

ZWIPI SAVINGS STOKVEL CODE OF CONDUCT & ETHICS POLICY

1. INTRODUCTION

Zwipi Stokvel is committed to upholding the highest ethical standards in all its operations. This Code of Conduct & Ethics Policy outlines the principles that guide our members' behavior to ensure transparency, accountability, and fairness in all dealings.

2. PURPOSE

The purpose of this policy is to:

- Foster a culture of **honesty, integrity, and mutual respect**.
- Ensure **financial accountability and responsible management**.
- Protect the interests of **all members** and maintain trust within the Stokvel.
- Prevent **fraud, corruption, and misconduct**.

3. SCOPE

This policy applies to **all Zwipi Stokvel members, executive committee members, and representatives**.

4. CORE VALUES & PRINCIPLES

All members must adhere to the following values:

- **Integrity** – Be honest and transparent in all dealings.
- **Accountability** – Take responsibility for financial contributions and decisions.
- **Respect** – Treat all members with dignity and fairness.
- **Confidentiality** – Protect member information and financial records.
- **Compliance** – Follow all Stokvel rules and South African financial regulations.

5. MEMBER CONDUCT EXPECTATIONS

5.1. Financial Responsibility

- Members must pay **monthly contributions on time**.
- Members must not engage in **fraud, misrepresentation, or mismanagement of funds**.
- Any misuse of funds will result in **disciplinary action and possible legal consequences**.

5.2. Ethical Behavior

- Members must always act in the best interest of the Stokvel.
- Conflicts of interest must be **disclosed and managed** appropriately.
- No member shall use their position for **personal gain or unfair advantage**.

5.3. Respect & Inclusion

- Members must treat each other **fairly, regardless of race, gender, or background**.
- Bullying, discrimination, and harassment are strictly **prohibited**.

5.4. Confidentiality

- Personal and financial information of members must be **protected and not shared** without consent.

- Unauthorized disclosure of information will lead to **disciplinary action**.

6. DISCIPLINARY MEASURES

Any breach of this Code of Conduct will result in:

1. **A formal warning** for minor offenses.
2. **Suspension of membership** for repeated violations.
3. **Termination of membership** for serious offenses such as fraud, theft, or corruption.
4. **Legal action** if necessary.

7. REPORTING MISCONDUCT

- Any member witnessing unethical behavior must report it to the **Executive Committee**.
- Reports can be made confidentially and without fear of retaliation.