GonetAfrica – an educational organization accredited by the Ministry of Education Liberia
S.D. Cooper Road, Paynesville, Liberia
W: www.gonetafrica.org | www.gonetacademy.com |
E: gonetafrica@gmail.com | gonetacademy@gmail.com
Tel: +(231) 775704823 | WhatsApp: +(231) 880806657 |
Social media (Facebook & X): gonetafrica | gonetacademy

Gonet Academy Code of Conduct and Ethics

1. Introduction

At Gonet Academy, we believe that personal and professional growth thrive in a community built on **Excellence, Integrity, Innovation, Accountability, Teamwork, and Transformation**.

This **Code of Conduct and Ethics** outlines the principles, values, and behaviors expected of all members of the Gonet Academy community — including **staff, training specialists, students, and alumni**.

It ensures that our shared environment promotes respect, professionalism, ethical conduct, and a commitment to lifelong learning and leadership.

2. Purpose

This Code aims to:

- Establish clear standards of ethical and professional behavior
- Foster a safe, inclusive, and respectful learning environment
- Strengthen trust and collaboration among community members
- Promote accountability, fairness, and responsibility in all interactions

3. Scope

This Code applies to:

- **All employees and administrative staff** of Gonet Academy
- **Training specialists and facilitators** engaged in teaching or mentoring
- **Students and learners** enrolled in any program
- **Alumni and affiliates** representing Gonet Academy in external engagements

It covers conduct **within the Academy**, during **training activities**, **public engagements**, and **online platforms associated** with Gonet Academy.

4. Core Principles and Expectations

A. Integrity and Honesty

All members are expected to demonstrate honesty, fairness, and transparency in their work, studies, and interactions.

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- Avoid plagiarism, falsification of information, or misrepresentation
- Act in the best interest of the institution and uphold its reputation

B. Respect and Professionalism

All members are expected to respect the rights, dignity, and diversity of every person, regardless of gender, religion, age, background, or ability.

- Maintain courteous and professional communication
- Avoid discrimination, harassment, bullying, or offensive behavior

C. Accountability and Responsibility

Take full responsibility for your actions, commitments, and performance

- Meet deadlines, adhere to policies, and use institutional resources responsibly
- Report unethical or inappropriate behavior to the appropriate authority

D. Confidentiality and Data Protection

Respect the confidentiality of personal, academic, and institutional information

- Do not share sensitive data without authorization
- Comply with the Academy's Data Protection and Privacy Policy.

E. Excellence and Innovation

Strive for excellence in all areas of engagement and continuously seek improvement

- Embrace creativity, new ideas, and continuous learning
- Contribute to a culture of quality, innovation, and results

F. Collaboration and Teamwork

Foster cooperation, mutual respect, and collective growth

- Work constructively with others and value diverse perspectives
- Share knowledge, feedback, and best practices to strengthen the community

G. Ethical Use of Technology

Use digital platforms, email, and social media responsibly.

- Avoid sharing misleading, defamatory, or inappropriate content.
- Use the Gonet Academy Virtual Learning Environment (GA-VLE) and WhatsApp groups for learning and professional growth only.

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H. Non-Discrimination and Inclusion

Gonet Academy is committed to equality and inclusion.

- No member shall face discrimination based on gender, disability, ethnicity, religion, or social status
- Everyone must contribute to a learning environment that is accessible, inclusive, and empowering

I. Conflict of Interest

All members must avoid conflicts between personal interests and the Academy's mission.

- Declare any potential conflicts promptly
- Decisions must be made objectively, in the best interest of the institution

J. Academic Integrity

Students and facilitators must uphold the highest academic standards.

- Submissions must reflect original work
- Cheating, plagiarism, or unauthorized collaboration is strictly prohibited.

K. Substance and Behavioral Standards

All members are expected to maintain discipline and sobriety during all institutional activities.

- The use of alcohol, drugs, or other intoxicants during work or learning sessions is prohibited.
- Respect institutional spaces and resources at all times

L. Compliance with Laws and Policies

All members of the Gonet Academy community must comply with applicable **laws, regulations, and institutional policies** governing education, labor, finance, health, and safety.

- Staff and students are required to familiarize themselves with national and institutional rules that guide their work and learning
- No individual shall engage in any illegal activity or act that brings disrepute to Gonet Academy or GonetAfrica

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M. Financial and Operational Integrity

All financial and operational activities must be conducted with transparency, honesty, and accountability.

- Staff and trainers must ensure accurate record-keeping, proper documentation, and responsible use of institutional funds and assets.
- Misuse, misappropriation, or falsification of financial information is a serious breach of trust and will attract disciplinary action.

N. Health, Safety, and Environment

Gonet Academy is committed to maintaining a safe, healthy, and environmentally responsible learning and working environment.

- Everyone must adhere to safety regulations and emergency procedures
- Acts that endanger the health or safety of others are prohibited
- Staff and students are encouraged to report unsafe conditions immediately

O. Intellectual Property and Publications

All materials, curricula, research, creative works, and publications developed under the Gonet Academy or GonetAfrica brand are the property of the institution unless otherwise specified in writing.

- Members must respect copyright and acknowledge sources appropriately
- Unauthorized reproduction or use of institutional materials is prohibited
- Publications bearing the Academy's name must uphold its reputation and values
- Permission must be obtained to use GonetAfrica or Gonet Academy's logo

P. Inducements, Gifts, and External Influence

Members of Gonet Academy shall not solicit or accept gifts, favors, or any form of inducement that could compromise impartiality or influence decision-making.

- Staff involved in recruitment, procurement, or assessments must remain objective and fair
- Any gift received in an official capacity must be declared in accordance with institutional policy

Q. Hiring and Procurement

All hiring and procurement processes shall be conducted transparently, competitively, and in line with institutional policies and national regulations.

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- No favoritism, nepotism, or personal bias shall influence recruitment or vendor selection
- All participants in these processes must act in the best interest of the institution

R. Compliance and Oversight

The **Human Resource and Administrative Department** is responsible for monitoring compliance with this Code, conducting awareness sessions, and handling breaches in accordance with established disciplinary procedures.

- All members are expected to cooperate with approved evaluations and audits
- Breaches of this Code may result in disciplinary action, including suspension, termination, or dismissal, depending on severity.

S. Policy Alignment Note

This Code of Conduct and Ethics complements all existing institutional policies, including the **Human Resource Policy**, **Training Specialist Code of Ethics**, **Student Services Manual**, **Program Manual**, **Finance and Procurement Policies**, and other approved governance documents.
Where inconsistencies arise, the **Chief Executive Officer (CEO)** or **Advisory Board** shall provide interpretation and final guidance to ensure alignment with Gonet Academy's mission and Liberia's applicable laws.

5. Reporting Misconduct

Gonet Academy encourages all members to report unethical behavior, harassment, or violations of this Code.
Reports can be made confidentially to:

- The **Human Resource Department**, or
- The **Chief Executive Officer (CEO),** when the issue involves senior management

Reports will be treated with confidentiality and fairness, without fear of retaliation.

6. Disciplinary Actions

Violations of this Code will result in disciplinary measures appropriate to the nature and severity of the offense, which may include:

- Verbal or written warning
- Suspension or termination (for staff or trainers)
- Suspension or expulsion (for students)

- Revocation of alumni privileges

7. Commitment to Continuous Learning and Growth

All members of Gonet Academy commit to continuous learning, ethical leadership, and positive contribution to society.
We believe that *"we grow greatness by the way we work, learn, and lead."*

8. Acknowledgment

By joining the Gonet Academy community, all members acknowledge that they have read, understood, and agreed to abide by this **Code of Conduct and Ethics**.