



**CITIZENS ENGAGEMENT PLATFORM**  
SEYCHELLES

# Code of Ethics and Conduct for Civil Society Organisations

This code is a set of fundamental principles and standards  
to guide the actions and management of Civil Society Organizations



**CITIZENS ENGAGEMENT PLATFORM**  
SEYCHELLES

**Code of Ethics and Conduct  
for Civil Society Organisations**



## Article 1

### 1. Introduction

- 1.1. This code is a set of fundamental principles and standards to guide the actions and management of Civil Society Organisations, herein referred to as CSOs.
- 1.2. It is binding to Citizens Engagement Platform Seychelles and its members.

## Article 2

### 2. Preface

Citizens Engagement Platform Seychelles recognises that the social, economic and political transformation in Seychelles and the process of globalisation are creating new opportunities and demands on the CSO sector.

CSOs need to remain relevant and responsive to the needs and aspirations of the people they serve and to respect their environment and their cultural values; as well as have respect for human rights. CSOs must be transparent in their actions and accountable for resources they use.

The Code of Conduct will enable CSOs to respond to the challenges of sustaining democratic and participatory institutions and strengthening an enabling environment in which people can determine collectively or individually their destiny. In view of this, CSOs reaffirm their commitment to:

- 2.1. Sustain and adhere to the basic principles of;
  - 2.1.1. Democracy;
  - 2.1.2. Social justice;
  - 2.1.3. Equality;
  - 2.1.4. Human rights;
  - 2.1.5. Good governance; and
  - 2.1.6. Sustainability.
- 2.2. Protect the integrity of their independence and autonomy.

- 2.3. Remain responsive to the needs and aspirations of the people they serve.
- 2.4. Promote the application of best practices within the context of sustainable human development.
- 2.5. Support and encourage people's participation in the development process as the norm or the policy and not an option or a privilege.
- 2.6. Go beyond the boundaries of race, religion, ethnicity, culture and politics.

From the above premise, CSOs commit themselves to achieve the goals set out in the preface and implement the guidelines set out below in the Code of Conduct.

### **Article 3**

#### **3. Establishing an Enabling Environment**

CSOs commit themselves to:

- 3.1. Promote an enabling environment that will facilitate the respect, protection and sustenance of the freedom of association, expression and conscience.
- 3.2. Promote and sustain an enabling environment in which the citizenry can effectively participate in development issues that affect their lives.
- 3.3. Establish an enabling environment for staff and members to be creative and resourceful to the best interest of the organisation, their beneficiaries and for their own growth and development based on mutual trust, honesty, and personal commitment.

## Article 4

### 4. Values

- 4.1. While CSOs will remain diverse entities pursuing different interests, they commit themselves to pursue and sustain institutional values that are based on the desire to improve the welfare of the people and enhance people's awareness of their development needs and rights, without compromising the environment.
- 4.2. Institutional values shall also be derived from the search for excellence, respect of culture and history of the people and promotion of people centred sustainable development.
- 4.3. Individual values of board members, staff, volunteers and partners shall not compromise the integrity and values of the CSO.

## Article 5

### 5. Transparency

The Civil Society sector commits itself to ensure that CSO governance and management institutions including Boards of Directors, Boards of Trustees, Executive Committees, Councils and Secretariats shall remain transparent in all their functions.

## Article 6

### 6. Good Governance

- 6.1. CSOs shall promote and practice the principles of democracy and shall ensure that the people who serve on their governing bodies are democratically elected through a participatory process.

- 6.2.** CSOs shall ensure that, once people are elected to positions of power or authority, they do not perpetuate their stay and should demonstrate high moral values and integrity.  
No person shall serve on CSO Board for more than two consecutive terms of three years.
- 6.3.** Advocate for political and social space to be given to CSOs, staff and project beneficiaries for them to determine their niche, roles and responsibilities in society and development in general.
- 6.4.** All CSOs shall develop clear policies and management guidelines as the basic foundations for best practices.
- 6.5.** CSO leaders shall avoid potential conflict of interest between their personal, political and CSO interests.
- 6.6.** Encourage the development and implementation of strategic plans at CSO level

## **Article 7**

### **7. Accountability**

CSOs reaffirm their commitment to:

- 7.1.** Be accountable for their actions and decisions, not only to donors and governments but also to project beneficiaries, members and staff.
- 7.2.** Be accountable for financial resources received from donors, government, members, other partner organisations or self-generated activities.

## Article 8

### 8. Fundraising and Resource Mobilisation

CSOs recognise that resource mobilisation poses great challenges to the sustainability of CSO. In view of this, CSOs commit themselves to:

- 8.1. Be transparent in their fundraising practices to all stakeholders.
- 8.2. Involve stakeholders in fundraising being done on their behalf or in their names.
- 8.3. In the event that a CSO intends to raise funds for a particular project from multiple donors and in the interest of being transparent, to provide the appropriate information to all interested parties of their intention to do so.
- 8.4. Avoid diverting funds to purposes other than that for which the funds were raised.
- 8.5. Ensure that financial support does not compromise their independence, autonomy and hence their ability to speak for the people.

## Article 9

### 9. Financial Management

CSOs commit themselves to adhere to professional standards of accountancy and audit procedures as stipulated in law and in particular to:

- 9.1. Fulfil all statutory financial management and reporting requirements.
- 9.2. Establish proper and effective financial management policies, procedures and systems.



- 9.3. Establish an effective financial monitoring system through proper accounting systems.
- 9.4. Safeguard funds and treat all assets with utmost seriousness.

## Article 10

### 10. Management of Employees

- 10.1. All CSO employees are protected by the Seychelles Employment Act and all CSO shall ensure compliance to the ACT.
- 10.2. CSOs shall recognise and respect that staff are individually different, resourceful in their own way and display loyalty to the institution in different forms.
- 10.3. Staff rights, dignity and freedom of association, conscience and expression shall be respected and protected. It is these elements that make people different but bind them together by a common understanding of why they are pursuing common goals in the CSO sector.
- 10.4. CSOs shall develop and implement clear policies, guidelines and procedures that relate to staff welfare, development and safeguarding of their rights.
- 10.5. Staff recruitment, promotion and opportunities for development and training shall be given to all staff on the basis of merit and qualifications.
- 10.6. CSOs will initiate, where possible and practical, incentives that will help them to retain professional and technically qualified staff, as well as staff in strategic positions.

### 11. Management of Volunteers

- 11.1. CSOs shall develop and implement clear policies, guidelines and procedures that relate to volunteers welfare, development and safeguarding of their rights.

- 11.2.** CSOs shall initiate, where possible and practical, opportunities for training for the volunteers.
- 11.3.** CSOs shall define the roles and responsibilities of the volunteers so that they know what is expected of them and how they are expected to contribute to the achievement of the CSOs' objectives.
- 11.4.** CSOs shall develop and implement incentive schemes to retain volunteers.

## **Article 12**

### **12. CSO Management**

To be effective partners in the development process, CSOs shall ensure that they will take the initiative to:

- 12.1.** Define clearly management, volunteers and staff roles and responsibilities to avoid conflicts within the organisation. Such roles shall be properly documented and communicated to all concerned.
- 12.2.** Ensure participatory management processes in all functions of the organisation to enhance ownership and the quality of decision-making.
- 12.3.** Encourage the development of effective leadership at all levels.
- 12.4.** Develop and implement succession plans
- 12.5.** Articulate their organisational vision, mission, values and objectives and have them understood by all stakeholders.

## Article 13

### 13. Capacity Building and Development

CSOs shall commit themselves to build and strengthen their capacity and that of their stakeholders given the increased demand for services; new and challenging roles and responsibilities; and in particular:

- 13.1. Focus on strategic priority areas such as project development and management, fundraising, human resource development and technology.
- 13.2. Ensure that programmes contain components of capacity building and strengthening.
- 13.3. Establish partnerships between and among them in order to tap into expertise that already exists within the CSO sector.
- 13.4. Empower their members, staff and project beneficiaries in decision-making.

## Article 14

### 14. Networking, Co-ordination, Co-operation and Communication

Networking, co-ordination, co-operation and communication among and between CSOs are based on shared values, visions and objectives. CSOs commit themselves to improve cooperation and networking, especially through the sectorial networks and in particular to:

- 14.1. Promote and support networking modalities that will facilitate the reduction of competition and duplication of activities.
- 14.2. Support and promote networking activities that facilitate information sharing and exchange of experiences among and between the various stakeholders. Information sharing should not compromise institutional confidentiality where necessary.

- 14.3.** Improve communication with members, staff, project beneficiaries and other stakeholders as a strategy of Ensuring that everyone has the right information on projects and other activities.
- 14.4.** Develop voluntary strategies to improve co-ordination among CSOs. However, improved co-ordination should not mean compromising individual institutional independence, rights and freedoms.
- 14.5.** Work beyond borders of politics, religion, culture, race and ethnicity, within the limits of the organizing documents and with organizations and individuals that share common values and objectives.

## **Article 15**

### **15. Partnership**

Recognising the need to build and strengthen sustainable partnerships based on equality, trust and honesty, CSOs will:

- 15.1.** Respect individual institutional values, policies, visions and objectives and will work together to find solutions and to achieve agreed goals using their complementary but different skills and experiences.
- 15.2.** Support and promote partnerships that facilitate the pooling of resources, sharing power in decision-making, planning, promoting effective co-ordination and being accountable to each other.
- 15.3.** Sustainable partnerships should result in shared vision, responsibility and accountability.

## Article 16

### 16. Representation at National, Regional and International Forums

- 16.1. CSO representation in national, regional and international forums will always be based on an organisation's primary mandate and programme focus.
- 16.2. CSOs will ensure proper consultations among the sector members on key issues in order to ensure a fair national representation of the CSO sector views.
- 16.3. CSO representatives to such forums have an obligation to report back to the CSO community on the outcomes of their mission.

## Article 17

### 17. Programme and Project Development and Management

CSOs have a moral responsibility to ensure that projects they initiate are sustainable and economically viable, and in particular such projects will:

- 17.1. Be responsive to community needs and aspirations and contribute to their overall development directly or indirectly. Such projects should be in line with the CSOs mission.
- 17.2. Not be detrimental to the well-being of the communities and the environment.
- 17.3. Promote and support effective community participation by empowering communities to take responsibility and ownership.
- 17.4. Provide space for communities to determine the modes of implementation and project management relevant to them.

**Article 18****18. Environment**

- 18.1.** A CSO should exhibit a responsible and caring attitude towards the environment in all of its activities.

**Article 19****19. Compliance**

- 19.1.** The Executive Committee of the individual CSOs shall ensure internal compliance to the Code of Ethics and Conduct for Civil Society Organisations.
- 19.2.** The credentials committee of the National Platform will ensure enforcement of the code amongst accredited members
- 19.3.** There shall be procedures for complaints and redress.

**Article 20****20. Review of the code of ethics and conduct**

- 20.1.** This code will be periodically reviewed and revised as warranted.
- 20.2.** The review shall be approved by two thirds of the full membership at the General Assembly.

**References**

- i. Botswana Council of Nongovernmental Organisations (BOCONGO) Code of Conduct
- ii. World Association of Non-Governmental Organizations WANGO Code of Ethics and Conduct for NGOs





**CEPS**

CITIZENS ENGAGEMENT PLATFORM  
SEYCHELLES

