



**BANK  
OF  
SIERRA  
LEONE  
CODE OF  
CONDUCT**

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## **L A B L C L A R**

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- 1.1.1 This Code of Conduct is a standard of behaviour and conduct the Bank expects of its Staff Members. It is not an exhaustive code, and the Bank reserves the right to amend, or add to the Code and to take appropriate action against unacceptable behaviour or conduct not included in the code.
- 1.1.2 The Bank of Sierra Leone as the Central Bank, expects its Staff Members to conduct themselves at all times in a manner which preserves the good image of the Bank, its political neutrality, credibility and independence, and in an exemplary manner as befits a Staff Member of a Central Bank. Staff Members, particularly in their relations with members of the public, should at all times act with propriety and the highest degree of integrity.
- 1.1.3 The Bank shall have the right to take such action, and impose such penalties, as appropriate in case of any infringement of the Code of Conduct, General Conditions of Service, or Regulations, or Management Instructions issued from time to time and against any other activities of misconduct, or carelessness in the performance of duties which, in the opinion of the Bank, are likely to bring discredit to the Bank or bring the Bank's name into disrepute.
- 1.1.4 While it is not the intention of the Bank to interfere in the private lives of its Staff Members, excesses or misconduct by a Staff Member off duty could reflect adversely on, or bring discredit to the Bank. If, in the opinion of the Bank, the conduct of a Staff Member while on or off duty is likely to bring discredit to the Bank, or reflect adversely on the Bank, the Bank reserves the right to take appropriate disciplinary action.

1.1.5

In particular, Staff Members of the Bank are expected to conduct their private financial affairs with utmost propriety and avoid over-extending their financial commitments which could lead to financial embarrassment.

**1.2**

1.2.1 Staff members shall observe the working hours prescribed by the Bank and shall at all times be regular and punctual at the post of assignment. Staff Members who leave their normal place of work in the Bank must obtain prior authority from their Supervisor, and provide full details of the reasons for such absence.

1.2.2 Absences from duty without the prior permission of a Supervisor may render a Staff Member liable to disciplinary action, including the possibility of termination of employment.

1.2.3 A Staff Member shall attend punctually all functions for which the Bank has sent a formal invitation and for which they have received a formal invitation. Absence without permission or apology, from any such function may render a Staff member liable to disciplinary action.

**1.3**

1.3.1 Staff who are absent from duty without reasonable cause shall not receive salary and other allowances paid for the period of absence.

1.3.2 After five continuous working days of such absence without leave the emoluments of the affected staff for the month will be held in suspense and will be forfeited if satisfactory reason or evidence for such absence is not furnished.

1.3.3 If staff fail to report for duty after a further period of 10 (ten) working days they will be deemed to have abandoned their employment and their positions will be declared vacant.

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1.4.1 Staff Members shall at all times carry out their specified duties diligently and to the best of their ability. Poor performance as a result of a Staff Member's negligence, incompetence or carelessness shall constitute sufficient grounds for not awarding a performance related increment and may lead to demotion or termination of employment.

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1.5.1 All information obtained during the course of employment with the Bank is confidential, and the strictest secrecy shall be observed by Staff Members in regard to confidential information acquired during the course of their duties. Staff Members shall not communicate or allow to be communicated to any unauthorized person, any information made available to them in their capacity as Staff Members of the Bank, unless instructed to do so by Bank's Management, or a Court of Law.

1.5.2 No Staff Member, unless authorized to do so by the Governor or a designated officer, or ordered by a Court of Law, shall allow any person, not in the employment of the Bank, access to any Bank information or documentation.

1.5.3 A Staff Member shall be required to sign a Declaration of Secrecy on first appointment, and at such other times as the Bank may require.

1.5.4 No Staff Members shall profit financially, directly or indirectly, or otherwise, by making use either directly, or indirectly, of information acquired during the course of their duties with the Bank.

1.5.5 Any breach of secrecy in terms of this section shall be treated as a serious offence and a Staff member concerned is liable for dismissal without notice, and in addition may be charged with an offence in accordance with the relevant section of the Bank of Sierra Leone Act.

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1.6.1 Staff Members shall comply at all times with the Bank’s security regulations and procedures and shall carry, at all times while on duty at the Bank, their official Bank Identification Cards.

1.6.2 Loss of a Bank Identification Card should be reported promptly to the HR Department. Failure to report promptly shall be considered a matter warranting disciplinary action. Staff member may be required to pay the replacement cost.

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1.7.1 No Staff Member shall, without the prior approval of the Bank, or by authority granted by virtue of the Bank’s operating instructions, remove any documentation or information, or any other property, relating to the activities of the Bank, its staff, or its customers. Members of staff found in breach of this provision will be liable to disciplinary action.

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1.8.1 No Staff Member shall tamper with, or make erasures to any books, papers, computer records, or any other documents of the Bank without prior authority of the Bank. The Bank may take disciplinary action against any Staff Member found to have made such amendments or erasures if in the opinion of the Bank such amendments and erasures are misleading, whether or not it was the intention of a Staff member to mislead.

1.8.2 In order to protect the computer records of the Bank, all computer software must be checked for the presence of any computer viruses. Any Staff Member found to have been responsible for the introduction of an infected external media shall be liable for disciplinary action, whether or not such tainted external media resulted in the introduction of a virus into the Bank's computers, or computer network. No personal computer software shall be used on the Bank's computers without prior permission, as spelt out in the IT guidelines.

**6                    db b   a   i c   h's Assets**

1.9.1 A Staff Member shall take care of the Bank's assets, and shall be held personally responsible for the care of any assets under his control. If for any reason arising out of a Staff Member's negligence, or carelessness an asset of the Bank is lost or damaged, such a Staff Member may, at the Bank's sole discretion, be required to reimburse the Bank for the cost of repair or replacement of such asset, and may also be subject to disciplinary action in accordance with the Bank's disciplinary procedures. Bank's assets shall include any vehicle or other form of transport owned by the Bank.

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Motor vehicles/bikes owned by the Bank of Sierra Leone may only be used for official business unless permission has been given by the Governor for private use. With the written permission of the Governor, vehicles may also be parked overnight at an employee's residence provided such residence has been determined previously to be secure and safe. Private use without authorization or parking at an unauthorized venue would in the first instance lead

to serious reprimand and repeated offences could lead to termination or dismissal of service.

1.9.3 No person may drive a Bank vehicle unless authorized to do so. Those who allow unauthorized personnel to drive a Bank vehicle would face disciplinary action.

1.9.4 Employees must not drive official vehicles when under the influence of alcohol or any other intoxicant or drug. Staff who do so will face disciplinary action.

1.9.5 Drivers or Authorized users of Bank of Sierra Leone vehicles will be personally responsible for all traffic citations (tickets) fines and penalties imposed for parking or traffic violations with respect to vehicles while in their possession.

1.9.6 Official vehicles should not be used for commercial, personal or other unauthorized purposes. Employee(s) found guilty shall be terminated/dismissed.

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1.10.1 Except with the prior authorization of the Governor, no Staff Member shall issue any press statement, or take part in any public debate or discussion, on any matter relating to the business of the Bank or purporting to express the views of the Bank on any matter, provided that, in the normal course of their duties, Staff Members may give information to the media on matters which are contained in published documents of the Bank.

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1.11.1 Staff Members shall not directly or indirectly accept or solicit gifts, fees or hospitality from any person with whom they have official dealings, either in respect of services rendered or in exchange for



services to be rendered. Such gifts may only be accepted provided they are modest.

1.11.2 Monetary gifts must not be accepted. In all cases where a gift is offered, a Staff Member's Head of Department must be informed.

**1.11.3** **Obbfdf Sf f** □

1.12.1 The Bank is a security area, and Staff Members are discouraged from receiving personal visitors on Bank premises; such visits should be restricted to matters of an urgent and serious nature, and should be kept as short as possible. All visitors must be registered and provided with a security pass, at all times, which must be returned to the security personnel after the visit.

**1.12.2** **R b c bib e b a eb f f** □□

The Bank's communication systems are for official use and should not be used for personal business except in cases of emergencies.

1.13.1 A Staff Member must identify all private international calls and any charges incurred on private international calls should be reimbursed to the Bank in the month following the period in which they were made.

1.13.2 The use of cellular phones in official meetings, seminars, or in the Banking Hall or the High Security Areas, including Dealing Room, is not permitted and non-compliance thereof shall constitute grounds for disciplinary action.

**1.14** **F f** □

1.14.1 The consumption of excessive intoxicating liquor on Bank premises, on or off duty, is strictly prohibited, except at social or official functions approved by the Bank, or at the Staff Recreational Complex. Any Staff Member found to be intoxicated during official

hours will be liable for instant dismissal. Any use of narcotic drugs will carry a similar penalty.

- 1.14.2 During social or official functions whether or not on Bank premises, staff members should conduct themselves in a manner befitting a Staff Member of a central bank. In particular, Staff should refrain from excessive consumption of alcohol or removing any food or drink from functions. Any Staff Member found to be attempting to remove food or drink for consumption outside the function without permission shall be liable for disciplinary action.
- 1.14.3 All Staff members are expected to concentrate on their work at all times and perform their duties assigned to them to the best of their ability. The consumption of alcoholic drinks and the use of narcotics impede work performance and any Staff Member found on duty who in the opinion of a Staff Member's supervisor is under the influence of such drink or drugs may be sent home for the day without pay, pending a detailed investigation.
- 1.14.4 The Bank reserves the right to determine whether a Staff member has been consuming alcohol or taking narcotics by using established methods including the breathalyzer and blood tests; provided that in the event of a blood test, such test shall only be carried out by a registered medical practitioner recognized by the Bank.
- 1.14.5 It is a condition of employment that a Staff Member agrees to be tested at any time for intoxicant and failure to agree to such test shall be a disciplinary offence and a Staff Member may be liable to termination of employment on such grounds.

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- 1.15.1 Unauthorized collections, trading, gambling, betting and formal or informal lotteries and sweepstakes on Bank premises during

working hours are strictly prohibited. For the purpose of this section, trading shall include acting as an agent for any commercial enterprise and gambling refers to playing games of chance for money. Applications for authority in terms of this Section should be made to the Governor.

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1.16.1 The Bank provides facilities for light refreshments at appropriate times during the working day and a Staff Canteen is available during the lunch break. The consumption of food while on duty (other than snacks such as small cakes or biscuits), particularly food which is likely to leave an aroma or litter in the premises, is strictly prohibited except in the Staff Canteen. In all cases, food shall not be consumed in public areas of the Bank, or in the presence of members of the public.

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1.17.1 A Staff member who is issued with a Bank uniform shall wear the uniform at all times while on duty, unless directed otherwise. Staff who do not comply would be sent home and any further breach would result in disciplinary action.

1.17.2 Staff Members who are issued with protective clothing and/or safety equipment provided to protect their safety and health must wear such clothing and use such equipment at all times as may be required by the Bank.

1.17.3 Failure to comply with health and safety regulations shall constitute a disciplinary offence.

1.17.4 Staff members, particularly those whose work involves contact with the public, should ensure that their dress and appearance

reflects an acceptable image of the Bank. The wearing of jeans and trainers is not allowed.

- 1.17.5 Employees must also be neat, clean and tidy at all times. Employees who appear shabby at their workplace will be sent home and repeated offences would result in disciplinary action.
- 1.17.6 Where a uniform has been damaged/lost through negligence of a Staff Member, it shall be replaced at the expense of such a Staff Member.
- 1.17.7 A Staff Member is not permitted to carry banners or join marches or attend other forms of public demonstration when wearing uniform, except if such public demonstrations are approved and sponsored by the Bank.
- 1.17.8 Drinking of alcoholic beverages or other intoxicating drinks in public while in uniform is not permitted, whether on or off duty, except when explicitly sanctioned by a person with authority to do so or when done in areas and at times designated by the Bank.

**1.18**

- 1.18.1 The Bank has designated its official premises as **No Smoking**. Any Staff Member found contravening the No Smoking rule or smoking in a No Smoking Area(s) shall be liable to disciplinary action.

**1.19**

- 1.19.1 No Staff Member shall solicit any member of the Board of Directors of the Bank, or any other person, or bodies, for the purpose of personal gains, either in regard to promotion, appointment, transfer, career development, or in order to elicit the support of such person in the event of disciplinary action, or an appeal against a rotation or transfer. Such activity shall be deemed to be a disciplinary offence punishable by termination/dismissal.

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- 1.20.1 Staff Members of a Central Bank, are expected to conduct their financial affairs with propriety, and avoid over-extending their financial commitments which could lead to financial embarrassment.
- 1.20.2 Immediately upon joining the Bank, and annually thereafter, a Staff Member is required to complete the prescribed Declaration of Interests form in accordance with provisions of the Anti-Corruption Commission Act and failure to complete the form, or entering false information, shall be treated as a serious disciplinary offence.
- 1.20.3 If a Staff Member fails to notify the Bank of any financial difficulties, or it comes to the attention of the Bank that such Staff Member is in financial difficulties, a Staff Member may be liable for disciplinary action, including the possibility of termination of employment.
- 1.20.4 For the purpose of this Section, an unauthorized overdraft, or passing a cheque when sufficient funds are not available constitute financial impropriety and is liable to termination or dismissal.

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- 1.21.1 Staff Members are required to make the whole of their time available for the Bank's operation, and demonstrate undivided loyalty towards the Bank. Engaging in other business, trade or professions (other than family subsistence agricultural concerns) could cause a conflict of interest between a Staff Member's personal interests and duty to the Bank. Staff Members are not permitted to engage in any form of business, trade or profession, which in the opinion of the Bank, may conflict with their responsibilities to the Bank, without written approval of the Bank.

1.21.2 Staff Members must ensure that both they and their immediate family (i.e. Spouse and children) have no direct or indirect interest in any undertaking which has business with the Bank, and must promptly notify the Bank in writing of any potential or actual conflict of interest.

1.21.3 The Bank reserves the right to require any Staff Member, as a condition of continued employment, to relinquish, terminate, or dispose of any private interest which might, in the opinion of the Bank, lead to a conflict of interest.

**1.22**

1.22.1 Staff Members of the Bank are not permitted to accept any outside honorarium, fee or paid employment without the prior written permission of the Governor.

**1.23**

1.23.1 No Staff Member shall borrow money from, or have any dealings with, any unlicensed financial institution or money lender.

Staff members shall only borrow from licensed commercial banks or other legally recognized financial intuitions.

**1.24**

Staff Members who become aware of, or suspect, the occurrence of any bribe, fraud, unfaithfulness, misappropriation, breach of security regulations, or breach of operating procedures, error, or concealed practice against the interests of the Bank by any person, whether or not such person is a Staff Member, shall immediately report the occurrence, or suspicion to their Head of Department.

**1.25**

No Staff Member shall give an opinion on specimens of handwriting, or on financial accounts and statements, to any person desiring to use such opinion as evidence in court, or

elsewhere without the prior written consent of the Governor, or an order of a Court of law.

**1.3** **M i f f i f f b**

- 1.26.1 Staff Members of the Bank are not de-barred from membership of any political party by reason of their employment by the Bank. However, by virtue of their employment with the central bank, Staff Members are not permitted to take an active role in politics, or hold an elected political office of any nature, or appointment to any political office. Dressing in political regalia or party logos on duty is not acceptable and shall attract disciplinary action.
- 1.26.2 The Bank reserves the right to require any Staff Member to desist from any political activity and any Staff Member who continues to take active part in politics after such warning shall be deemed to have committed a disciplinary offence for which the contract of employment may be terminated.
- 1.26.3 Staff Members shall not actively campaign in support of any political party, or hold any political meeting, or display any political insignia or political written material on the Bank's premises. Such activity shall be deemed to be a disciplinary offence making a Staff Member liable to termination of employment.

**1.4** **M b b**

- 1.27.1 Procurement of Goods, Services and Works must be in conformity with the Procurement policy guidelines and procedures approved by the Bank, and in accordance with the National Public Procurement Act (NPPA) 2004.
- 1.27.2 Members of staff involved in the procurement process must not indulge in irregular or unfair procurement practices.

1.27.3 Employee(s) who contravene laid down procurement policies and procedures or indulge in irregular or unfair procurement practices would have their services terminated/dismissed.

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The Bank recognizes the right of Staff Members of the Bank to hold personal religious convictions and belong to any religious organization of their choice. However, where in the opinion of the Bank, there is a serious conflict of interests between a Staff member’s duties, obligations and responsibilities towards the Bank, and a Staff Member’s religious convictions and activities, the Bank reserves the right to require Staff Members to minimize any absence or reduction in their responsibilities and obligations to the Bank due to their religious practices.

**6. / 6** **B b f iPb f b**

The Bank is a provider of an Essential Service in accordance with the Bank of Sierra Leone Act and anyone who encourages and/or partakes in any unlawful industrial action, shall be deemed to have committed a disciplinary offence and may be liable to summary dismissal and/or prosecution under that Act.

In the event of unlawful industrial action, a Staff Member who fails to report for duty shall be presumed to have participated in such action unless a Staff Member can prove otherwise.

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All employees are assured of support from the Management of the Bank while carrying out their official duties in accordance with the laid down rules, procedures and standards.

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1.31.1 The above list of acceptable and unacceptable behavior is not exhaustive and the Bank reserves the right to determine, at its sole



discretion, whether an employee has engaged in a conduct that warrants corrective action or dismissal from the Bank.

1.31.2 This Code of Conduct shall constitute an integral component of the Banks employment policy/contract which all employees shall abide by. A breach of these Codes of Conduct on the part of an employee will be construed as a breach of their terms of employment.

1.31.3 All staff have a duty to the Bank of Sierra Leone and the whole country to:

- a) Strive for the highest ethical standards;
- b) Lead by good example; and the Bank would
- c) apply appropriate sanctions when there are breaches.

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**P A O A □ C C F O F L □**

Every member of staff affirms his/her awareness and understanding of the contents of these Codes of Conduct as follows:

I .....

hereby affirm that I have read and understood the contents of the expressed Code of ethical Conduct for employees of the Bank of Sierra Leone established by Law in accordance with the Bank of Sierra Leone Act of 1964 and as amended in 2000, and confirm that I shall be subject to the same and shall comply with all requirements in conjunction with the Code of Conduct, staff rules and regulations and all Terms and Conditions of Service as approved by the Board of Directors throughout my tenure and thereafter in any association with the Bank of Sierra Leone.

Name of Employee.....

Job Title:.....

Department/Unit:.....

Signature:..... Date:.....

Witness:..... Date:.....

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