



WOMEN IN ENERGY NETWORK
ESTABLISHED 2020
www.wien.com.ng

1.1. **CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR MEMBERS OF WIEN**

1.2. **Introduction**

A member's network's reputation for ethical practice and professional conduct is one of its most valued assets. This reputation is achieved through the efforts of ALL its members and their avoidance of any activity that might reflect unfavourably on their own or the network's integrity and good name.

The WIEN's (WIEN – “the Association”) Code of Ethics and Professional Conduct referred to as “**the Code**”, is produced and approved by the Board of Trustees.

The Code sets out the principles and rules that are expected of our members. It is a guide to ensure that we all as members of the Network demonstrate the highest level of integrity, honesty and professionalism at all times. Every member of the Network is responsible for knowing, understanding and complying with the provisions of the code duly approved by the Board of Trustees.

1.3. **Purpose**

The code of ethics and professional conduct for WIEN members brings together the principles and rules that must inspire our conduct, interactions and behaviours to ensure that the Network's reputation is associated with integrity, honesty, excellence and professionalism. It is a guide intended to ensure that all of us demonstrate integrity, honesty and professionalism at all times

1.4. **Authority**

The Code is approved by the Board of Trustees and shall be reviewed every three years by the Board of Directors and WIEN's Governance Committee.



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1.5. Scope and Terms of Application

The Code and/or the constitution applies to all members of the Network for the duration of their membership. Some of the provisions or special measures, such as those concerning the confidentiality of information, may continue to apply even after the membership ceases.

The Code also applies to consultants who work within any of the Networks offices and to individuals who are bound by a professional service agreement or seconded by any of our third-party agent, with any necessary amendments. Any such adoption must be approved by the Board of Directors. A declaration of compliance with the Code must be signed by all members along with their appointment letters and submitted to the Director of Membership. A declaration of Compliance with the Code must be signed by such third-party representative and sent to the Board of Directors. All members are responsible for implementing and applying the Code in all that they do.

1.6. CODE OF CONDUCT RULES

I agree to abide by the code of conduct and professional of WIEN by:

1. Acting with loyalty, honesty and integrity
2. Understanding, supporting and promoting the Vision and Mission of WIEN
3. Conducting business and professional activities in a reputable manner so as to reflect honourably upon WIEN.
4. Whenever reasonably possible, a member should contribute her professional knowledge and participate in the functions and activities of WIEN
5. Treating others with respect, courtesy, fairness and sensitivity.
6. Refraining from inappropriate sharing of member data (via mailing lists, contact data or other privileged information protected by the “members only” area of our website).
7. Refraining from publicly disparaging the business practices of fellow members.
8. Having zero tolerance to behaviours that are detrimental to the wellbeing of our members, including: bullying, harassment, discrimination, or other disrespectful behaviour.
9. Reporting breach in compliance of the Code
10. Compliance with the Codes



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The Code is a broad document that provides a guide to how WIEN members conduct themselves and their activities in an ethical and professional manner. However, where there is a need for further interpretation or application of the Code, all WIEN members must ensure adherence to the constitution applied by WIEN towards the management of the Association.

If we discover a situation that does not comply with the Code, we must report it to one of the designated persons listed below:

President of the Board of Directors

The Secretary to the Board

All statements will be kept strictly confidential at all times.

There will be no reprisal for reporting any infractions of the Code

Reports can be made anonymously

1.7. Application of the Code

It is the responsibility of all members to **comply with the Code and all directives and/or special instructions that may be issued regarding the application.**

When a member is in doubt regarding the scope and application of any of the provisions of the Code, she has a duty to consult the Secretariat.

All members must show leadership and promote compliance with the Code and act according to the principles that the Code.

1.8. Role of the Governance Committee

- Monitor behaviour and investigate any breach of the Code. Assess the applicable sanctions and make appropriate recommendations to the President, or to the Board of Directors.
- Provide interpretations of the Code as well as information and advice on its application and on ethical issues.
- Organize ethics training.
- Keep records, retain all declarations, disclosures and attestations that must be provided pursuant to this Code, and take the necessary measures to protect the confidentiality thereof.
- Receive and analyse complaints pertaining to any report of non-compliance with the Code and follow up on the matter with the Board.



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- Formulate rules of ethics and professional conduct and authorize exceptions to their application
- Review the Code every three years and recommend approval thereof to the Board of Directors
- Receive quarterly reports on the application of the Code.

1.9. Role of the Board of Directors

Review and approve the Code every three years on the recommendation of the Governance Committee.

Approve any other rule of ethics and professional conduct formulated by the Committee.

Receive the report of the Governance Committee.

1.10. Penalties for non-compliance of this Code

Penalties for non-compliance of any tenet of this Code of Conduct shall be determined by the Governance Committee of the Association on a case by case basis. In the unlikely event of any conflict. The chain of seeking redress is as follows:

Written and signed report to the Board of Trustees whose arbitration on the matter will be FINAL.

Any attempt at engaging legal services without first exhausting the internal mechanism will attract EXPULSION from the Network.

1.11. Information Request

Any request for information concerning the application or interpretation of the Code must be sent to the Governance Committee



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ANNUAL DECLARATION OF COMPLIANCE WITH THE CODE OF ETHICS AND
PROFESSIONAL CONDUCT

I, the undersigned, _____, declare that I have received, read and understand the meaning and scope of WIEN's Code of Conduct and Professional Ethics.

I hereby certify to comply with the Code, and I undertake to respect its requirements in the future.

More specifically, I declare that I will comply with the constitution and directives in effect.

I hereby declare that I have no outside interests or activities so as to comply with the rules regarding conflicts of interest.

Name:

Signature:

Title:

Date: