

GISF PERSONAL CONDUCT POLICY

Approved by: Jon Novakovic
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Policy Statement

We recognise that our behaviour has an impact on others and on GISF. By adopting our values of trust, relevance, inclusion, and humanitarian principles, and following the Policy on Personal Conduct, we can all contribute towards GISF's vision and mission.

Purpose

The Policy on Personal Conduct sets out what GISF expects from all employees and those carrying out work on behalf of GISF; and what employees, members, donors, suppliers, and other stakeholders can expect from GISF. It also seeks to ensure that employees avoid using possible unequal power relationships for their own benefit.

The principles contained in the Policy on Personal Conduct, together with GISF's policies and procedures and the terms and conditions of your employment (as outlined in your employment contract), provides a framework within which all GISF employees, regardless of location, undertake to perform their duties and to regulate their conduct.

When accepting your appointment, you undertake to perform your duties and conduct yourself in accordance with the requirements of this Policy, thereby positively contributing to GISF's performance, positive working environment, and reputation.

The Policy applies to everyone, and any breach may result in disciplinary action (including dismissal in some instances), and in some cases could lead to criminal prosecution.

Whilst recognising that local laws and cultures differ considerably from one country to another, GISF is a global organisation and therefore this Policy is developed from International and UN standards. This Policy is subject to relevant international human rights law, wherever the employee is employed and shall be read in a manner that is compliant with that law.

Scope

The Policy on Personal Conduct applies to all who represent GISF (during their professional or personal life) and through their employment including those on open-ended, fixed term, temporary and casual contracts.

1. Application

- The standards set out in this Policy are mandatory and full compliance is expected under all circumstances.

- All staff are required to sign this document to confirm their understanding and acceptance of this Policy. A copy will be kept on the personnel file and a copy should be retained for personal reference. This document must be signed before any work is commenced with GISF. GISF will provide further information on the policy during induction.
- Any breaches of the standards of the Policy on Personal Conduct will be subject to investigation and possible disciplinary action in line with GISF's Disciplinary Policy and Procedure. In some cases, the matter may be so serious that GISF may choose (and in some cases be obliged) to report to a relevant professional body or appropriate authority. A criminal investigation that leads to prosecution may ensue as a result.
- All staff are encouraged to raise any concerns or ask questions with their manager or with the Executive Director.
- Managers have a particular responsibility to set a positive example to others through their behaviour ensuring that an open environment exists where issues can be easily identified, raised, and discussed within and across teams.
- Any employee who has concerns of their own or concerns on behalf of someone else about the behaviour of another staff member should raise these with their line manager, the Executive Director or a Board Member.

2. Standards of conduct

2.1 Personal conduct: I will ensure that my conduct is in line with GISF values, whether in person or online, and is in line with the standards set out in the policy.

- I will ensure that my conduct does not cause harm to others, including not abusing my position, power, or influence over another or taking any action that could bring GISF into any disrepute.
- I will not work under the influence of any alcohol or be in possession of, or use illegal substances on GISF sites, premises, vehicles, or accommodation.
- I will not allow the consumption of alcohol or other substances to impact on my job performance, conduct, and professional relationships with others or the reputation of GISF.

2.2 Conflicts of Interest: I will protect GISF's reputation and standing by performing my duties and conducting my private life in a way that avoids possible conflicts of interest.

- I will declare to my manager a sexual/intimate relationship where there may be an imbalance of power or where it could undermine the integrity of GISF's work and create a real or perceived conflict of interest. This includes circumstances when the relationship is at an early stage and may not continue, where the relationship is with a member of staff that I manage, who is in my team, who I work with daily or where there is a difference in seniority.
- I will declare to my manager any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of GISF – e.g., contracts for goods/services, employment, or promotion within GISF.

- I will seek permission from my manager, before being nominated as a candidate or for another official role for any political party.
- I will not accept any additional employment or consultancy work outside of GISHF without prior permission from my manager. Those doing unpaid work (i.e. volunteers) should discuss with GISHF any potential conflict of interest between their work with GISHF and their professional activities.
- I will not request or accept bribes and gifts or any remuneration from governments, members, donors, suppliers, and other persons, which have been offered to me because of my employment with GISHF.
- I will not abuse my position as a GISHF employee by requesting any service or favour from others in return for assistance by GISHF.

2.3 Dignity and respect: I will refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation, or exploitation.

- I will treat all people inside and outside of GISHF fairly, with respect and dignity.
- When working or travelling on behalf of GISHF, I will respect national laws, be sensitive to local customs and adopt GISHF's values.
- I will not engage in any form of abuse or sexual exploitation of children, vulnerable adults or of any persons of any age.
- In line with international standards, I will not have sexual relations (including entering into a marriage) with children (defined as under 18 years old by GISHF regardless of national law and customs. Mistaken belief in the age of a child is not a defence).

2.4 Criminal Activity: I will avoid involvement in any criminal activities or those that compromise the work of GISHF.

- I will not knowingly participate in any illegal activities.
- I will notify GISHF of any criminal convictions or charges, except for minor traffic offences, prior to employment, and I will notify the organisation if I face any criminal charges during my employment.
- I will ensure that all GISHF premises are free from weapons.

2.5 Responsibility: I will be responsible in the use of information, equipment, money, and resources to which I have access by reason of my employment with GISHF.

- I will not use GISHF's IT equipment to view, download, create or distribute inappropriate material (such as pornography) or material that could be considered defamatory, abusive, homophobic, sexist, racist or otherwise exploitative.
- I will be discrete when handling sensitive or confidential information, and act within the agreed policies and procedures.
- I will act responsibly with GISHF money, assets, and property (e.g., vehicles, equipment, computers, including the use of internet and email).
- I will report any concerns around financial crime, theft or damage of money, assets or property, and breaches of confidentiality that I become aware of

- I will not disclose or transfer commercially sensitive information relating to GISF business, including, but not limited to, operational workings, performance, bids, and contracts or funding issues of GISF, unless authorised to do so.
- I will ensure that my use of social media does not discredit or bring GISF into disrepute.
- I will seek authorisation from my manager or member of the Leadership Team before communicating externally in GISF's name.

2.6 Health, Safety, Security and Safeguarding: I will protect the health, safety, security, and welfare of all GISF employees, and those who come into contact with GISF.

- I will adhere to all organisational standard operating procedures, health, safety, security, and safeguarding requirements.
- I will comply with security guidelines and the safeguarding framework.
- I will report any safeguarding, security, or safety issues and near misses.
- I will behave in such a way as to avoid any unnecessary risk to the security, safety, health and welfare of myself and others.

I have read carefully, have had the opportunity to ask any questions and confirm that I understand GISF's Policy on Personal Conduct. I hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support GISF's Mission.

- I will report any incidents or concerns relating to the Policy on Personal Conduct that I am witness to or made aware to my manager or the ED.
- I will not make false or misleading allegations against a colleague and understand that doing this deliberately could be considered a disciplinary matter.
- I will provide support in any investigation, including as a witness, and assist by making available all relevant information and by cooperating in interviews.

Name:	
Signature:	
Date:	

3. References

Further information on the provisions within the Policy can be found in GISF's policies, procedures, and guidelines.