

K.C.T.A

Kenya Coffee Traders Association
Certificate of Registration No. 21314

CODE OF CONDUCT

1. Introduction

- 1.1 This Code of Conduct (the Code) sets out the standards expected of all members of the Kenya Coffee Traders Association (the Association). All members of the Association are required to subscribe to the Code.
- 1.2 The standards of behaviour set out by the Code are aimed at maintaining and, where possible, improving the reputation of Kenya coffee domestically and internationally. It is in the interest of every member of the Association to abide by the Code as to do so will invariably enhance their reputation and credibility.
- 1.3 The Code is not a set of regulations governing the conduct of those involved in the coffee industry. These are set out by the Government and the Coffee Board of Kenya, enforced by the latter. Rather, it is a set of principles which should govern the behaviour of members as they conduct their business.
- 1.4 The Association or any member thereof will not be responsible for the acts of omissions of any member, nor will adherence to the Code remove the obligation of members to adhere to the rules and regulations governing the coffee industry.

2. Interpretation

- 2.1 Any dispute as to the interpretation of this Code shall be brought to the Management Committee who will rule on the dispute. The ruling will be brought to the next General Meeting of the Association for ratification or substitution.
- 2.2 In this Code, unless the content requires otherwise:
 - (a) 'Association' means the Kenya Coffee Traders Association.
 - (b) 'Management Committee' means the Management Committee of the Association established under the constitution.
 - (c) 'Code' means this Code of Conduct.
 - (d) 'Member' means a member of the Kenya Coffee Traders Association, admitted into membership according to the provisions of the constitution.
 - (e) 'Officers' means the Chairman, the Vice-Chairman, the Secretary and the Hon. Treasurer.
 - (f) Words implying either the masculine or feminine genders shall include both genders.

3. Quality Control

- 3.1 The Association places great emphasis on the importance of quality control in the coffee industry.
- 3.2 Every member must be aware of the quality standards laid down by the Coffee Board of Kenya and must trade coffee according to those standards.

4. Fumigation and Pest Control

- 4.1 It is the responsibility of all members to ensure that their premises where coffee is stored and / or processed are regularly and properly fumigated.

4.2 All coffee which is fumigated for export should be treated using prescribed chemicals and time periods which are internationally acceptable.

5. Moisture Content

5.1 No parchment or dried cherry coffee shall be milled with moisture level of more than 12%

5.2 No green coffee shall be presented for sale or exported with moisture level of more than 12%.

6. Storage and Processing of Coffee

6.1 All members should ensure that the premises where they store and process coffee are well ventilated, kept in a clean and dry condition, with all coffee properly stacked on pallets and machinery regularly cleaned and overhauled.

6.2 While the Coffee Board of Kenya inspects warehouses regularly and issues Warehouse Licenses, this does not in itself guarantee that the coffee will always be held in a proper condition and it is incumbent on members to ensure that it is.

7. Transportation of Coffee

7.1 Members should ensure that the railway wagons, trucks and shipping containers which they use to transport their coffee are clean, free from any odours, without leaks and well maintained.

8. Integrity of the members of the Association

Members of the Association will uphold high standards of conduct in their business dealings. This will result in membership of the Association being perceived to contribute positively within the Kenya coffee industry.

Members must disassociate themselves from illegal and unethical activities.

Members should treat fellow members and all other stakeholders in the Kenya coffee industry with courtesy and respect.

Specifically members should ensure that they honour, in spirit, as well as in writing, contracts and obligations for the sale or purchase of coffee which they enter into both within and outside Kenya.

9. Compliance

All members of the Association are required to subscribe to the Code. It shall be the responsibility of each member to ensure that its directors, officers, employees, representatives and agents abide by the Code.

It is the duty of any member to bring to the attention of the Chairman (or Vice-Chairman if the case involves the organisation in which the Chairman is involved) any act, whether by a member or non-member, which is in contravention of the Code.

In the case of a member, after establishing the facts of the case, the Chairman or Vice-Chairman will discuss the act with the member and seek a solution to the problem.

If no solution can be found, or the Chairman judges the act to be sufficiently serious, the matter will be brought to the attention of the Management Committee. The Management Committee will then determine whether or not the member should be issued with a written warning concerning his conduct.

A second written warning being issued to a member within twelve months of a previous written warning will automatically result in suspension of membership. Membership may only be reinstated by a majority vote of

members at a General Meeting. The Association will not be liable for any claims whatsoever, including refund of subscriptions already paid, or from any other direct or indirect consequences of suspension from the Association.

If the act which is in contravention of the Code is performed by a non-member, the Chairman shall refer the matter to the Managing Director of the Coffee Board of Kenya, in writing.

10. Insolvency of a Member

If at any time a member of the Association shall fail to meet with his general obligations in the regular course of business, shall file a petition in bankruptcy or shall become insolvent, then the member will automatically cease to be a member of the Association.

11. Accreditation

A list of all members who have subscribed to the Code will be made available by the Association to bona fide international organisations or registers within the international coffee industry. Appearance on this list will impart confidence and credibility to any international company or organization which wishes to deal with a member. Members will be deemed to uphold the highest standards in the Kenya coffee industry.

Likewise, members who wish to commence business with an organization in another country unknown to them are advised to request the Association to contact the relevant Association in the other country to establish the credentials of that organization. The Association or any member thereof, however, will not be responsible for subsequent matters arising as a result.

DECLARATION

We, being members of the Kenya Coffee Traders Association, commit ourselves to abide by the Association's Code of Conduct in order to maintain discipline and order in the coffee trade in Kenya so as to maintain and improve the image of Kenya coffee.

We hereby note that by subscribing to this Code, the Association will not be liable for any claims against the action of individual members.

This Code shall be administered by the Officers and Management Committee according to the provisions set out therein, subject to the provisions of the Constitution of the Association.

Organisation _____

Officer's Name _____

Officer's Position _____

Signature _____