WHEREAS, the dispensation of justice is the basic duty and responsibility of the Tribunal as enshrined in the 1999 Constitution of the Federal Republic of Nigeria (as amended) and the Code of Conduct Bureau and Tribunal Act CAP C15, Laws of the Federation of Nigeria 2004.

AND WHEREAS, the Constitution declares that a public office is a public trust, and all public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, loyalty and efficiency, act with patriotism and justice, and lead lifestyles consistent with their legitimate incomes.

AND WHEREAS, Tribunal staff are involved in the dispensation of justice, and parties seeking redress from the Tribunal for grievances should see the Tribunal staff as part of the machinery of justice.

AND WHEREAS, in performing their duties and responsibilities, Tribunal staff serve as sentinels of justice and any act of impropriety
on their part immeasurably affects the honour and dignity of the Tribunal and the people's confidence in it.

AND WHEREAS, while there are constitutional, statutory provisions and Public Service Rules governing the ethical conduct of government officials and employees, there is a need to adopt code of conduct that are specific to staff in the Tribunal because of the special nature of their duties and responsibilities.

NOW THEREFORE, in exercise of the powers conferred on the Tribunal by virtue of paragraph 16(2) of the Fifth Schedule to the 1999 Constitution of the Federal Republic of Nigeria, (as amended); Section 21 (2) of the Code of Conduct Bureau and Tribunal Act, Cap C 15, Laws of the Federation of Nigeria, 2004 and all other powers enabling the Tribunal in that behalf, the Tribunal hereby issues the following Ethics Guideline for the staff of the Code of Conduct Tribunal.
RULE I: APPLICATION

This Ethics Guideline for Tribunal staff shall apply to all staff of the Tribunal including those who are no longer employed in the Tribunal but who acquired, while still so employed, confidential information as defined in this Ethics Guideline.

RULE II: FIDELITY TO DUTY

1. A Tribunal staff shall strictly observe working hours from 8:00am to 4:00pm except when circumstances otherwise dictate.

2. A Tribunal staff shall not use his official position to secure benefits, privileges or exemptions for himself or for others.

3. A Tribunal staff shall not ask for or accept any property or benefits of any kind for himself or any other person on account of anything done or omitted to be done by him in the discharge of his duties.
4. A Tribunal staff shall not discriminate or dispense favour to anyone and shall not allow kinship, rank or position to influence his official acts or duties.

5. A Tribunal staff shall use the resources, property and funds under his official custody in a judicious manner and solely in accordance with prescribed statutory and regulatory guidelines or procedures.

RULE III: CONFIDENTIALITY

1. A Tribunal staff shall not disclose to any unauthorised person any confidential information about the Tribunal obtained in the course of his employment, whether such information came from authorised or unauthorised sources.

2. Confidential information available to staff of the Tribunal by reason of statute, rules of procedure or administrative policy shall be disclosed only by persons authorised to do so.
3. Any former staff of the Tribunal shall not disclose confidential information acquired by him during his employment in the Tribunal.

RULE IV: CONFLICT OF INTEREST

1. A Tribunal staff shall not put himself in a position where his personal interest conflicts with his duties and responsibilities. Where there is likelihood of such conflict, a Tribunal staff shall promptly disclose to the appropriate authority.

2. A conflict of interest shall be deemed to exist when:
   (a) the Tribunal staff's objective ability or independence of judgment in performing official duties is impaired or may reasonably appear to be impaired; or
   
   (b) the Tribunal staff or his immediate family would derive financial gain or he will otherwise derive benefits from his official act.
3. No conflict of interest exists if any benefit accrues to the Tribunal staff as a member of a profession or group to the same extent as any other member of such professional body as recognized and approved by the Public Service.

4. The term “immediate family” shall include the following whether related by blood, marriage or adoption: spouse, children, brother, sister, parent, grandparent, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother and half-sister.

5. A Tribunal staff shall not: (a) enter into any contract with the Tribunal for services, lease or sale of property apart from the employment contract relating to the staff's position; or use that position to assist any member of the staff's immediate family in securing a contract with the Tribunal in a manner not available to any other interested party.
(b) receive gifts or other gains for attending to parties engaged in transactions or involved in actions or proceedings before the Tribunal.

(c) participate in any official action involving a party with whom either the Tribunal staff or any member of the staff's immediate family is soliciting for a favour or benefit.

(d) recommend for employment any member of his immediate family.

(e) solicit or accept any gift, loan, discount, favour, hospitality or service under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the Tribunal staff in performing official duties.

6. Nothing in this Ethics Guideline shall preclude a Tribunal staff from:
(a) accepting a public award presented in recognition of public services;
(b) receiving a commercially reasonable loan made as part of the ordinary transaction of the lender's business;
(c) donating to the Tribunal for the benefit of a group of Tribunal staff (e.g. all the staff of an office or unit of the Tribunal)

Provided that the value and circumstances of the donation are such that it could not be reasonably inferred that the donation would influence the recipient in performing official duties in favour of the donor or some other party or that such influence was the purpose of the donor.

RULE V: PERFORMANCE OF DUTIES

1. A Tribunal staff shall at all times perform his official duties properly with due diligence and shall commit himself exclusively to the duties and responsibilities of his office.

2. A Tribunal staff shall carry out his responsibilities as a public servant in a courteous manner.

3. A Tribunal staff shall not alter, falsify, destroy or mutilate any record within his custody; this does not however preclude any official amendment or correction of
documents pursuant to an order of the Tribunal.

4. In performing official duties, a Tribunal staff shall not discriminate or manifest by word or conduct, or exhibit any bias or prejudice on the basis of race, religion, nationality, ethnicity, gender or political affiliation.

5. A Tribunal staff shall not recommend private legal practitioners to litigants, prospective litigants, or anyone dealing with the Tribunal.

6. A Tribunal staff shall expeditiously enforce rules and implement orders of the Tribunal within the limits of his authority.

**RULE VI: INCORPORATION OF OTHER RULES**

The Public Service Rules, the Code of Conduct for Public Officers and any law governing or regulating the conduct of public officers and employees shall be applicable to all staff of the Tribunal.
RULE VII: CONSEQUENCE OF BREACH

Without prejudice to any other punishment or sanction imposed by any other law or instrument, any breach of this Ethics Guideline by a Tribunal staff shall constitute misconduct.

RULE VIII: INTERPRETATION

In this Ethics Guideline, unless it is otherwise expressly provided or the context otherwise requires—

“Confidential information” includes information not yet made a matter of public record relating to pending cases, as well as information not yet made public concerning the work of the Chairman or a Member of the Tribunal relating to pending cases, including notes, drafts, research papers, internal discussions, internal memoranda, records of internal deliberations and similar papers, accounting and financial records, staff records, including Tribunal nominal roll.
“Tribunal” means the Code of Conduct Tribunal.

“Tribunal Staff” means a non-judicial officer in the employment of the Code of Conduct Tribunal.

RULE IX: COMMENCEMENT

This Ethics Guideline shall come into effect on the 25th day of August, 2016.

MADE at Abuja this 25th day of August, 2016.

Honourable Danladi Yakubu Umar
Chairman, Code of Conduct Tribunal

Honourable William Agwadza Atedze
Member, Code of Conduct Tribunal