

**National Sea Rescue Institute of South Africa “NPC”**

**Registration No 1967/013618/08**

**“the Institute”**

**Code of Ethics and Conduct**

**Approved: 2015**

**Reviewed: Sept 2018**



## **CODE OF ETHICS AND CONDUCT**

### **I. INTRODUCTION**

This Code of Ethics and Conduct (“Code”) details the NSRI policy for employees and volunteers. The NSRI is committed to a quality service and reputation that values caring, accountability, family, pride, safety and altruism and a strong commitment to the highest ethical standards.

This Code applies to the NSRI, its Board of Directors, Employees and Volunteers. All members must be familiar with this Code and adhere to its guidelines.

This Code is not a comprehensive guide of all ethical issues that members may face, but merely highlights key issues. In dealing with ethical problems not detailed in this Code, employees are expected to use common sense and their best moral judgment. If a member has ethical questions they should contact the CEO. This policy may be modified or updated at any time. The NSRI welcomes suggestions on changes to this Code.

### **II. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

NSRI has a policy to observe all laws, rules, and regulations of government agencies and authorities.

### **III. CONFLICTS OF INTEREST**

NSRI employees, Directors and Honorary Life Governors must avoid having a personal, business, financial, or other interest, activity or relationship, inside or outside the NSRI that has or may be in conflict with the ethos of the NSRI.

Any material transaction or relationship that may give rise to an actual or perceived conflict of interest should be discussed with the CEO or Chairman of the Governance Board.

Conflicts of interest may include, but are not limited to, the following situations:

- Outside Employment - employees should not perform work or render direct consulting or managerial services for an organisation that competes or does business with the NSRI without appropriate approval from management.

- Having a romantic relationship with an employee, board member, director or Honorary Life Governor.
- Managers or supervisors may not engage in a sexual, romantic, or dating relationship with subordinate employees.
- Accepting loans or gifts of kind or cash to the value of R300 or more from donors, sponsors, suppliers, government officials or any outside concern that does or seeks to do business with or is a competitor to the NSRI.
- Obtaining a personal financial benefit in any sale or loan of company property.
- Using or disclosing any confidential information gained during employment for an employee's personal benefit or the benefit of others, including a future employer.

#### **IV. EMPLOYMENT PRACTICES**

For a comprehensive description of Employment Practices, please refer to the NSRI Human Resource Management Policy.

##### **Discrimination, Harassment and Bullying**

- NSRI prohibits discrimination, harassment and/or bullying of volunteers or employees whether or not the incidents occur on duty and whether or not the incidents occur during business hours.
- NSRI follows National, Provincial and Local law to ensure equal recruitment, employment, compensation, development and advancement opportunity for all qualified individuals, and prohibits discrimination based on categories of race, colour, religion, sex, national origin, age, or disability.

##### **Violence**

NSRI does not tolerate violence including threats, threatening behaviour, harassment, intimidation, assaults or similar conduct.

##### **Weapons Policy**

NSRI employees and volunteers may not carry firearms or other weapons on duty.

### **Illegal Drugs and Alcohol Policy**

NSRI employees and volunteers must not distribute, possess or use illegal or unauthorised drugs or alcohol on duty.

## **V. BOOKS AND RECORDS**

### **Accurate and Complete Business Records**

Employees and volunteers must act in good faith not to misrepresent material facts in NSRI books and records or in any internal or external correspondence, memoranda, or communication of any type, including telephone or electronic communications.

### **Financial Reporting**

All NSRI funds, assets, liabilities and receipts must be recorded in accordance with generally acceptable accounting procedures. There cannot be any “off the books” accounts.

### **Proper Maintenance of Records**

NSRI maintains documents in accordance with all applicable laws and regulations. If NSRI employees or volunteers receive a subpoena, a request for records or other legal papers or if we have reason to believe that such a request or demand is likely, the law requires the respective member to retain all relevant records and contact the CEO.

### **Cooperation with Auditors**

NSRI employees and volunteers must cooperate fully with internal and outside auditors during examination of NSRI's books, records, and operations.

## **VI. ADMISSIONS COMMUNICATION PROCESS**

### **Business Communications**

Employees and volunteers must not make public statements regarding issues or matters of the NSRI for which they are not authorised spokespersons.

### **Advertising and Marketing**

NSRI policy takes necessary steps to assure that all advertised products or services in any of its literature, exhibits or other public statements is true, supported by documentation, and does not mislead customers.

## **VII. USE OF COMPANY RESOURCES**

For a comprehensive description of policy on use of company resources, please see the Human Resource Policy, Supply Chain Procedures and Stay and Travel Policy.

### **Internet and Electronic Mail Policy**

- Employees may use Internet and send and receive electronic mail for business purposes.
- Employees must take reasonable care not to disclose confidential information, or acquire unauthorised information over the Internet.
- All electronic communication issued on NSRI platforms is the property of the NSRI and may be examined and audited by the NSRI.

### **Equipment and Supplies**

All equipment and supplies purchased by/or donated to the NSRI remain NSRI property, including but not limited to office supplies, office furniture, fax machines, computers, software, hardware, supplies and equipment, and may not be used by employees or volunteers for personal reasons.

### **Political Activity**

NSRI encourages employees and volunteers to participate in the political process on their own time. Employees may not use NSRI resources, reputation or assets to support a political candidate.

### **Non-work Related Interests**

NSRI employees or volunteers may not use NSRI facilities to promote non- NSRI or non-work related interests of the employee or of third parties without prior consent of their supervisor.

### **Proper Use of Organizational Assets**

NSRI employees and volunteers may only use, transfer, or dispose of funds or assets for the lawful and legitimate business purposes for which they were approved by the CEO.

## **VIII. PRIVACY AND CONFIDENTIALITY**

### **Confidential Information**

NSRI employees and volunteers must exercise care to avoid disclosing non-public, internal, secret, or proprietary information related to the NSRI or its staff and volunteers to unauthorised persons, either within or outside, during employment or afterwards, except as such disclosure is legally mandated or approved by the CEO.

### **Confidential Information of Employees**

Employment and medical records of NSRI employees or volunteers are confidential and private. Medical Records may only be disclosed if the employee provides a written release or required by applicable law.

### **Confidential Information of Patients**

Medical records of NSRI patients are confidential and private. Medical Records may only be disclosed if the patient provides a written release or required by applicable law. This excludes the communication of medical information between registered medical practitioners in terms of the National Health Act.

Financial Information of Current and Former Employees and Volunteers must be protected as required by privacy laws and regulations.

## **IX. RESOURCES:**

- a. Contact Information
  - i. CEO 021-4344011 [cleeve@searescue.org.za](mailto:cleeve@searescue.org.za)
  - ii. HRM Manager 021-4344011 [markk@searescue.org.za](mailto:markk@searescue.org.za)

## **X. COMPLIANCE WITH THE CODE**

All NSRI employees and volunteers must know this Code and adhere to its guidelines. If questions arise please contact the CEO.

Supervisors and Station Commanders must take reasonable care to assure that subordinate employees are complying with these guidelines.

## **XI. REPORTING ACTUAL OR SUSPECTED VIOLATIONS OF THE CODE**

Requirement to Report Actual or Suspected Violations of the Code: Employees must report any actual or suspected violations of this Code to the CEO or Chairman of the Governance Board. Failure to report any actual or suspected violations of the Code is in itself a violation of this Code.

Non-Retaliation Policy: Employees or volunteers will not be retaliated against or subject to any form of reprisal for raising a good faith concern under this policy or participating in an investigation into any such concerns. Retaliation is a serious violation of this Code and should be reported immediately.

Investigation of Alleged Violations of the Code: All inquiries, complaints, and reports will be promptly investigated. Employees and volunteers are expected to cooperate in the investigation. Reasonable measures will be taken to preserve confidentiality of the claim and the identity of anyone who reports a suspected violation or participated in the investigation. If you are unsure whether a violation has occurred, the NSRI encourages you to seek advice from the HRM Manager before acting. Your question will be considered confidentially.

Violations of the Code will be dealt with in terms of the NSRI Disciplinary Policy for employees and volunteers, by the Board Chairman iro Board Non-Executives and by the CEO iro suppliers.

### **ACKNOWLEDGEMENT FORM FOR CODE OF CONDUCT AND ETHICS**

I have read and am familiar with the NSRI Employee and Volunteer Code of Ethics and Conduct. I will comply with and enforce the policies in this Code in its entirety.

I understand my responsibility to promptly report any incident of misconduct or perceived misconduct that I may experience or witness.

By signing this acknowledgement, I am indicating that I have read and will abide by the NSRI Employee and Volunteer Code of Ethics and Conduct.

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Signature

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Name (printed)

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Station/Department

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Date