

HDI STAFF CODE OF CONDUCT POLICY

About this Code of Conduct Policy

At **Health Development Initiative (HDI)**, Employees are expected to comply with the Code of Conduct and the policies it represents. Violations of the Code of Conduct and/or policies may result in disciplinary action up to and including dismissal.

This Code of Conduct policy is designed to give clear guidance to the Staff of HDI on the Standards of behaviours.

Scope of the Policy

This Code of Conduct Policy is applicable to All HDI staff as well as volunteers, interns and fellows.

1. Respect at workplace

Current and prospective employees are expected to respect their fellow staff as well all HDI partners and beneficiaries of HDI Programmes.

2. Professionalism

All employees are expected to display the highest standards of professionalism by upholding the following values at work place:

- Integrity and honesty (avoidance of corruption)
- Non-discrimination (absolute prohibition of discrimination of any kind)
- Respect to privacy of colleagues, HDI partners as well as beneficiaries of HDI programmes.
- Zero tolerance to sexual harassment and sexual abuse
- Diligence in assignment performance
- Avoidance of conflict of interest
- Teamwork
- Respecting work schedules
- Avoidance of unjustified absenteeism

Under this policy, a **conflict of interest** is a situation where a reasonable person would consider an employee of HDI to have an interest that may conflict with the employee's ability to act in good faith and in the best interest of the Organization. Whenever HDI intends to enter into whatsoever business, HDI employees must always declare any conflict of interest (actual or perceived).

3. Confidentiality

Staff shall not, either during the term of their contract or any time thereafter, use or disclose to any person, office, corporation or entity any confidential information concerning their colleagues, HDI partners which they may have acquired in the course of or as incident to their contract for their own benefit, or to the detriment or probable detriment of **HDI** and its partners.

4. Protection of HDI property from damage or misuse

All Employees are expected to treat HDI property with care.

Employees shall not use HDI property for their personal interest.

I have read, understand, and agree to comply with the

- ✓ Staff Code of Conduct Policy
- ✓ Anti- corruption policy
- ✓ Safeguarding policy
- ✓ Gender policy
- ✓ Whistle-blower policy
- ✓ Anti-sexual exploitation and sexual abuse policy
- ✓ Anti-sexual harassment policy
- ✓ And other organizational policies

Being aware of my obligations and responsibilities in regard to safeguarding HDI mission, appropriate and professional conduct in all areas, both inside and outside HDI.

Name and signature of the employee