



ZAMBIA ROAD SAFETY TRUST

# Staff, Volunteer and Consultant Code of Conduct

**Professional standards for people representing ZRST.**

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| Organisation  | Zambia Road Safety Trust (ZRST)                                                                       |
| Document type | Public policy download                                                                                |
| Version       | Version 1.0 - July 2026                                                                               |
| Policy owner  | Executive Director, with Board oversight                                                              |
| Review cycle  | Annual review, or earlier if required by law, donor requirements, Board decision or operational risk. |

## Relevant Zambian legal and governance framework

This policy is intended to support ZRST compliance and good practice in line with: Non-Governmental Organisations Act, 2009; Employment Code Act, 2019; Children's Code Act, 2022; Data Protection Act, 2021; Anti-Corruption Act, 2012; Occupational Health and Safety Act, 2010. Where a law, donor agreement or regulator requirement imposes a higher standard, that higher standard applies.

## 1. Purpose

This Code sets out the behaviour expected of people working for or representing ZRST. It protects communities, children, partners, staff, volunteers, donors and the public credibility of ZRST.

## 2. Scope

This Code applies to Board members, employees, volunteers, interns, consultants, trainers, field teams and anyone authorised to represent ZRST in meetings, schools, communities, media, training, research or events.

## 3. Core conduct standards

- Act with honesty, integrity, respect and professionalism.
- Follow lawful and reasonable instructions issued by ZRST management or authorised project leads.
- Protect ZRST property, funds, documents, vehicles, equipment and reputation.
- Treat children, schools, communities, partners and colleagues with dignity.
- Avoid harassment, discrimination, intimidation, abusive language, exploitation and retaliation.
- Maintain confidentiality of sensitive organisational, partner, child and personal data.

## 4. Field and public conduct

- Wear appropriate identification or protective clothing where required.
- Do not create unsafe road situations during awareness, surveys, photography or events.
- Do not make commitments to councils, schools, donors or government agencies unless authorised.
- Do not speak to media on behalf of ZRST unless authorised.
- Use social media responsibly and do not publish misleading, confidential or disrespectful material.

## 5. Resources and property

ZRST resources must be used for approved organisational work. Unauthorised use of transport, fuel, printing, phones, funds, computers, training materials, visibility items or project equipment may lead to disciplinary action or recovery of costs.

## 6. Alcohol, drugs and unsafe conduct

No person may report for ZRST duty, fieldwork, driving, training or school activity under the influence of alcohol or drugs, or behave in a way that endangers themselves or others.

## 7. Breach of the Code

Breaches may lead to counselling, written warning, suspension, termination of engagement, recovery of resources, donor notification or referral to competent authorities depending on seriousness and applicable law.

## Document control

This public policy download is issued for transparency and due-diligence purposes. ZRST may maintain more detailed internal procedures, registers, forms and approval records to operationalise this policy. This document does not replace applicable Zambian law, donor agreements or instructions issued by competent authorities.