

VS01 - INASP Code of Conduct

All employees, trustees, associates, contractors, interns, volunteers, partners and others that INASP works with must undertake to regulate their conduct in accordance with the requirements of this code. All those working for and associated with INASP are asked to sign a copy of this code to signify they understand and agree to abide by it.

We expect the very highest standards of both personal and professional conduct, that is demonstrably consistent with INASP's values and standards.

As an employee, trustee, associate, contractor, volunteer, intern, or partner of INASP, you commit to:

- Comply with INASP **VS00 - Values and Ethics Policy**
- Comply with INASP policies and procedures
- Treat all people with respect and dignity. Respect all people's rights, including children's rights, and contribute to a working environment characterised by mutual respect, integrity and non-discrimination.
- Challenge any form of harassment, discrimination, intimidation, exploitation or abuse. INASP employees, associates, contractors, interns and volunteers hold a privileged position of power and trust in relation to our partners and the communities they work with. It is important never to abuse this position of power/unequal power relationship in any way.
- Ensure that relationships and behaviours are not exploitative, abusive or corrupt in any way, and do not engage in any form of sexual abuse or exploitation of any person of any age.
- Report any breaches of this code of conduct to the management of INASP or through the **VS05 - Whistleblowing** process.
- Perform work and private life that avoids all possible conflicts of interest with the work of INASP as set out in the Conflict of Interest section of the **VS02 - Anti-Bribery and Fraud policy**.
- Be responsible for the use of information, data, equipment, money and resources to which your work and association with INASP gives you access.
- Protect the health, safety, security and welfare of all; this includes avoiding unnecessary risk, carrying out and acting on risk assessments, complying with the **T01- INASP Travel Policy**.

Reviewed	March 2021
Reviewed	March 2023