



Code Of Conduct Policy

Health Education and Development Society (HEADS)



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1. Purpose

HEADS's vision is: *"Equality for Everyone."*

Our mission is: *"To provide a peaceful environment for all human beings where they can utilize their potentials for sustainable development."*

To achieve this, we commit to safeguarding the wellbeing of men, women, boys, and girls, and preventing harm, abuse, or exploitation, irrespective of ability, ethnicity, faith, gender, sexuality, or culture. This Code outlines the key responsibilities of all HEADS staff, including trainees, volunteers, Head Office staff, and anyone representing HEADS. Whether signed or not, it is an integral part of all employment contracts and service conditions.

This Code guides staff in upholding ethical standards, protecting communities we work with, avoiding harm, and ensuring our actions reflect the values of HEADS.

2. Principles and Commitments

A. Respect and Dignity

- Treat all individuals equally and with respect, without discrimination based on nationality, race, ethnicity, tribe, gender, beliefs, political opinion, age, disability, or other characteristics.
- Respect local laws, customs, and habits.
- Promote fundamental human rights without discrimination.
- Prioritize the well-being of vulnerable groups including children, women, elderly, disabled, minority, and chronically ill individuals.
- Avoid behavior that harms or humiliates others, including vulgar, discriminatory, or degrading comments or jokes.

B. Personal and Professional Conduct

- Uphold the highest standards of conduct consistent with HEADS's mission and values.
- Act lawfully, ethically, and in a culturally sensitive manner.
- Avoid actions or behavior that could damage HEADS's reputation.
- Do not work under the influence of alcohol, drugs, or illegal substances, nor engage in their distribution or possession on HEADS premises or business.
- Do not engage in commercial sexual transactions or abuse your position for personal gain.

C. Conflict of Interest

- Avoid personal interests that conflict with HEADS's objectives.
- Do not accept bribes or gifts beyond nominal tokens; promptly report any gifts received.
- Do not enter business arrangements on behalf of HEADS with personal or family contacts without authorization.



- Refrain from participating in procurement, recruitment, or HR decisions where a conflict exists.
- Report any personal relationships with beneficiaries that may create a conflict.

D. Health, Safety, and Welfare

- Prioritize your own health, safety, and welfare and that of others.
- Follow all organizational health, safety, and security policies and local guidelines.
- Avoid unnecessary risks to yourself or others and report any breaches.
- Be aware of and comply with HEADS's Security Policy.

E. Use of Resources and Technology

- Use information, assets, and resources responsibly and only for authorized purposes.
- Do not use organizational equipment or services for illegal activities, harassment, or other violations.
- Safeguard confidential and private information.
- Protect HEADS's financial and material resources against theft, misuse, or damage.
- Avoid favoritism, nepotism, or misuse of HEADS property or knowledge for personal gain.

F. Financial and Material Integrity

- Conduct official duties with integrity, free from dishonesty or corruption.
- Ensure accurate documentation and avoid altering official documents.
- Use project goods and services, including third-party property, appropriately.

G. Workplace Conduct

- Contribute to a respectful, harmonious, and collaborative work environment.
- Resolve differences professionally and constructively.
- Refrain from harassment (verbal, physical, or sexual) against staff, volunteers, beneficiaries, or partners.
- Do not engage in physical punishment, violence, or inappropriate physical contact.

H. Official Communication

- Conduct all official communication in HEADS's standard language (English), unless engaging directly with communities where another language is more appropriate.
- Maintain professionalism and clarity in emails, reports, and other correspondence.

3. Reporting and Accountability

- Promptly report any breaches of this Code to your line manager, senior manager, designated focal point, HR Manager, or Head Office.



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- Avoid making malicious or false accusations.
- Maintain discretion and confidentiality when reporting.

Any violation of this Code may result in disciplinary measures, including dismissal or legal action. Intentionally false accusations also constitute a breach of the Code.

4. Acknowledgment

I acknowledge that I have read, understood, and agreed to abide by the HEADS Code of Conduct Policy.

Name: _____

Signature: _____

Date: _____

Reviewed & Approved:
Human Resources Department, HEADS
Effective Date: May 2025

