



General Code of Conduct Guidelines

Do:

- Ensure professional conduct at all times
- Treat all persons with respect and dignity and respect their rights
- Comply with all Program-specific policies and the law
- Adhere to all workplace legal and organisational health and safety requirements and be proactive in informing Program leaders of any work, health and safety issues
- Observe local laws and be sensitive to local values, culture and customs
- Report any actual or suspected wrongful acts to Program leaders
- Disclose all actual, potential and perceived conflicts of interest so that they do not impact negatively on the Program
- Treat Program property and resources with due care and maintenance, ensuring that such assets are secured against theft and misuse
- Respect the environment by engaging in environmentally friendly work practices

Do not:

- Engage in any corrupt, fraudulent or criminal activity
- Allow the use of Program property, resources or funds for anything other than their authorised purposes
- Be involved in terrorist activities, support terrorism or individuals and organisations that support terrorism
- Discriminate, harass or bully anyone in any form
- Disclose or use anything which could be considered intellectual property of the Program, unless agreed otherwise in advance
- Use Program IT equipment, software, e-mail or social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence, including any material calculated to intimidate or harasses