

***NIGERIA UNMANNED SYSTEMS
& ROBOTICS ASSOCIATION***

CODE OF CONDUCT

INDEX

<i>Scope.....</i>	<i>4</i>
<i>Ethical Principles and Core Values</i>	<i>4</i>
<i>Decision Making and the Code of Conduct.....</i>	<i>4</i>
<i>Reporting</i>	<i>4</i>
<i>No Retaliation.....</i>	<i>4</i>
<i>Equal Opportunity</i>	<i>5</i>
<i>Harassment.....</i>	<i>5</i>
<i>Bullying.....</i>	<i>5</i>
<i>Conflicts of Interest</i>	<i>5</i>
<i>External Communication on Behalf of the Company</i>	<i>5</i>
<i>Confidentiality</i>	<i>5</i>
<i>Privacy.....</i>	<i>6</i>
<i>Anti-Corruption</i>	<i>6</i>
<i>Gifts and Entertainment.....</i>	<i>6</i>
<i>Political Contributions</i>	<i>7</i>
<i>Charitable Contributions.....</i>	<i>7</i>
<i>Record Keeping</i>	<i>7</i>
<i>Protection and Proper Use of Assets.....</i>	<i>7</i>
<i>Use of Social Media.....</i>	<i>7</i>
<i>Corporate Social Responsibility.....</i>	<i>8</i>
<i>Code of Conduct Acknowledgement.....</i>	<i>8</i>

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Dear Members,

As we continue to promote the values of unmanned systems and robotics technology in Nigeria, it is essential that we do so as worthy ambassadors enshrined with the belief that a time will come when the use of these technologies is fully accepted and ethically exploited in our everyday life.

To guide us, accordingly, we are taking the liberty of setting out this Code of Conduct for members, which we believe will guide us in our general conduct on matters relating to the association, our object and values. We invite all members to familiarize themselves with these codes and to conduct themselves appropriately.

Thank you for upholding our values and promoting the development and acceptance of unmanned systems and robotics technology in Nigeria.



Olufemi Idowu fawc OON
Air Vice Marshal (rtd)
President

26 August 2019
Lagos, Nigeria

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Scope

This Code of Conduct applies to all members

Ethical Principles and Core Values

- *Honesty*
- *Integrity*
- *Trustworthiness*
- *Courage*
- *Respect for others*
- *Responsibility*
- *Accountability*
- *Obedience to the law*
- *Empathy*
- *Teamwork*
- *Commitment to the code*

Decision Making and the Code of Conduct

When making a decision, ask yourself the following:

- *Is it legal?*
- *Does it comply with the code?*
- *Does it reflect our Association values and ethics?*
- *Does it respect the rights of others?*

If you are unsure about any of the answers, ask.

Reporting

The Association encourages all members to ask questions and raise issues without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly. Members are required to report all suspected unethical, illegal or suspicious behaviour immediately.

The Association does not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation or audit.

To report a concern:

- *Talk to any member of the Executive Committee*

No Retaliation

Members who report a concern in good faith cannot be subjected to any adverse membership action including:

- *Unfair expulsion from the Association*
- *Bullying and harassment, either in person or online*
- *Exclusionary behaviour*
- *Any other behaviour that singles out the person unfairly*

Equal Opportunity

The Association will not tolerate discrimination based on tribe, race, colour, religion, gender, age, national origin, marital status, disability or any other protected class.

Harassment

Treat all fellow members, business partners and other stakeholders with dignity and respect at all times.

Any type/form of harassment, including physical, sexual, verbal or other, is prohibited and can result in disciplinary action up to, and including, expulsion from the association.

Harassment can include actions, language, written words or objects that create an intimidating or hostile work environment, such as:

- Yelling at or humiliating someone*
- Physical violence or intimidation*
- Unwanted sexual advances, invitations or comments*
- Visual displays such as derogatory or sexually-oriented pictures or gestures*
- Physical conduct including assault or unwanted touching*
- Threats or demands to submit to sexual requests or to avoid negative consequences*

Bullying

We are committed to ensuring that members associate in a safe and respectful environment that is free of bullying. Bullying can include:

- Spreading malicious rumour or gossip*
- Excluding or isolating someone socially*
- Withholding necessary information or purposefully giving the wrong information*
- Intimidating someone*
- Sending offensive jokes or emails*
- Criticising or belittling someone constantly*
- Tampering with a person's personal belongings*

Conflicts of Interest

A conflict of interest can occur when a member's personal activities or associations compromises his judgement or ability to act in the associations best interest. Members should avoid types of situations that can give rise to conflicts of interests.

External Communication on Behalf of the Company

Only members of the executive committee are authorised to represent the company to media and/or legal authorities. Members should refer all requests for information or interviews to the Secretary.

Confidentiality

The Association and its members are required to maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might be harmful to the company and its customers and business partners if disclosed.

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Confidential information can include:

- *Customer lists*
- *Financial statements*
- *Marketing plans and strategies*
- *Any other information that could damage the association or its members or if it was disclosed.*

Privacy

The Association complies with privacy legislation and commitment to protecting the personal and confidential information of members and third parties.

The Association and its members comply with the requirements of the country's and international privacy laws.

Anti-Corruption

The Association and its members are to respect the legal, statutory and administrative regulations in Nigeria, or indeed in any jurisdiction in which it operates. In Nigeria, we are bound by the Laws of the Federal Republic of Nigeria including the Economic and Financial Crime Commission Act 2004, the Corrupt Practices & Other Related Offences Act 2000, the Criminal Code and the Money Laundering (Prohibition) (Amendment) Act 2012, Advanced Fee Fraud and Other Related Offences Act, Cap A6 LFN 2004. Specifically, members must guard against money laundering or terrorist financing, and must take steps to prevent inadvertent use of the association's business activities for these purposes.

Members are required to immediately report any unusual or suspicious activities or transactions involving the Association such as:

- *Attempted payments in cash or from an unusual financing source.*
- *Arrangements that involve the transfer of funds to or from countries or entities not related to the transaction.*
- *Unusually complex deals that do not reflect a real business purpose.*
- *Attempts to evade record-keeping or reporting requirements.*
- *The Association will not attempt or accept, directly or on its behalf, to influence the judgement or behaviour of a person in a position of trust by paying a bribe or kickback to persons in government, private business or otherwise.*

Gifts and Entertainment

While gifts and entertainment among business associates can be appropriate ways to strengthen ties and build goodwill, they also have the potential to create the perception that business decisions are influenced by them. The Association is committed to winning partners only on the merits of its services and people and complies with all legal requirements for giving and receiving gifts and entertainment.

Members are to:

- *Use sound judgment and comply with the law, regarding gifts and other benefits.*

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- *Never allow gifts, entertainment or other personal benefits to influence decisions or undermine the integrity of Association relationships.*
- *Never accept gifts or entertainment that are illegal, immoral or would reflect negatively on the Association.*
- *Never accept cash, cash equivalents, stocks or other securities.*
- *Members may accept occasional unsolicited personal gifts of nominal value such as promotional items and may provide the same to business partners.*

When in doubt, members should check with the Executive Committee before giving or receiving anything of value.

Political Contributions

The Association does not make political contributions.

Members are free to support any political party or entity on a personal level. However, this must be kept separate from the activities of the Association and must not in any way reflect on its image.

Charitable Contributions

The Association may make charitable contributions to individuals, causes and organisations that are not politically affiliated.

Members shall not make any charitable contributions on behalf of the company. Where a member is inclined to doing so, such contributions shall first be approved by the Executive Committee and channeled through the Association.

Record Keeping

All documents (including electronic documents), databases, files and photos are records.

The Association is required to:

- *Maintain these records and protect their integrity for as long as required.*
- *Maintain official record keeping systems to retain and file records required for business, legal, financial, research or archival purposes*

The Association should never destroy documents in response to, or in anticipation of, an investigation or audit.

Protection and Proper Use of Assets

Assets include confidential and proprietary information, corporate opportunities and association funds.

Suspected incidents of fraud, theft, negligence, and waste should be reported to the Executive Committee.

Use of Social Media

Social media provides opportunities to network and create exposure for the Association. But there are risks associated with members' use of it. Members are responsible for complying with Association policies and procedures when communicating on social media and are accountable for any information they publish online.

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Members *are required to:*

- *Reveal their relationship with the Association when commenting online on issues related to the association and upon which they have obtained prior approval.*
- *Respect the privacy of other members and refrain from publishing photos of them without their consent.*
- *Ensure any information they post related to the Association is accurate*

Members *must not:*

- *“Pretext” or pretend to be someone they are not online.*
- *Speak on behalf of the association if they are not expressly authorised to do so.*
- *Share confidential information about the association, its clients or stakeholders.*
- *Post comments or pictures that could harm the association’s brand, reputation or commercial interests*

Corporate Social Responsibility

The Association understands that corporate social responsibility extends to our entire activities. This encompasses not only to services rendered but also the human rights, ethics and social practices of our Association and its members. One goal of the corporate social responsibility procurement program is to build partnerships with like-minded organizations by actively seeking out partners who are the most environmentally and workforce friendly.

- **Forced Labour:** *The Association enrolls members under their own free will with no one being subjected to bonded or forced labor. This policy applies also to its affiliates.*
- **Child Labour:** *The Association shall not employ any person under the current minimum legal working age of the country.*
- **Responsible Environmental Impact:** *The Association shall encourage every effort of reducing environmental pollution while increasing sustainability.*

Code of Conduct Acknowledgement

By certifying to the Association’s Code of Conduct, you acknowledge that:

- *You have read the entire code of conduct and fully understand your responsibilities related thereto.*
- *You agree to abide by its principles.*
- *You agree to report to the Association any violations of the code.*

