



# NOSDRA

NATIONAL OIL SPILL DETECTION AND RESPONSE AGENCY



## NOSDRA ETHICAL CODE OF CONDUCT

## 1.0 INTRODUCTION

The National Oil Spill Detection and Response Agency (NOSDRA) was established by the Act of the National Assembly on 15<sup>th</sup> October, 2006. It is a parastatal under the Federal Ministry of Environment charged with the responsibility for preparedness, detection and response to all Oil Spillages in Nigeria.

In line with the Agency's Establishment Act, the Management of NOSDRA believes that a contented and capable workforce is an asset in achieving the mandate of the Agency. The success of the Agency depends on the honesty, integrity, initiative, loyalty and devotion to duty of all staff. The Agency on the other hand has a duty to create an enabling environment and ensure the well-being of its staff to enhance their productivity.

This Handbook sets out the Ethical Code of Conduct for Management and Staff of the National Oil Spill Detection and Response Agency (NOSDRA). The Agency desires to provide for its staff an Ethical Code of Conduct relevant to the Nigerian economy and the peculiar nature of their duties, which are sufficiently attractive to engender high morals, dedication to duty, integrity and cordial industrial relations between them and the Agency.

## 1.1 VISION STATEMENT

"To create, nurture and sustain a zero tolerance for oil spill incidents in the Nigerian Environment".

## 1.2 MISSION STATEMENT

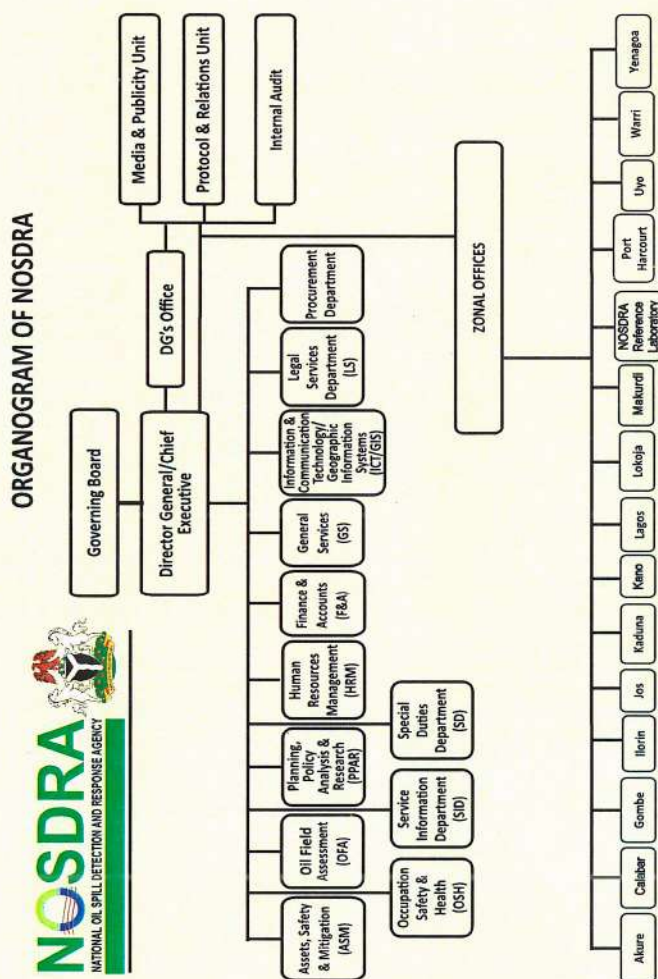
"To restore and preserve our environment by ensuring best oil field, storage and transmission practices in exploration, production and use of oil in the quest to achieve sustainable development in Nigeria".

## 2.0 Departments/Zonal/Field Offices/Unit

The Agency currently has twelve Departments namely: Department of Human Resource Management (HRM), Oil Field Assessment (OFA), Asset, Safety and Mitigation (ASM), Planning Policy Analysis and Research (PPAR), Finance and Accounts (F&A), General Services (GS), Service Innovation Department (SID) and Occupational Safety and Health (OSH). In addition, there are three units in the Director General's Office, Viz, Internal Audit Department, Media and Publicity Unit and Protocol and Public Relations (PPRU). The Agency's Headquarters is located in Abuja and Zonal/Field offices spread across the nation.



## 2.1 THE ORGANOGRAM OF THE AGENCY



### 3.0 NOSDRA CORE MANDATE

NOSDRA is the Lead Agency committed to the Management and control of oil spills incidents in Nigeria.

### 3.1 FUNCTIONS OF THE AGENCY

The Agency shall:

- Be responsible for surveillance and ensure

compliance with all existing environmental legislation and the detection of oil spills in the petroleum sector;

- Receive reports of oil spillages and co-ordinate oil spill response activities throughout Nigeria;
- Co-ordinate the implementation of the plan as may be formulated from time to time, by the Federal Government;
- Co-ordinate the implementation of the Plan for the removal of hazardous substances as may be issued by the Federal Government;
- Perform such other functions as may be required to achieve the aims and objectives of the Agency under this Act or any plan as may be formulated by the Federal Government pursuant to this Act.

### 4.0 NOSDRA CORE VALUES

The Agency's core values include:

- Accountability
- Professionalism
- Integrity
- Teamwork, Courage, Excellence and Leadership
- Commitment, Patriotism, Equity and Justice
- Non Acceptance of gratification
- Guaranteed audit independence
- Good complaint procedure
- Discipline & effective disciplinary procedure
- Neutrality/impartiality in performing official duties and avoidance of personal financial and other conflicting interest
- Honesty, trust, transparency & truthfulness
- Perseverance & self control



- Non misuse of public position/insiders information
- Voice/Participation, open communication and respect
- Agency/National Unity
- Dependability, Human Dignity & Personal Responsibility.

4.1 For the purpose of appreciating the Core values, the acronyms of NOSDRA will be reflected below:

- N – Natural environment preservation & restoration
- O – Orderliness and prudence
- S – Safe environment & equipment integrity
- D - Detection of oil impacted sites
- R – Remediation and responsiveness
- A – Accountability and remedial actions

## 5.0 ORGANIZATIONAL/ZONAL/FIELD OFFICES SPREAD

- Head Quarters Abuja
- Port Harcourt Zonal Office
- Uyo Zonal Office
- Lagos Zonal Office
- Gombe Zonal Office
- Kaduna Zonal Office
- Lokoja Zonal Office
- Jos Zonal Office
- Ilorin Zonal Office
- Akure Zonal Office
- Warri Zonal Office
- Yenagoa Field Office
- NOSDRA Reference Laboratory, Port Harcourt
- Calabar Zonal Office
- Kano Zonal Office

## 5.1 ZONAL/FIELD OFFICES LOCATIONS

### NATIONAL OIL SPILL DETECTION AND RESPONSE AGENCY DIRECTORY OF ZONAL/FIELD OFFICES

S/N	ZONAL/FIELD OFFICE	ZONAL HEAD TELEPHONE/EMAIL	ADDRESS
1	NOSDRA REFERENCE LABORATORY PORT HARCOURT	08061530956, 08056039146 Nagoroken2008@yahoo.com	Plot 280 Peter Odili Road By Restopack Filling Station Trans Amadi Port Harcourt
2	PORTHARCOURT ZONAL OFFICE	08053323915, 08064370070 Ekanemimea1@yahoo.com Ekamen.ime@nosdra.gov.ng	Plot 280 Peter Odili Road By Restopack Filling Station Trans Amadi Port Harcourt
3	KADUNA ZONAL OFFICE	08033053805, 09096686090 helenegwu@yahoo.co.uk Helen.egwu@nosdra.gov.ng	Kaduna State Secretariat Annex Olusegun Obasanjo House Yakubu Gowon way
4	LAGOS ZONAL OFFICE	08035486899 justolii@yahoo.com mbanefo.olisa@nosdra.gov.ng	Bishop Howell Street Federal Ministry of Environment Premises, Games Village, Off Bode Thomas Street Surulere, Lagos
5	WARRI ZONAL OFFICE	08034862229 kennethogebiri@gmail.com Kenneth.ogebiri@nosdra.gov.ng	274 Esisi Road, P.M.B 1150 G.R.A Warri.
6	YENAGOA FIELD OFFICE	08033474494 piheans@gmail.com chukwuemeka.iheanacho@nosdra.gov.ng	66 INEC Road, Kpansia Yenagoa.
7	UYO ZONAL OFFICE	080536331240 melvisodobobo@yahoo.com melvis.odobo@nosdra.gov.ng	22 Williams Street P.O Box 339 Uyo
8	AKURE ZONAL OFFICE	08035398553 olawuniodapo@yahoo.ca oladapo.olawuni@nosdra.gov.ng	22 Ilaje Street Ijapo Housing Estate Akure
9	GOMBE ZONAL OFFICE	08038305027 ibrahim2tahir@yahoo.co.uk ibrahim.tahir@nosdra.gov.ng	Room 229/230 Federal Secretariat Complex Gombe
10	LOKOJA ZONAL OFFICE	08030640710, 08056604441 laibaker@yahoo.co.uk	Room 220, State Secretariat Complex, Phase II, Lokoja.
11	JOS ZONAL OFFICE	08065717171 suleibn@gmail.com	8 <sup>th</sup> Floor, Federal Secretariat complex, Tundun Wada Jos, Plateau state
12	ILORIN ZONAL OFFICE	08060264659 Nasir.adedigba@gmail.com	Room 410, 411&412, Federal Secretariat Complex Fate Road, Ilorin, Kwara State.
13	KANO ZONAL OFFICE	08062936945 bishara.mohammed@nosdra.gov.ng	6 <sup>th</sup> Floor, Federal Secretariat Left Wing, Rooms 609 & 610 Murtala Muhammed Way, Kano.
14	CALABAR ZONAL OFFICE	07035973533 orvagnes@gmail.com	Rooms 310/311 Wing B 3 <sup>rd</sup> Floor, Federal Secretariat Complex, Murtala Muhammed Highway, Calabar.



## **6. LOANS:**

Staff and their immediate family should not give guarantee or accept loans from any person or organization with which they have business contacts through their work at the Agency.

## **7. CORPORATE ENTERTAINMENT AND OTHER EVENTS:**

Staff should not accept invitations for business dinners of other corporate events that are too exclusive or occur too often. If staff accepts an invitation, it must be understood that they have the approval of the Agency before accepting any kind of business invitation. The Agency may register every kind of invitation of this kind to fulfill the Agency's tolerance policy.

## **8. GIFT POLICY:**

Staff shall not ask for or accept property or benefit of any kind for himself or any person on account of anything done or omitted to be done by him in the discharge of his duties.

For the purpose of this code, the receipt by any staff of any gift or benefit from commercial firms, business enterprises or persons who have contract with the Agency shall be presumed to have been received in contravention of this code.

## **9. CONFLICT OF INTEREST:**

Conflicts of interest may arise if staff personal interest compete or conflict with the interests of the Agency. Staff should avoid any actual or imaginable situations that could damage their integrity and or risk putting the Agency's interests

or reputation at stake.

## **10. DRUGS AND ALCOHOL:**

Staff must not smoke, use or be under the influence of illegal drugs (narcotics), alcohol or anything similar during working hours.

## **11. DUTY TO DISCLOSE INTEREST:**

a. Staff must always inform the Agency if they have anything other than a strictly working relationship with anyone they do work with through their work at the Agency.

b. Staff must always inform the Agency if they or their immediate family (wife/husband /partner/children living at home) have any financial interests that they are aware which may compete with the Agency's interest or with the interests of those with whom they work with at the Agency.

c. Staff must never allow their personal affairs interfere with work they do on behalf of the Agency and must not use the Agency's name or trademark in their private affairs.

d. While employed by the Agency, staff must not take up employment or task outside the Agency that could conflict with the Agency's interest.

## **12. AGENCY ASSETS AND PROPERTY:**

Staffs are not permitted to use or sell assets or property belonging to the Agency except with express permission. Staff may purchase



property offered for sale during public auctions which follow due process for such auctions.

### **13. THE AGENCY'S DOCUMENTS AND ACCOUNTS:**

Falsifying documents or submitting inaccurate accounts is a crime and thus, not permitted under this Code. Withholding/failure to submit to the appropriate Authority, vital documents belonging to the Agency is not permitted under this code.

- a. Improper documentation, file movement register is also not permitted under this Code.

### **14. CONFIDENTIAL INFORMATION:**

- a. Staff of the Agency must never disclose confidential information to any person outside or within the Agency, except to persons to whom disclosure is necessary for the purpose of employment. Staff must only use confidential information that is usually associated with their duties at work.

- b. Confidential Information includes, but not limited to the Agency's financial and clients/Agency relationships, procurement bids, buying, offers and sensitive personal data, information concerning the Agency and which is not in the public domain.

### **15. CONFIDENTIALITY OF WHISTLE-BLOWERS:**

The Agency has the duty to protect and preserve the identity of any person(s) whether an outsider

or staff of the Agency who plays the role of whistle-blowing for the benefit of the Agency.

### **16. COMPLIANCE:**

- a. It is staff's responsibility to make sure that they understand the content of the Agency's Code of Conduct and that they observe these guidelines in their work.

- b. As an employee of Agency, staff should always strive to assist the Agency's efforts to prevent bribery and corruption by ensuring that all procedures of the Agency continues to be characterized by honesty, transparency, integrity and fair play. Any violation or suspicion of violation of this Code of Conduct should be reported to the Director General/Chief Executive.

- c. The Agency is committed to continuously reviewing its policies and procedures; therefore, this Code of Conduct is subject to modification. The latest versions of this Code (if any) will be made available at the Agency ACTU email:

- d. The employee is therefore responsible for keeping himself/herself informed of the contents of every update made to the Agency's Code of Conduct.

### **17. MODE OF DRESSING:**

Staff are not allowed to dress provocatively within the office environment during working hours with such cloths as tights, leggings, skirts or

gowns above the knees or with back/side/front long provocative slits, jeans trousers, canvasses, tops with sling hands/open chest, t shirts etc.

**18. OFFICIAL WORKING HOURS:**

As internal mechanism to give concession to staff coming from far distance and to prevent them from being perpetual late comers, staff are mandated to be in the workplace on or before 09.00 Hrs and closing time not earlier than 16.00 Hrs.

**19. INDISCIPLINE:**

Sexual harassment – no staff is allowed to sexually harass any staff, therefore staff are encouraged to report any sexual harassment to the appropriate authority and disciplinary action will be taken.

**20. REVIEW & AMENDMENT**

This document will be reviewed and updated based on the experiences of our time and value preferences.