

Code of Conduct

1. Scope and purpose

This Code of Conduct applies to all staff, including but not limited to all permanent and temporary employees, consultants, interns, observers, volunteers, and any other individuals whilst under contract with or otherwise representing **HY+/TECSES PROJECT**

The purpose of this Code of Conduct is to set out the conduct expected of **HY+/TECSES PROJECT** staff whilst under contract to the organisation, and forms part of the related contract. The Code of Conduct is applicable at all times, while on duty and off duty.

Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal of an employee or dissolving a contract of other type.

2. Code of Conduct Standards

2.1 TECSES staff will uphold the integrity and reputation of HY+/TECSES PROJECT by ensuring that their professional and personal conduct is consistent with HY+/TECSES PROJECT's mission, values, and standards

- a) TECSES staff will respect and promote fundamental human rights and will not discriminate against any individual.
- b) TECSES staff will respect and abide by national and international laws, and **HY+/TECSES PROJECT** policies and guidelines
- c) TECSES staff will treat all people, including colleagues, fairly, equally and with respect and dignity, regardless of their religion, political or ideological conviction, gender, sexual orientation or identity, ethnicity, caste, language, health, disablement, age, or personality - including in social media and other online platforms.
- d) TECSES staff will not use their position at **HY+/TECSES PROJECT** to proclaim or advance any political, ideological, or religious conviction.
- e) When working in an international context or travelling internationally on behalf of **HY+/TECSES PROJECT**, TECSES staff will be sensitive to local customs and culture.
- f) TECSES staff will seek to ensure that their conduct does not bring **HY+/TECSES PROJECT** into disrepute and does not impact on or undermine their ability to undertake the role for which they are employed.
- g) TECSES staff will not drink alcohol or use any other substances in a way that affects their ability to carry out their role as a staff member or leads to treating other people in a way that may expose **HY+/TECSES PROJECT** or its stakeholders to reputational or other risks. TECSES staff will not drink alcohol at work or during work hours.
- h) TECSES staff will not drive a vehicle when under the influence of alcohol or other substances.
- i) TECSES staff will not use or carry in person, in luggage or in an **HY+/TECSES PROJECT's** vehicle any weapons or ammunition when on duty.
- j) TECSES staff will not consume, purchase, sell, possess, or distribute illegal substances.

2.2 TECSES staff will not engage in abusive or exploitative conduct, or any form of gender-based violence

- a) TECSES staff will not physically, emotionally, or psychologically abuse or assault a child, vulnerable adult, or any other people, including gender-based violence in any form.
- b) TECSES staff will not sexually exploit, abuse, or harass any individual.
- c) TECSES staff will not engage in any form of exploitative activities with children, vulnerable adults, or any people, including child labour or human trafficking as well as consuming, purchasing, selling, possessing, and distributing of child sexual abuse material in any form.
- d) TECSES staff will not engage in sexual activity with children (persons under the age of 18) or vulnerable adults. Mistaken belief in the age of a child is not a defence.
- e) TECSES staff will not visit bars, restaurants, or other premises where minors are exposed sexually.
- f) TECSES staff will not exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance that is due to beneficiaries of assistance. TECSES staff will never abuse a position to withhold development assistance, or give preferential treatment, to solicit sexual favours, gifts, payments of any kind, or advantage.
- g) TECSES staff will not engage in any sexual relationship with beneficiaries of TECSES project, given their increased vulnerability and since such relationships are based on inherently unequal power dynamics.
- h) TECSES staff will inform their line manager when engaging in an intimate long-term relationship with a member of a community that is benefitting from a development or advocacy programme or another staff member, to prevent perception of a conflict of interest and distortion of power dynamics.

2.3 TECSES staff will uphold the safety, health, and welfare of all HY+/TECSES PROJECT staff members and associated persons (volunteers, suppliers, and contractors)

- a) TECSES staff will adhere to all legal and organisational health and safety requirements at their location of work.
- b) TECSES staff will comply with any local security guidelines and will inform management of any necessary changes to such guidelines as need be.
- c) TECSES staff will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of others or themselves, including partner organisations, and communities and individuals with whom TECSES works.

2.4 TECSES staff will be responsible for the use of information, assets, and resources to which they have access due to their engagement with HY+/TECSES PROJECT

- a) TECSES staff will be accountable for, and use assets, vehicles, equipment, and other resources entrusted to them in responsible manner for the reason intended.
- b) TECSES staff will use IT technology for the appropriate professional or private use, only.
- c) TECSES staff will not use **HY+/TECSES PROJECT** IT equipment, software or e-mail and 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. This includes any material that intimidates or harasses any individual or group of people based on protected characteristics or encourages extremism.

- d) TECSES staff will not use **HY+/TECES PROJECT** IT equipment to view, download, create, distribute, or save in any format inappropriate or abusive material, including but not limited to, pornography or child abuse.

2.5 TECSES staff will safeguard personal information and obtain permission for using images and stories

- a) TECSES staff will protect and safeguard any personal information collected from communities or other sources that could put people at risk, in accordance with specific guidance provided by **HY+/TECES PROJECT**.
- b) TECSES staff will, including social media and other digital media, online or offline, obtain written permission or verbal consent as appropriate, when taking pictures/filming individuals or groups of people in **HY+/TECES PROJECT** working context. Concerning a child or children, TECSES staff will obtain written informed consent from a parent/guardian. TECSES staff will always follow specific instructions provided by **HY+/TECES PROJECT**.

2.6 TECSES staff will perform their duties and conduct private life in a manner that avoids conflicts of interest

- a) TECSES staff will declare to their line manager or other management or staff as appropriate, any known or potential conflicts of interest in matters of official business, which may affect the work of **HY+/TECES PROJECT** (e.g., direct relationship with service provider or suppliers of goods for development programmes).
- b) TECSES staff will not be involved in awarding benefits, contracts for goods or services, employment, or promotion within **HY+/TECES PROJECT**, to any person with whom they have a financial, personal, family, or close intimate relationship.
- c) TECSES staff will inform **HY+/TECES PROJECT** before agreeing to being nominated as a prospective candidate or appointed to an official role that may appear to undermine **HY+/TECES PROJECT**'s neutrality and impartiality.

2.7 TECSES staff will not be involved in any criminal or unethical activities

- a) TECSES staff will be transparent, accountable, and honest in all work-related decision-making and financial transactions.
- b) TECSES staff will ensure that financial and other resources are used solely for the intended purpose in an effective and efficient way.
- c) TECSES staff will conduct all business in accordance with national and international laws and standards, **HY+/TECES PROJECT** requirements, and ethical principles.
- d) TECSES staff will never steal, misuse, or misappropriate funds, property, or any other income.
- e) TECSES staff will never engage in abusive transactions, forging of documents, money laundering, terrorist financing, taking of commissions or influencing tender process for personal benefit, or other illegal business activities.
- f) TECSES staff will never take part in activities that generate personal, organisational, or collective profit such as buying or selling when such activities may affect, or appear to affect, **HY+/TECES PROJECT**'s credibility or integrity.
- g) TECSES staff will never share unjust profits such as kickbacks, cuts, or discounts for improper personal or organisational benefits.

- h) TECSES staff will not accept any gifts, remunerations or other favours from governments, communities with whom they work, donors, suppliers and other persons that may influence or may appear to influence the performance of staff functions or duties.
- i) TECSES staff will not acquire, use, or distribute known unsafe products or supplies in any development or humanitarian setting.
- j) TECSES staff will not engage in using or benefit from illegal labour, child labour or forced labour.
- k) TECSES staff will ensure, where possible, that goods and services purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
- l) TECSES staff will work to prevent or mitigate the risk of intentional diversion of **HY+/TECSES PROJECT** funding and assets to armed groups, including but not limited to groups or individuals designated as terrorists by Government and International Institutions identified in **HY+/TECSES PROJECT** policy.

2.8 TECSES staff will uphold confidentiality

- a) TECSES staff will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters, workplace investigations or any sensitive information unless legally required to do so.

2.9 TECSES staff will report breaches of the Code of Conduct and maintain a safe environment for reporting

- a) TECSES staff will report immediately any breach of this Code of Conduct that TECSES staff have witnessed or suspect through **HY+/TECSES PROJECT** Complaints Mechanism or the Complaints Focal Point/Complaints Mechanism, as appropriate.
- b) TECSES staff will refrain from retaliation of any form against a colleague or other person reporting misconduct.

2.10 TECSES staff will cooperate in investigations

- a) TECSES staff will cooperate when requested with any investigations into alleged breaches of this Code of Conduct.