action

Violation	Disciplinary Action
Dishonesty – acts intended to deceive for personal gain or interest	Suspension of privileges for 6 months to Dismissal
Gross negligence of duty – failure to observe due diligence in the performance of duties and responsibilities with resulting damage or injury amounting to >10K	Suspension of privileges for 6 months to Dismissal
Undesirable or Disorderly Behavior – deviation from acceptable standards on decency and good moral character	Suspension of privileges for 6 months to Dismissal
Falsification of Unique CICS and/or personal information which will significantly affect the quality of decision on the information presented	Suspension of privileges for 6 months to Dismissal
Forging of signatures	Suspension of privileges for 6 months to Dismissal
Malversation of Unique CICS funds	Suspension of privileges for 6 months to Dismissal
Violations of existing laws, policies, guidelines and administrative procedures with resulting damage to Unique CICS property amounting to >10K	Suspension of privileges for 6 months to Dismissal
Violations of existing laws, policies, guidelines and administrative procedures regarding attendance	Suspension of privileges for 6 months to Dismissal
Engagement / affiliation to any activities / organization with conflict of Interest to the function in Unique CICS	Suspension of privileges for 6 months to Dismissal
Disclosure or use of Unique CICS confidential information for personal gain or could cause damage to UCICS reputation / property	Suspension of privileges for 6 months to Dismissal
Use of Unique CICS resources for personal gain	Suspension of privileges for 6 months to Dismissal
Connivance with Unique CICS suppliers, co-members, employees and officers for personal gain	Suspension of privileges for 6 months to Dismissal
Abuse of position or authority for personal gain	Suspension of privileges for 6 months to Dismissal
Unauthorized selling or disposal of Unique CICS property	Suspension of privileges for 6 months to Dismissal

Acceptance of bribe, commission payment, personal gift or favor	Suspension of privileges for 6 months to Dismissal
Simple negligence	Written Warning to Suspension of loan privileges for 6months
Simple misconduct	Written Warning to Suspension of loan privileges for 6 months
Gross discourtesy to Unique CICS officers, employees and co-members	Written Warning to Suspension of loan privileges for 6 months
Inefficiency and incompetence in the performance of duties	Written Warning to Suspension of loan privileges for 6 months