



## TIIGSI INITIATIVE CODE OF CONDUCT POLICY

### 1. Introduction

Tiigsi Initiative is founded on values of integrity, respect, inclusion and accountability. All staff and representatives are expected to uphold these values and to act in a way that protects the dignity and rights of the people we work with.

### 2. Purpose and Scope

This Code of Conduct sets out the standards of behaviour expected from everyone who represents Tiigsi Initiative. It applies at all times, both during and outside working hours, whenever an individual may be seen as associated with Tiigsi.

- All employees on Tiigsi contracts;
- board members and advisors;
- volunteers, interns and casual staff;
- consultants, contractors and others working on behalf of Tiigsi, where contractually applicable.

### 3. Core Conduct Standards

#### 3.1 Upholding Tiigsi's integrity and reputation

- Act professionally and in a way that reflects Tiigsi's values at all times;
- respect local laws, cultures and customs, provided they do not conflict with this Code;
- avoid behaviour, including online, that could bring Tiigsi into disrepute;
- never work while under the influence of illegal substances.

#### 3.2 Respect, equality and non-discrimination

- Treat all people with dignity and respect, regardless of gender, age, disability, ethnicity, religion, nationality or any other status;
- promote a working environment free from harassment, bullying and discrimination;
- use language and behaviour that are inclusive and respectful.

#### 3.3 Safeguarding and protection from exploitation and abuse

- Never engage in any form of sexual activity with anyone under the age of 18;
- never exchange money, employment, goods or services for sex or sexual favours;
- do not engage in sexual relationships with programme participants or others who may be in a position of dependency;
- do not tolerate or participate in any form of physical, emotional or sexual abuse or exploitation.

#### 3.4 Health, safety and security

- Follow all health, safety and security procedures and guidance;
- take reasonable care to avoid putting yourself or others at risk;
- immediately report any safety incident, security concern or near-miss to management.



### 3.5 Use of assets, information and IT

- Use Tiigsi's funds, equipment and other resources only for authorised purposes;
- protect organisational information, records and systems from misuse, loss or unauthorised access;
- do not use Tiigsi IT systems to access, store or share illegal, abusive or inappropriate material;
- use social media responsibly and avoid content that conflicts with Tiigsi's values or confidentiality obligations.

### 3.6 Conflicts of interest, gifts and benefits

- Avoid situations where personal, financial or family interests conflict with Tiigsi's interests;
- declare any real or potential conflict of interest to your line manager as soon as you become aware of it;
- do not be involved in decisions about recruitment, promotion, procurement or awarding contracts where you or close relatives have an interest;
- do not request or accept significant gifts, hospitality or other benefits that could influence, or appear to influence, your professional judgement.

### 3.7 Confidentiality and data protection

- Handle personal and sensitive information carefully and only share it on a need-to-know basis;
- do not disclose confidential information about colleagues, partners or participants without proper authority or legal obligation;
- continue to respect confidentiality even after leaving Tiigsi.

## 4. Reporting Misconduct

All staff and representatives have a duty to report suspected breaches of this Code. Concerns may be raised with a line manager, senior management, HR or through designated complaints channels.

Reports made in good faith will be taken seriously and handled as confidentially as possible. Tiigsi will not tolerate retaliation against anyone who raises a concern in good faith.

## 5. Non-Compliance and Disciplinary Action

Breaches of this Code of Conduct may constitute misconduct or gross misconduct and may lead to disciplinary measures up to and including dismissal, termination of contract or removal from office. Serious breaches may also be reported to authorities where required by law.

All staff will be asked to confirm in writing that they have read, understood and agreed to comply with this Code of Conduct.