*This template has been developed by Pearl Initiative. It is intended to be used for informational purposes only and is not a standard document or template. Organisations are encouraged to adapt the document to meet their specific requirements.*

Insert

Organisation

Logo

[Insert Organisation Name]

Code of Conduct

# Introduction

A code of conduct is a set of rules outlining the norms, rules and responsibilities of, or proper practices for, an individual or organisation. A professional Code of Conduct usually relates to concepts that include (but are not limited to) ethics, moral codes, stakeholder management, integrity, corruption and confidentiality.

It is important that those who work within the philanthropic sector conduct themselves in an ethical and transparent manner. The decisions and actions of the leadership of an organisation can have a direct and significant impact on the reputation of the organisation with its supporters and the general public.

## Scope

The document applies to the following individuals/groups of individuals.

|  |  |
| --- | --- |
| Department | ` |
| [Department Name] | [Title of the responsible individual] |

1. Purpose
   1. [Organisation Name] expects its staff (including temporary, agency, interim, contractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the organisation and their job within it. All staff also bear a responsibility as employees to act as ambassadors for the organisation in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for the organisation.
   2. Compliance with the Code of Conduct is essential for all employees; any breach may result in disciplinary action, including where appropriate, dismissal. The organisation expects all employees to consider the code as an essential element contributing to the development of a sound working environment.
2. General Principles
   1. Basic expectations and duties of an employee are as follows:

* To be ready and willing to work
* To offer their services personally: for example, must not subcontract the work for which they are employed
* To take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the organisation’s property
* To not wilfully disrupt the organisation’s business
* To obey reasonable request as to the time, place, nature and method of service
* To work only for the organisation in the organisation’s time
* To hold solely for the organisation the benefit of any invention relevant to the business on which the organisation is engaged
* To act in good faith and do nothing to destroy the trust and confidence necessary for employment
* To account for all benefits, monetary or in-kind, received during employment
* To not give or receive bribes or otherwise act in a corrupt manner
* To indemnify the employer for loss caused by the employee

1. Bribery and Other Corrupt Behaviour
   1. A bribe is defined as giving someone a financial or another advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.
   2. If an employee bribes (or attempts to bribe) another person, intending either to obtain or retain business for the organisation or to obtain or retain an advantage in the conduct of the organisation’s business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the organisation’s disciplinary procedures and disciplinary action up to and including dismissal may be applied.
2. Gifts, Gratuities and Hospitality
   1. The organisation requires its employees to ensure that gifts and hospitality offered to by suppliers and potential suppliers of goods and services to the organisation are declined. This applies, whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are trivial gifts with a nominal value of less than [USD10] such as a calendar, diary, chocolates or mugs can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by the department manager.
3. Transaction of Private Business
   1. Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the organisation’s normal commercial channels. No favour or preferences with regards to price, or otherwise, which is not generally available, should be sought or accepted.
4. Attendance at Luncheons, Receptions etc.
   1. Where it is evident that the work of the organisation will be facilitated, invitations to attend receptions, luncheons may be accepted under the following rules:

* No employee may accept an invitation without first obtaining the approval of their line manager.
* In exceptional circumstances, where it is not possible to seek prior approval, the facts should be reported immediately afterwards.
* If addressed personally, such an invitation may not be transferred to another employee, except with the consent and approval of a senior manager as above and with the concurrence of the party issuing the invitation.
* Invitations involving attendance outside normal working hours may be accepted only on the authority of the line manager.
* As a rule, any employee who has any doubts about the wisdom of accepting any hospitality should decline the offer.

1. Confidentiality
   1. At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The executive director or other senior managers of the organisation will inform employees of those authorised to receive information.
   2. If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with a senior manager.
2. Personal Relationships
   1. If a personal relationship between two employees develops within the working environment, the onus is on the senior employee concerned to bring this to the attention of his or her manager to confirm that there is no conflict of interest, nor will a conflict of interest arise. The organisation reserves the right to move one of the employees concerned if it deems it necessary to do so.
3. Conflict of Interest
   1. Directors, officers and others who serve the organisation should not have any personal or business interest that may conflict with their responsibilities to [Organisation Name]. Anyone who does shall disclose this information to their line managers or board.
4. General Conduct
   1. Employees should always conduct themselves in such a way as to enhance the reputation of the organisation.
   2. [Organisation Name] will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with their manager or supervisor or in accordance with the organisation’s policy on disclosing information (‘Whistleblowing’).
   3. These standards of conduct are intended to underpin and clarify the standards required by the organisation of its employees and form a fundamental part of the employment contract. Staff who fail to comply with the guidelines detailed in this policy could be subject, following a full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions staff are found to be in breach of either this policy or, indeed, their legal responsibilities then the organisation reserves the right to take legal action if it deems it to be necessary to do so.
5. Acknowledgement
   1. All employees/directors should sign the acknowledgement form for receiving and understanding the terms specified under this code and return the form to the human resources department indicating that they have received, read, understood and agreed to comply with the Code of Conduct. The signed acknowledgement form will be filed in each employee’s/director’s personal file.
   2. On an annual basis, confirmation regarding compliance of the Code of Conduct is to be given on by all employees/directors within 30 days of the conclusion of the fiscal year.