



Kenya Agricultural & Livestock Research Organization

Code of Conduct & Ethics

June, 2017

Table of Contents

Table of Contents	1
Foreword	3
PREAMBLE	4
PART I: PRELIMINARY	7
PART II: GUIDING PRINCIPLES	8
PART III: INTEGRITY.....	9
PART IV: CONFIDENTIALITY	9
PART V: PROFESSIONALISM.....	10
PART VI: USE OF ORGANISATIONS RESOURCES	10
PART VII: GIFTS AND BENEFITS	11
PART VII: CONFLICT OF INTEREST	13
PART IX: CONDUCT IN PUBLIC.....	14
PART X: HARASSMENT/NEPOTISM/GENDER EQUITY	15
PART XI: POLITICAL NEUTRALITY.....	16
PART XII: FINANCIAL DEALINGS.....	16
PART XIII: COLLECTIONS AND HARAMBEEES.....	17
PART XIV: ALCOHOL AND SUBSTANCE ABUSE	17
PART XV: RULE OF LAW'	18
PART XVI: COMPLAINT REPORTING PROCEDURES	18
PART XVII: ENFORCEMENT OF ETHICAL STANDARDS	19
PART XVII: DECLARATION OF INCOME, ASSETS AND LIABILITIES	20
PART XIX: OFFICIAL SECRET/OATH OF OFFICE	20
PART XX: REVIEW	20
Appendix 1 (Form A)	21
Appendix 2 (Form B).....	22

Foreword

The Kenya Agricultural and Livestock Research Act, 2013, established the Kenya Agricultural and Livestock Research Organization (KALRO) to primarily promote, streamline, coordinate and regulate research in crops, livestock, genetic resources and biotechnology in Kenya. KALRO has since positioned itself in meeting the challenge of increasing demands for the knowledge, technologies and innovations by various clients and stakeholders for improving agricultural productivity and economic growth. By so doing, KALRO has maintained a critical mass of qualified scientific and research support staff for effective planning and implementation of priority research activities. However, for the Organization to remain effective, efficient and relevant, there was need for the development of a sound Code of Conduct and Ethics for its employees.

This Code of Conduct and Ethics provides a system of moral principles and rules that govern and influence the behaviour of the employees in the Organization. It covers a wide range of elements relating to an employee's behaviour and his/her relationships with other employees of the Organization and other people outside the Organization. These elements will assist the Organization to build capacities that would create the desired impact for sustained agricultural growth and improved livelihoods of Kenyans.

These Code of Conduct and Ethics has been prepared with reference to the Leadership and Integrity Act, (LIA) 2012 and the Public Officer Ethics Act, (POEA) 2003, the Organization's Terms and Conditions of Service, the laws and statutes under which the Organization operates, Codes of Conduct and Ethics from other Government Organizations and relevant literature relating to the development and management of human resources. Each employee is expected to read and understand all the elements of the Code as well as the Organization's Terms and Conditions of Service and the relevant laws and statutes under which the Organization operates and they are expected to comply with all the requirements as stipulated herein.

Eliud K. Kireger, PhD

DIRECTOR GENERAL

PREAMBLE

Ethics are a set of values, virtues, principles and standards of what is good, upright, moral, or just. They admonish and moderate conscience. They are rules of conduct that define behavior and set principles for the conduct of a given category of people.

The Purpose of this Code of Ethics is to socialize and promote the culture of ethical values in the practice and realization of the KALRO's vision, mission, mandate and core values.

Ethics promote standards by:

- (i) Defining what is approved or disapproved conduct or practice and regulating self-control.
- (ii) Setting qualities of character, attitudes, habits and behavior of individual practitioners.
- (iii) Guiding choice among alternatives, and giving rational direction on course of action.
- (iv) Promoting justice, impartial evaluations or assessments and instilling both fortitude and rectitude.

This Code, therefore, is intended to guide the conduct of all employees of KALRO in their day to day activities.

The Code of Conduct and Ethics contains general rules to be observed by employees of Kenya Agricultural & Livestock Research Organization so as to maintain integrity and loyalty to the Government of Kenya and also uphold the dignity of the public office to which one has been appointed. It should be borne in mind that each employee of KALRO occupies a special position within the Organization and ought to be proud of that position and ensure that his conduct both in public and in private life does not bring KALRO into disrepute. It is therefore imperative that every member of staff adheres to these guidelines of conduct and ethics, and such other rules which may be promulgated by the Board from time to time.

This Code provides the procedures and general guidelines which will address gaps identified in past practices and the emerging issues brought about by the dynamic changes in the Organization in its endeavour to be a “World Class Research Organization”. The Code aims at embracing an approach which will ensure integrity, loyalty and dignity of KALRO employees during their private and public life by providing such guidelines.

Fundamental Statements

Mandate

- a. The mandate of KALRO as stated in the Act is to:
Promote, streamline, coordinate and regulate in Kenya research in crops, livestock, genetic resources and biotechnology;
- b. Promote, streamline, coordinate and regulate research in crops and animal diseases;
- c. Expedite equitable access to research information, resources and technology and promote the application of the research findings and technology in the field of agriculture

Vision

Excellence in agricultural and livestock research towards transformed livelihoods

Mission

To conduct agricultural research through application of science, technology and innovation to catalyze sustainable growth and development in agriculture and livestock Product Value Chains.

Goal

To contribute to the growth of the agricultural sector through research coordination and regulation; technology and innovation development; and catalyze transfer and utilization of agricultural research outputs.

Core Values

- i. Customer orientation;
- ii. Professionalism;
- iii. Innovativeness;
- iv. Collaboration;
- v. Environmental consciousness and;
- vi. Integrity.

Strategic Objectives

- i. To improve crop production, productivity and utilization
- ii. To improve livestock production, productivity and products utilization
- iii. To develop environmental friendly technologies and natural resource systems for sustainability
- iv. To develop appropriate agricultural machinery and equipment/implements
- v. To support and promote use of biotechnology applications in agricultural development

PART I: PRELIMINARY

This code is intended to establish standards of ethical conduct and behavior for employees of Kenya Agricultural & Livestock Research Organization (KALRO). This code does not in any way replace the laws and rules relating to the conduct of employees as stipulated in the Organization's Human Resource Manual. All employees must obey the laws and all other applicable laws.

a) Citation

This Code may be cited as the Code of Conduct and Ethics for employees of KALRO.

b) Definition of Terms

In this Code, unless the context otherwise requires:-

“The Act” means The Public Officer Ethics Act, 2003

“Staff” means an employee of the Kenya Agricultural and Livestock Research Organization (KALRO)

“Public Officer” – as defined in Section 2 of the Public Officer Ethics Act, 2003

“Organization” refers to the Kenya Agricultural and Livestock Research Organization (KALRO)

“Director General” refers to the Chief Executive Officer of KALRO

c) Application

This Code applies to all employees of Kenya Agricultural and Livestock Research Organization (KALRO).

This code is issued by the authority of the Board of Management and all KALRO employees are obligated to fully comply with it.

PART II: GUIDING PRINCIPLES

All employees of KALRO shall comply with all the requirements of the KALRO Code and apply it together with the KALRO Terms and Conditions of Service and Code of Conduct and Ethics as set out in Part III of the Public Officer Ethics Act 2003 and the Leadership and Integrity Act. 2012 which shall form part of this code.

In implementation of this code, the following general rules of ethical conduct shall apply to all employees:

- 2.1 In carrying out their duties, an employee shall respect, protect and promote the fundamental rights and freedoms of persons without discrimination on the basis of race, tribe, political opinions, color, creed, sex, disability, social status or culture.
- 2.2 An employee shall uphold the dignity and integrity and shall act in a manner that promotes respect for the Organization.
- 2.3 An employee shall treat other employees with respect and shall strive to have cordial relations with all other members of staff.
- 2.4 An employee who is in a profession shall
 - (i) maintain his professionalism, competence and ethics
 - (ii) Not conduct himself in a manner likely to suggest that he can be improperly influenced
- 2.5 An employee shall not canvass or lobby, either directly or indirectly, for any favours in the organization.
- 2.6 An employee who
 - (i) Is charged with an offence that is punishable by imprisonment shall forthwith report the matter to the Director General;

- (ii) Discovers that an officer under their supervision has been charged with an offence punishable by imprisonment shall ensure that the matter is reported to the Director General.

PART III: INTEGRITY

This part sets out the standards on uncompromising adherence to moral and ethical principles; soundness of moral character and honesty that an employee shall abide in while carry out their duties. To maintain public confidence in the integrity of the office an employee shall:-

- 3.1 Carry out their duties with honesty, truthfulness, honour, reliability, uprightness and impartiality on matters including but not limited to developing/adapting technology, handling of clients issues and resources.
- 3.2 Not deliberately utter or present misleading information to his/her superiors, clients or members of the public.
- 3.3 KALRO has a zero-tolerance to corruption policy and her employees shall not engage in any form of corrupt practices, or social misconduct that may adversely affect employees' performance, or impact negatively on the Organization's image.
- 3.4 Be open and transparent in all actions.

PART IV: CONFIDENTIALITY

- 4.1 Employees shall not divulge information gained as part of one's duty to outsiders or fellow members of staff who do not need this information for furtherance of their duties.
- 4.2 The decision to grant or decline to provide information from the Organization is vested in the Director General.
- 4.3 Employees shall be prudent in the use and protection of information acquired in the cause of their duties.

- 4.4 Employees shall not use information for any manner that will be contrary to the law and detrimental to the legitimate and ethical objectives of the KALRO
- 4.5 An employee shall not tamper with or manipulate official information that is electronic, digital or any other format or give out of the same information to unauthorized persons for personal gain.

PART V: PROFESSIONALISM

- 5.1 Employees shall to the best of their ability carry out their duties and ensure that the services that they provide are delivered efficiently and honestly.
- 5.2 Adhere to the official working hours thus ensuring they arrive on time and do not leave before time
- 5.3 Seek to improve the standards of performance and level of professionalism to the extent appropriate to his/her office.
- 5.4 Observe the ethical and professional requirements of the professional body of which he/she is a member.
- 5.5 Strictly adhere to the terms of his employment contract. Any breach of his/her employment contract shall be deemed to be a breach of this Code.
- 5.6 Conduct him/ herself with personal decency and shall always be well groomed by maintaining an appropriate standard of dress and personal hygiene.
- 5.7 Actively and personally promote a culture in the Organization that aims at providing fast, friendly, responsive and efficient services and shall be courteous to all persons in the provision of such services

PART VI: USE OF ORGANISATIONS RESOURCES

- 6.1 The Organization's resources shall be used only for KALRO work and not for other unofficial gains to self, relatives or friends.

- 6.2 Equipment and property acquired in the course of duty shall remain the property of the Organization during and after completion of the project. Such equipment and property shall be declared and registered as KALRO's resources in the asset register.
- 6.3 An employee shall not use or lend the prestige of their office to sanction or endorse his own private activities or the private activities of any other person.
- 6.4 An employee shall to the extent that he is involved in the receipt and administration of donations for office purposes, ensure that proper records are kept of the donations and that they are used for purposes of which they are intended.
- 6.5 Employees shall not use their offices to improperly enrich themselves or others. An employee shall ensure that the Organization's resources under his/her charge are properly utilized and fully accounted for.
- 6.6 An employee who is utilizing the Organization's resources to conduct research shall disclose this fact to the Director General and his /her activities shall be governed by such agreement as may be made between him/herself and the Organization.
- 6.7 An employee shall observe the principles of law governing Intellectual Property, Copyright and other related matters in order to promote the culture of research and to uphold the integrity and research freedom.
- 6.8 KALRO property shall not be converted for personal use. Disciplinary action will be taken against an employee making or receiving unauthorized issues.

PART VII: GIFTS AND BENEFITS

- 7.1 An employees must not receive advantages (gifts) such as:
- (i) Free or reduced-price travel,
 - (ii) The use of vehicles for personal use,

- (iii) Entrance tickets and favorable reductions (unless these are expressly granted to the entire staff on the basis of contractual agreements),
 - (iv) Compensation for travel expenses, dinner invitations.
 - (v) Benefits are awarded to a “third party” (spouse/partner, children).
 - (vi) Dinner or lunch invitations from colleague of other public service institutions and multilateral donor agencies.
- 7.2 An employee shall not solicit for any property or benefit of any kind, for himself or for any person, on account of anything to be done or omitted by him in discharge of his duties or by virtue of his official position.
- 7.3 An employee shall ensure that no members of his/her family solicits or accepts any gift, money, hospitality, free passage or favours from any person or organization that might reasonably be thought to influence or be intended to influence the officer in discharging his/ her official duties and responsibilities.
- 7.4 Where a gift is given without the employee’s knowledge or where refusal of a gift would be offensive to custom or might amount to bad public relations, the employee shall inform the Director General who shall decide how the gift is to be disposed of.
- 7.5 Notwithstanding any other provision of this code, an employee may:
- (i) Accept gifts which are occasional and inexpensive or in form of souvenir or gifts whose value does not exceed twenty thousand shillings;
 - (ii) Accept personal gifts or donations from relatives or friends on such special occasions as may be recognized by custom;
 - (iii) Accept gifts in the form of information for educational or literary purpose, research purposes or other similar purposes is not prohibited.

7.6 When any gift or donation is made for the development of the University, the employee together with the Management shall:

- (i) In writing disclose to the Director General the nature of the gift or donation;
- (ii) In writing inform as to how the Management intends to utilize the gift or donation; and
- (iii) Receipt the gift or donation and fully account for its use.

PART VII: CONFLICT OF INTEREST

In this section, personal interest includes the interest of spouse, relative or business associate. These regulations may govern when the personal interest of an employee conflict with his/her official duties for the purposes of this section.

8.1 Employees shall use their best efforts to avoid being in a position in which their personal interests conflict with their official duties.

8.2 An employee shall not hold shares or have any other interest in a corporation, partnership or other body, directly or through another person, if holding those shares or having that interest would result in the employees' personal interest conflicting with his/her official duties.

8.3 An employee whose personal interest conflict with the official duties shall;

- (i) Declare the personal interest to his/her superior or any other appropriate body and shall comply with any directions to avoid the conflict ;(**Appendix 2- Form B**) and
- (ii) Refrain from participating in any deliberations with respect to the matter.

8.4 An employee shall not award any contract or influence the award of contract to;

- (i) Himself/herself,

- (ii) Spouse or close relative,
- (iii) Business associate, or
- (iv) A corporation, partnership or other body the officer has an interest.

8.5 An employee shall not use or allow the use of information acquired in connection with his/her duties that is not public for his own benefit or others.

8.6 In the event of any real or potential conflict of interest, the same will be reported to the Director General (as the situation demands), recorded and a decision made in respect of the conflict.

PART IX: CONDUCT IN PUBLIC

9.1 Conduct him/herself with dignity both in public and private.

9.2 All KALRO employees shall treat their fellow officers and the public with due courtesy and respect.

9.3 An employee shall in conducting their duties:

- (i) Be efficient and punctual and shall meet his deadlines
- (ii) Ensure that his official duties take precedence over his other activities
- (iii) Take responsible steps to ensure that the activities he carries out or supervises are in an orderly manner with integrity and due decorum
- (iv) Be patient, dignified and courteous to colleagues and members of the public
- (v) Shall not, in the course of his/her duties discriminate directly or indirectly individuals on the grounds of age, gender, race, disability or religion.

9.4 Without prejudice to personal liberty, KALRO employees shall not participate in unlawful assemblies.

- 9.5 The dress code will demand that all KALRO employees are smart, decent, and acceptable at all times. The dress should be fitting the work at hand; the ultimate goal being decency.
- 9.6 While an employee should not be isolated from the society of which he is of part, he shall ensure that his non-official activities do not interfere with his official duties or affect the dignity of his office and that the risk of conflict with his official duties is minimized. An employee should not engage in private business during official working hours.

PART X: HARASSMENT/NEPOTISM/GENDER EQUITY

- 10.1 An employees shall not sexually harass a member of the public or a fellow employee. 'Sexual harassment', includes any of the following, if the person doing it knows or ought to know that it is unwelcome;
- (i) Making a request or exerting pressure for sexual activities or favours.
 - (ii) Making intentional or careless physical contact that is sexual in nature.
 - (iii) Making gestures, noises, jokes or comments, including innuendo, regarding another person's sexuality.
- 10.2 An employee shall avoid unwelcome, abusive, belittling or threatening behaviour to his/her fellow employees.
- 10.3 Employees shall ensure that other employees have the right to equal treatment, including the right to equal opportunities in appointments, promotions and further studies.
- 10.4 An employee shall not practice nepotism or favoritism in decision making or provision of services.
- 10.5 An employee shall not discriminate directly or indirectly individuals on the ground of age, gender, race, color, ethnic origin, social origin, language, religion, opinion, nationality, marital status, pregnancy, disability or HIV status.

PART XI: POLITICAL NEUTRALITY

- 11.1 KALRO employees shall not, in connection with the performance of their duties as such act as an agent for, or so as to further the interest of a political party or indicate support for opposition to any political party or candidate in an election.
- 11.2 They shall not engage in political activity that may compromise or be seen to compromise the political neutrality of the office.
- 11.3 Employees who wish to contest for parliamentary, county, civic or any other political office shall be required to resign.
- 11.4 Employees are warned that the practice of seeking the influence of Members of the National Assembly or other persons as a means of bringing their services to the notice of the Director General or the Board with a view to consideration for promotion or other favours, is viewed with disapproval. Any such attempt to obtain such favours is considered irregular and will not be of advantage to the officer and, on the other hand, may actually be detrimental to his interests.

PART XII: FINANCIAL DEALINGS

- 12.1 Employees shall live within their means and avoid incurring any financial liability that they cannot satisfy. An employee who becomes bankrupt, becomes a judgment-debtor or against whom proceedings are taken in bankruptcy shall forthwith report the matter to the Director General.
- 12.2 Pecuniary embarrassment from whatever cause, will be regarded as necessarily impairing the efficiency of an employee and rendering him/her liable to disciplinary proceedings.
- 12.3 Pecuniary embarrassment, involving both lending and borrowing of money at usurious rates of interest, will be regarded as an offence affecting both the respectability of the Organization and trustworthiness of the individual and may be held as a bar to promotion.

- 12.4 It is the policy of the Organization to give its employees who are in debt every possible opportunity to extricate themselves from their financial embarrassment, but there must be a limit beyond which an employee cannot be retained in the service, in which case he/she must be retired in public interest.
- 12.5 An employee shall not expose other officers who have acted as guarantor to be subjected to on his behalf for failure to meet their financial obligation.
- 12.6 If at any time, an employee sustains a loss of public funds in consequence of neglect or fault, he/she will be held to have incurred a pecuniary liability in respect of the loss, and if satisfactory explanation or offer of restitution is not forthcoming, he/she may be required to meet this liability in whole or in part. The amount in question may be recovered from his/her salary or any other monies due to him/her, or may be sued for and recovered in any court of competent jurisdiction.

PART XIII: COLLECTIONS AND HARAMBEES

- 13.1 An employee shall not use their office or place of work as a venture for soliciting or collecting harambees.
- 13.2 Either as a collector or promoter of a public collection, staff shall not obtain money or other property from a person by using their official position in any way to exert pressure.
- 13.3 In this section, “collection” “collector”, and “promoter”, have the same meaning as in Section 2 of the Public Collections Act Cap. 106.

PART XIV: ALCOHOL AND SUBSTANCE ABUSE

- 14.1 All KALRO offices, laboratories, halls, warehouses, stores, toilets, cafeterias, kitchens, guest houses, closed rooms and vehicles shall remain “No-Smoking” zones.

- 14.2 A staff member shall not consume alcoholic beverages in quantities that impair work performance or impair judgement during working hours.

PART XV: RULE OF LAW

- 15.1 An employee shall carry out his duties in accordance with the law.
- 15.2 KALRO employees are obliged to report any breaches of the code to their immediate supervisors and if necessary to other senior staff in the Organization.
- 15.3 In carrying out his/her duties, an employee shall not violate the rights and freedoms of any person under the Constitution of Kenya.

PART XVI: COMPLAINT REPORTING PROCEDURES

- 16.1 Any breach of the provisions of this Code shall be reported in writing by the staff member, customer or another stakeholder. The report shall specify the nature of the complaint, the dates and actual place where the incident took place.
- (a) If the matter is a complaint, or the individual wishes to maintain confidentiality in relation to the complaint, the Chairman KALRO Management Advisory Committee (KMAC), Institute Management Advisory Committee (IMAC) or Center Management Advisory Committee (CMAC) may be contacted. If the issue being reported is a matter concerning the integrity of an employee, the KMAC shall inform Director General or the Board accordingly.
- (b) If any employee considers that anything required of him/her is a contravention of the Code of Conduct and Ethics or is otherwise improper or unethical, he/she shall report the matter to the Chairman KMAC/CMAC.
- (c) The first point of contact for individual members of staff shall be their ID/HOD. Alternatively, they may contact the HRM office in order to discuss issues in general terms.

- (d) Upon receipt of the complaint, a reply shall be written to the complainant and copied to the accused.
- (e) In all situations, investigations shall be carried out within thirty (30) days and the parties involved shall be informed in writing.
- (f) Where a case has been established against the employee, the Disciplinary Committee shall be convened and expected to give its recommendations on the issue within another thirty (30) days.

PART XVII: ENFORCEMENT OF ETHICAL STANDARDS

- 17.1 When an employee has committed a breach of this Code, an appropriate action will be taken in accordance with the provisions of the Public Officers Ethics Act, 2003; other laws; other organizational policies; and the terms and conditions of service of the employee.
- 17.2 The Board shall have the ultimate responsibility for enforcement of this Code at all levels of the Organization.
- 17.3 The Director General and Senior Management shall ensure that this Code is implemented and enforced at all levels of the Organization.
- 17.4 The Heads of Department/ Section have the delegated responsibility for enforcement of this Code at their respective levels and shall ensure that employees under their jurisdiction commit themselves to complying with the provisions of the Code by signing the Code of Ethics and Conduct Acknowledgment and Receipt Form. **(Appendix 1- Form A)**.
- 17.5 The HRM Department and Integrity Committee shall be involved in facilitating sensitization, enforcement, monitoring and evaluation of this Code.
- 17.6 All individual staff members, service providers and other stakeholders shall carry out their activities in the spirit and letter of this Code.

17.7 Where a staff member fails to observe any of the above provisions or where a staff member has committed, whether directly or by agent, a breach of this Code, appropriate action shall be taken by the Disciplinary Committee in consultation with the Board, Senior Management, Heads of Department/ Section, the HRM Department and the Integrity Committee;

PART XVII: DECLARATION OF INCOME, ASSETS AND LIABILITIES

18.1 Every employee shall on first appointment and biannually thereafter submit a declaration of income, assets and liabilities of himself, spouse(s) and dependent children less than eighteen (18) years in accordance with the Public Officer Ethics Act, 2003. The appropriate form will be supplied biannually as required.

PART XIX: OFFICIAL SECRET/OATH OF OFFICE

19.1 An employee in an administrative position will be required to sign a declaration of secrecy under the Official Secrets Act (CAP. 187) on appointment and again on leaving the service.

19.2 All members of the Board will be required to take an oath of office upon being appointed.

PART XX: REVIEW

The implementation of this Code will be reviewed regularly by the Integrity Committee in consultation with the HRM Department whenever the need arises.

This Code shall come into effect from this day:

Dated:

Signed by:

Chairman (KALRO Board)

Director General (KALRO)



KENYA AGRICULTURAL & LIVESTOCK RESEARCH ORGANIZATION

Appendix 1 (Form A)

Code of Ethics and Conduct Acknowledgment and Receipt Form

I have received, read a copy of the COCE and understand that:

1. The COCE describes and provides important information about Ethics and Conduct of Kenya Agricultural & Livestock Research Organization (KALRO) employee.
2. I should consult my immediate supervisor, or Manager Human Resources Management regarding any questions not answered in the Code.
3. This Code and the provisions contained herein supersede any and all prior practices, oral or written representations, or statements regarding the Ethics and Conduct of employees at Kenya Agricultural & Livestock Research Organization (KALRO).
4. By distributing this Code, the Organization expressly revokes any and all previous Codes of Ethics and Conduct that are inconsistent with those contained herein.
5. Any and all provisions of this act may be changed at any time by the Kenya Agricultural & Livestock Research Organization (KALRO) Board.
6. All such changes will be communicated through official notices, and that the revised information may supersede, modify or eliminate existing provisions.
7. Only the Board has the ability to adopt any revisions to the provisions in this Code.
8. This Code is a legal document and could be used to initiate disciplinary action against me.
9. It is my responsibility to read and comply with the provisions contained in this Code and any revisions made to it.

_____ Employee's Name Personal Number: _____

_____ Employee's Signature Date: _____

TO BE PLACED IN EMPLOYEE'S PERSONAL FILE

KALRO HEADQUARTERS,

P.O. Box 57811-00200, Nairobi, KENYA. Tel: 254-020 4183301-20/ 254-020 4183720 Fax: 254-020 4183344

Website: www.kalro.org



KENYA AGRICULTURAL & LIVESTOCK RESEARCH ORGANIZATION

Appendix 2 (Form B)

Declaration of conflict of interest

Part A- Declaration (to be completed by staff member)

To: *(Approving Authority)*.....

I would like to report the following existing/ potential* conflict of interest situation arising during the discharge of my official duties:

1. Persons/ companies with whom/ which I have official dealings and/ or personal interest
 - (a)
 - (b)
 - (c)
2. Brief description of my duties which involve the persons/ companies mentioned above and these are the areas of real/ possible conflict of interest.
 - (a)
 - (b)
 - (c)

Date

Signature of declaring staff member

Part B- Acknowledgment (to be completed by approving authority)

To: *(Declaring member)*.....

This information contained in your declaration for.....is noted. It has been decided that, You should refrain from performing or getting involved in performing the work/ participating in deliberations regarding*....., as described in Part A, which may give rise to conflict of interest/ You should continue to handle the work/ participate in deliberations regarding*....., as described in Part A, provided that there is no change in information declared above*.

Other conditions (please specify).....

Date

Signature of Approving Authority