

TSC STAFF RETIREMENT BENEFITS SCHEME



CODE OF ETHICS

2024

VISION

An exceptional pension scheme offering comfort in retirement

MISSION

To ensure prudent utilization of Scheme Funds and provide timely benefits to members and their beneficiaries

CORE VALUES

- **Integrity**
- **Equity and fairness**
- **Respect for members**
- **Accountability**
- **Innovativeness**

Table of Contents

VISION	2
MISSION	2
CORE VALUES.....	2
1.0 Introduction	4
2.0 Ethical Principles	4
3.0 Specific Obligations	4
4.0 Commitment to the Code.....	5
5.0 Adoption and Sign Off	6

1.0 Introduction

The Teachers Service Commission Staff Retirement Benefits Scheme is committed to upholding high ethical standards in all operations. This Code of Ethics outlines the key principles that guide the behaviour of Trustees, Secretariat, and service providers, ensuring trust, transparency, and accountability in the Scheme.

2.0 Ethical Principles

- **Integrity:** Act with honesty and avoid conflicts of interest. Personal interests must never interfere with the responsibilities of the Scheme. Any conflict of interest that may arise will be declared in line with the Board Charter and Code of Conduct
- **Confidentiality:** Protect sensitive information and only disclose it when authorized or legally required.
- **Transparency:** Ensure decisions and actions are made openly and are well-documented.
- **Accountability:** Take responsibility for actions and decisions, complying with all relevant laws and regulations.
- **Fairness:** Treat all members and stakeholders impartially, making decisions based on merit.
- **Respect:** Conduct all interactions with professionalism and respect, avoiding any form of discrimination or harassment.

3.0 Specific Obligations

- **Conflict of Interest:** Disclose any potential conflicts and recuse oneself from related decisions.
- **Compliance:** Adhere to all applicable laws and regulations governing the Scheme.
- **Asset Protection:** Safeguard the Scheme's assets and avoid any misuse.

- **Whistleblower Protection:** Encourage the reporting of unethical behaviour and ensure Whistleblowers are protected.

4.0 Commitment to the Code

By signing this Code of Ethics, I commit to upholding these principles in my role with the Scheme.

Name: _____

Position: _____

Signature: _____

Date: _____

5.0 Adoption and Sign Off

This policy is adopted by the Teachers Service Commission Staff Retirement Benefits Scheme and is effective from the date of approval by the Board of Trustees.

Signed by the Trustees of **Teachers Service Commission Staff**

Retirement Benefits Scheme on this 20TH day of SEPTEMBER 2024

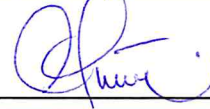
COMMISSIONER MBAGE NJUGUNA NG'ANG'A



MR. FRANKLIN KIPRONO CHOGE



MR. GEORGE MUNENE GICHONJO



MS. JENNIFER WAITHIRA NDEGE



MS. ERICA KIPSOISOI RUTTO



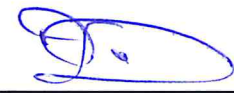
MR. GEORGE ONYANGO ODAWO



MR. SAMUEL MWENDA KITHINJI



MR. JOSHUA KITHUNU KAMANA



In the presence of the Trust Secretary

MRS. SALOME KARAMBURI MWITI

