



LATAZ Code of Conduct

The Language Teachers' Association of Zambia (LATAZ) is a Zambian-registered society. Its objective is to Connect, Develop and Support language teaching professionals countrywide. The principles outlined in this Code of Conduct are aligned with our objectives and can be explored further in the document LATAZ's mission, goals and practices

Why do we need a code of conduct?

A Code of Conduct can help provide a constructive and pleasant atmosphere within LATAZ by letting members know the standards of behaviour expected of them and those they can expect from others. It also provides structure to help avoid problems and misunderstandings and deal with them when they arise.

Terms of the Code of Conduct

This document sets out the code of conduct expected from all members of LATAZ and is a condition of membership. It applies to all members, irrespective of their membership type, the position they hold, or the jurisdiction in which they live or work. This code also applies to non-members who participate in LATAZ-organised or supported events. All members are expected to act in accordance with the principles outlined in this document.

The code is based on key principles outlined below:

1) Responsibility and Accountability

- All members must abide by the rules of the Association as set out in its Constitution and any regulations. LATAZ must abide by the Societies Act Cap 119 of the Laws of Zambia, Public financial regulations and other statutes.
- Members should uphold the reputation of LATAZ and avoid personal or professional misconduct that may bring the association, its members or the language and literacy teaching profession into disrepute.



2) Integrity and Honesty

- Members should not use LATAZ membership as a means of conveying a level of competency or professional standard, as LATAZ is not an accrediting body and there is no assessment of competency to attain or retain membership.
- Members shall not make any public statement or purport to speak on behalf of the association, its National Executive or Committees, without prior authorisation from NEC.

3) Respect

- LATAZ is committed to maintaining and promoting a professional environment within which its members treat each other with courtesy and dignity. Members should respect the knowledge, insight, experience and expertise of fellow members, relevant third parties and members of the general public.
- Members should communicate effectively, avoiding language or behaviour which may come across as offensive, inappropriate or insensitive.
- LATAZ encourages respectful discussion and debate in face-to-face activities, online events and on Social Media platforms. Members should listen to others, contribute positively and challenge sensitively.
- LATAZ will not tolerate discrimination and expects members to respect diversity and promote equal opportunities.
- As a national association, all members need to show consideration for local cultures and customs.
- LATAZ will not accept any form of bullying, harassment, discrimination, or victimisation - please see Appendix 1 for definitions.

4) Privacy and confidentiality

- All members should respect individual and collective rights to privacy.

5) Collaboration

- LATAZ encourages member collaboration to aid the transfer and sharing of knowledge, help disseminate learning and promote good practice. LATAZ relies on its members to volunteer and assist in the running of the Association. We would not exist without the time, effort and energy each of them dedicated to LATAZ.



- When volunteering (*Volunteering means holding a position in the any committee i.e. DEC, PEC, SIG or any ad hoc committee*) with LATAZ, these additional points of the Code of Conduct apply:
- **Volunteers** shall help encourage and support fellow members in their professional development and where possible, mentor new entrants to our community.
- **Volunteers** will reject any offer of bribery and will not make any such offers. Bribery is the giving or receiving of something of value to influence a transaction.
- **Volunteers** should not use their position on a LATAZ committee to unfairly benefit themselves, their close friends, employers or others.
- **LATAZ** is committed to conducting business in an ethical and honest manner, acting professionally, fairly, and with integrity in all business dealings and relationships and expects those who volunteer with it to commit to the same standards.
- **Volunteers** should make every effort to ensure that harassment, discrimination, bullying and victimisation do not occur in the areas for which they are responsible and that, if these do occur, any concerns are investigated promptly and effectively. Volunteers should support any member of the Association who feels they have been subject to harassment, discrimination, bullying or victimisation, including guidance through the **LATAZ Complaints Procedure** if appropriate.
- **Volunteers** should not disclose information that has been acquired during the term of the position or that has otherwise been acquired in confidence.
- **LATAZ** will apply its other policies across all aspects of the association and expects volunteers to comply with the terms of this policy.
- **Volunteers** should declare any competing professional or personal interests that may be relevant to their activities on LATAZ committees or at LATAZ events and supported events. Any activities undertaken in the name of LATAZ should be consistent with LATAZ's vision, strategic objectives and aims.
- If a conflict of interest does arise, LATAZ asks that the volunteer declares the interest. Volunteers should be aware they may be asked to withdraw from the relevant LATAZ activity as a result.



This code of conduct establishes the principles to which all LATAZ members should adhere to but it cannot cover every issue that may arise. If an issue is not addressed directly by this code then LATAZ will seek to interpret and apply the ethos of the code. If an individual considers that a breach of the Code of Conduct has occurred, they should refer to the **Complaints Procedure**. LATAZ reserves the right to amend and update this Code of Conduct.

Related documents: LATAZ Social Media Policy, LATAZ Financial Policy, LATAZ Strategic Plan, LATAZ Constitution and LATAZ Complaints procedure. These can all be found on the key documents page of the LATAZ website.



Appendix 1:

LATAZ identifies the terms, “discrimination,” “harassment,” “bullying” and “victimisation” as follows:

What is discrimination?

Discrimination is when someone is treated less favourably than another person because of a protected characteristic they have, or are thought to have. These characteristics as per Zambian laws include: age, disability or special educational needs, marriage, pregnancy and maternity, race including colour, nationality ethnicity or region of origin, religion or belief or lack of religion or belief and gender. Discrimination can be direct to the person, or by association (because they associate with a person with a protected characteristic)

What is harassment?

Harassment is any unwanted conduct related to a relevant protected characteristic, which violates an individual’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that individual. It can include behaviour that individuals find offensive even if it's not directed at them, and even if they do not have the relevant protected characteristics themselves.

What is victimisation?

Victimisation is when a person is treated badly because they have made, or supported, a complaint of discrimination against another person - unless that complaint was made maliciously.

What is bullying?

Bullying is behaviour that may be characterised as offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying does not need to be deliberate; bullying behaviour may be demonstrated without intention. Bullying can be physical, verbal or nonverbal and be delivered face-to-face, via online media, written communications or visual images.