



NEW ERA EDUCATIONAL AND CHARITABLE SUPPORT FOUNDATION

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“Inspiring the Creative Unfolding of a New Community through Holistic Education”

CODE OF CORPORATE GOOD GOVERNANCE
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OUR CONTEXT

Nigeria, a nation of over 170 million people, is the most populous nation in Africa, approximately half Muslim, half Christian, with a minority practicing earlier traditions. Nigeria is currently experiencing very profound and complex challenges, including the rise of violent extremism and radicalization, against a backdrop of identity-based conflicts, cultural and religious tensions. Across the regions, Nigerians identify with historic roots in over 300 tribal ethnicities; each maintaining pride in its culture and distinct language. Nigeria’s wealth is in her abundant natural resources, extraordinary human resilience and hospitality, and rich diversity of traditions. Paradoxically her greatest challenges are rooted largely in human disconnection. The resultant ignorance and fear of the “other” perpetuates her citizen’s inability to embrace one another, cooperate, and share resources and wealth. Rising youth unemployment, poverty, competition, and disunity fuels violent – sometimes – brutal acts against one another that cry out for a new culture of peace that promotes nonviolent human engagement across the land. Everyone wants to be heard; few have the will or skills to listen and learn. Desperately needed are skilled artisans of communication and informed innovators.



ABOUT US

New Era Educational and Charitable Support Foundation is a registered national nonprofit in the Federal Republic of Nigeria, with the Corporate Affairs Commission (CAC) in 2007, with (Registration No. CAC/IT/NO 24571). We are also registered with the Special Control Unit Against Money Laundering (SCUML) of the Economic and Financial Crimes Commission (EFCC) with Certificate Number: RN: SC 005287

OUR MISSION

New Era Educational and Charitable Foundation fosters youth leadership development that promotes pluralism and rejects corruption. We build cross-cultural teams of young women and men with skills to emerge from dysfunctional families, and for some, drug-influenced lives on the streets, to become peer-leaders and agents of peace capable of helping themselves, of shaping a positive and sustainable society that rejects violence, and who insist on communicating excellence and unbridled compassion for all. We work with the youth to develop: 1) a sense of belonging to a common and interconnected humanity; 2) dignity for all people; 3) dedication to preserving the natural environment; and 4) a strong social service ethic. All areas that we believe reduce corruption in a society. New Era Educational and Charitable Support Foundation has Special Consultative Status with the United Nations Economic and Social Council (ECOSOC), and is Winner of the United Nations Alliance of Civilizations Youth Solidarity Fund (YSF)



1. INTRODUCTION

New Era Educational and Charitable Support Foundation is fully committed to the principle of honesty, integrity, transparency and accountability in all its businesses and activities. All officials and staff must ensure that the businesses of the Organization, such as procurement of materials, hiring of staff and services for activities, are dealt with in an open, honest, fair, transparent and impartial manner. They must bear in mind that the Organization is accountable to its donors, funders, sponsors, including the government and any private sponsors, and all its members, in the conduct of its activities.

1:1. This ***Code of Corporate Good Governance*** sets out the basic standards of conduct expected of all officials and staff and the Organization's policy on such matters as acceptance of advantages and declaration of conflict of interest. This **Code of Corporate Good Governance** also applies to temporary or part-time staff employed by the Organization.

2. PREVENTION OF BRIBERY ORDINANCE

Under this Code of Corporate Good Governance, an employee who solicits or accepts an **advantage** in relation to his employer's business or affairs without the latter's permission may commit an offence. The term "**advantage**" is defined here to include anything of value, except entertainment, such as money, gift, commission, loan, fee, reward, office, employment, contract, service or favour **(Appendix 1)**.



2:1. Acceptance of Advantages

It is the policy of New Era Educational and Charitable Support Foundation to prohibit all staff from soliciting any advantage from any persons having business dealings with the Organization (e.g. suppliers, contractors, members, activity participants). Officials and staff who wish to accept any advantage from such persons should seek special permission from the Board of Trustees prior to the acceptance.

2:2: Any gift offered voluntarily to the officials or staff in their official capacity is regarded as gift to the Organization and they should not be accepted without permission. Officials and staff should decline the offer if the acceptance could affect their objectivity in conducting the Organization's business, or induce them to act against the interest of the Organization, or lead to perception or complaints of bias or impropriety.

2:3: For gifts which are presented to officials or staff in their official capacity and of nominal value, the refusal of which could be seen as unsociable or impolite (e.g. a plaque presented to an official or a staff member during a seminar in which he is invited to be the guest speaker), the Board of Trustees has given a blanket permission for the officials and staff to accept these gifts. In other circumstances, the officials and staff should apply in writing to the Board of Trustees for permission to accept the gifts. Each application should be carefully considered by the Board of Trustees. Proper records of these applications should be kept showing the name of the applicant, the occasion of the offer, the nature and estimated value of the gift, and whether permission has been granted for



the applicant to retain the gift or other directions have been given to dispose of the gift. Possible ways of disposal of such gifts are listed at **Appendix 2**.

2:4: There is however no restriction on the acceptance of advantages, in the official's or staff's private capacity, from any person who does not have any official dealings with the Organization. In case of doubt, the officials and staff should refer the matter to the Board of Trustees, through the Executive Director, for advice and instruction before accepting such offer of advantages.

3. CONFLICT OF INTEREST

3:1. A conflict of interest situation arises when the "private interests" of the official and staff compete or conflict with the interests of the Organization. "Private interests" mean both the financial and personal interests of the official and staff or those of their connections including:

- family and other relations;
- personal friends;
- other companies or business interests which they hold or own (both in part or in whole);
- other clubs and societies to which they belong; and
- any person to whom they owe a favour or are obligated in any way.

3:2. Officials and staff must avoid using their official positions or any information made available to them in the course of their duties for the Organization to benefit themselves, their relations or any other persons with whom they have personal or social ties, or business connections. They must avoid putting



themselves in a position that may lead to an actual or perceived conflict of interest with the Organization. Failure to avoid or declare any conflict of interest may give rise to favouritism, abuse of authority or even allegations of corruption, which are to the corporate disgrace of the Organization. In particular, officials and staff involved in the procurement process should declare conflict of interest if they are closely related to, or have or will likely be perceived to have, beneficial interest in any company which is considering submission of quotation/tender to the Organization or is being considered for selection as the Organization's supplier of goods or services. **Appendix 3** provides some examples of conflict of interest situations which may be encountered and should be avoided by officials and staff of the Organization.

3:3. When called upon to deal with matters of the Organization for which there is an actual or perceived conflict of interest, the officials and staff should make a declaration in writing to his/her supervisor or the *Board of Trustees*. He/she should then abstain from dealing with the matter in question, and follow the instruction of his/her supervisor or the *Board of Trustees* which may (or may not) reassign the task to other officials or staff.

3:4. Entertainment

In this **Code of Corporate Good Governance**, "entertainment" refers to food or drink provided for immediate consumption on any occasion, and any other entertainment provided at the same time. Although entertainment is an acceptable form of business and social behaviour and is not an "advantage", officials and staff of New Era Educational and Charitable Support Foundation



must not accept lavish or frequent entertainment from persons with whom the Organization has official dealings (e.g. suppliers or contractors, clubs/persons to which the Organization may allocate resources or job assignments), so that they will not be placed in a position of obligation to the offerer.

4. MISUSE OF OFFICIAL POSITION

4:1. Officials and staff of New Era Educational and Charitable Support Foundation, who misuse their official positions for personal gains or to favour their relatives or friends or to benefit their business connections are liable to disciplinary action(s) by the Organization or even prosecution by the appropriate authorities. Examples of misuse include an official or a staff member responsible for the selection of suppliers giving undue favour or leaking tender information to his/her own or his/her relative's company with a view to awarding the contract to the latter, or placing it in an advantageous position ahead of other competitive bidders. Other examples include reserving tickets for popular events for relatives and friends without prior permission and without going through the proper ticket allocation procedures by the Organization, and unfair allocation of resources (e.g. venue) to other parties for personal gain(s).



5. HANDLING OF CLASSIFIED OR PROPRIETARY INFORMATION

5:1. Officials and staff of New Era Educational and Charitable Support Foundation are not allowed to disclose any classified or proprietary information to anybody without prior authorization by the Organization. Officials and staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest or business benefit. It should also be noted that unauthorized disclosure of any personal data may result in a breach of the Personal Data.

5:2. Property and Other Resources of the Organization

Officials and staff of New Era Educational and Charitable Support Foundation, given access to any property or other resources of or acquired by the Organization (such as venue) must ensure that it is properly used solely for the purpose of conducting the Organization's business. Misappropriation or unauthorized use of such property or resources, such as for personal use or personal gain (e.g. resale or unauthorized leasing) is strictly and completely prohibited.



6: SPONSORSHIP. The Organization is accountable to its donors, funders, sponsors for the use of their sponsorship. Officials and staff must ensure that any sponsorship or sponsored item is used solely for the purpose for which it is provided. Consent from the sponsor must be obtained if it is to be used for a purpose that deviates from the stated purpose for which it is obtained. Officials and staff must also ensure adequate transparency on the use of sponsorship to the sponsors, and ensure that the Organization can account for the use of their sponsorship.

7. COMPLIANCE WITH THE CODE

7:1. It is the personal responsibility of every official and staff to understand and comply with this **Code of Corporate Good Governance**, in particular by conscientiously avoiding any conflict of interest, and making declaration and seeking prior permission from the Organization in accordance with this Code in any case of exception.



7:2. The Organization's Management will ensure that officials and staff understand and comply with the standards and requirements stated in this Code of Corporate Good Governance. Any problems encountered as well as any suggestions should be channeled to *Board of Trustees* for consideration and advice.

7:3. Any official and staff who violates any provision of this Code of Corporate Good Governance will be subject to disciplinary action(s), or termination of appointment/employment where warranted. In cases of suspected corruption or other criminal offences, a report will be made to the Police, the Economic and Financial Crimes Commission (EFCC) or the appropriate authorities.

FIRST APPROVED 2ND AUGUST, 2008

REVISED AND APPROVED 15TH AUGUST, 2015

Jos, Plateau State, Nigeria



Appendix 1

“Advantage” means:

- (a) Any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of any description;
- (b) Any office, employment or contract;
- (c) Any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- (d) Any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
- (e) The exercise or forbearance from the exercise of any right or any power or duty; and
- (f) Any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (a), (b), (c), (d) and (e),



Appendix 2

Ways to dispose of gifts presented to an Official or a Staff Member in his official capacity

- ❖ If the gift is of perishable nature (e.g. food or drink), it may be shared among the office or during an activity organised by the Organization.
- ❖ If the gift is of historical or other interest, it may be sent to a library or museum.
- ❖ If the gift is suitable for display (e.g. a painting, vase, etc), it may be retained for display in the recipient's office or elsewhere noticeable in the Organization's premises.
- ❖ If the gift is of low value (*below N10, 000*), it may be donated to the Organization's social function.
- ❖ If the gift is a personal item of low value (*below N10, 000*), it may be retained by the recipient after approval by the Organization.



Appendix 3

Examples of Conflict of Interest Situations

- An official or a staff member takes part in the selection of suppliers or contractors, and one of the bidders under consideration is his relative or close personal friend.
- An official or a staff member has a financial interest in a company which is being considered for selection as the Organization's supplier of goods or services, or is an existing supplier.
- An official or a staff member acquires dealership of goods or services on insider knowledge that such goods or services are being considered for procurement by the Organization.
- An official or a staff member has beneficial interests in a supplier whose goods or services are being selected through an intermediary (e.g. a publicity agent) appointed by the Organization.
- An official or a staff member selects a venue where his relative or close personal friend has management responsibility.
- An official or a staff member accepts frequent or lavish entertainment or expensive gifts from the Organization's suppliers or contractors.
- An official or a staff member hires a relative as staff member, or is considering the promotion of such a person.
- An official or a staff member nominates a relative as office-bearer.
- An official vetting applications for programme sponsorship submitted by a Community Club of which he is also a committee member.
- An official or a staff member, responsible for controlling the allocation of venue rented by the Organization, allocates prime time slots to a training school or a club operated by himself or a relative.



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- An official or a staff member responsible for selling tickets of a popular programme reserves tickets for his relatives or personal friends without permission.