



Promoting Resilient Preparedness

**Policy on Code of Conduct, Ethics
and Conflict of Interest**

TABLE OF CONTENTS

Sections	Page
Introduction and Purpose	3
Standards of Integrity & Quality	3
Conflict of Interest	3
Use of PRP Resources	5
Reporting of Violations	5
Applicability of Policy	5

Promoting Resilient Preparedness (PRP)

Policy on Code of Conduct, Ethics and Conflict of Interest

1. Introduction and Purpose

PRP's **Code of Conduct and Ethics** serves as a written guide for all employees, designed to build a strong sense of belonging and commitment within our organization. We believe that every PRP employee is accountable for maintaining the highest ethical standards, not just internally, but also within the broader community we serve. Integrity, honesty, and fairness are core values at PRP, and we are dedicated to embedding them in everything we do.

This Code is a testament to PRP's collective commitment to the ethical and professional principles that form the foundation of our daily and long-term decisions and actions. We all have a responsibility to be aware of and comply with the relevant policies, procedures, and standards that guide our work.

Furthermore, following this Code includes the responsibility to report any suspected policy or standard violations to the appropriate authority (your supervisor or HR). Raising these concerns is considered a valuable service and will not jeopardize your employment. Confirmed violations will result in disciplinary action in line with PRP's policies.

2. Standards of Integrity and Quality

At PRP, we know our reputation for integrity is something we must constantly earn and protect. This includes, but isn't limited to, always complying with our policies, principles, and contracts. Even the *slightest appearance of misconduct* can be detrimental to our organization.

In situations where our activities or the conduct of our team members aren't explicitly covered by policies, we will always default to the principles of fairness, honesty, and respect for everyone's rights.

Furthermore, each person is responsible for handling all PRP activities and business dealings with the utmost honesty, integrity, and fairness. Every decision must be made with this standard in mind. We will not tolerate unethical practices, even if they are common outside PRP or seem to serve a good purpose. Integrity must never be sacrificed for convenience.

3. **Conflict of Interest**

A conflict of interest exists when a person's private life or gains could be seen by an impartial observer as affecting their professional duties to the organization. It's about whether an outside party might reasonably question if personal benefit (financial or otherwise) is driving their choices. This kind of conflict is defined by the situation itself, not by the individual's character or specific actions. It covers following aspects:

3.1 **Secondary Employment**

- a) Every employee shall devote himself/herself exclusively to the service of PRP and shall not engage him/herself in any other service, business or profession or undertake part time or full time work for a private or public body or person, or accept any pay, compensation, remuneration, or fee therefore, without prior sanction of the Chief Executive Officer.
- b) Employees shall not engage in any activity where the personal skill and knowledge the employee develops or applies in the employee's position is transferred or applied to such activity in derogation of the present or prospective interests of PRP.
- c) A PRP employee shall not have any relationship with any other business enterprise, which might affect the employee's independence of judgment in transactions between PRP and other business enterprise or otherwise conflicts with the proper performance of the employee's duties at PRP.
- d) A PRP employee may not accept any appointment to membership of the Board of Directors, standing committee, office bearer ship of any political party or similar body of any other Company, organization or government agency (other than charitable, educational, community or religious organizations or similar groups) without first

receiving the prior approval of the PRP Chief Executive, whether or not a possible conflict of interest may result from the acceptance of any such appointment.

3.2 **Personal Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement, or
- b) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- c) A PRP employee may not have any interest in any supplier of PRP which interest could in any respect compromise the employee's loyalty to PRP.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

3.3 **Maintenance of Secrecy/Confidentiality**

- a) No employee shall at any time, during or after service, communicate in any manner to any person, including a fellow employee not directly connected with that information or official document, or to press, public papers, journals, books, pamphlets, or by speech or discussion at any place, disclose or cause to be disclosed any information or official documents relating to the affairs and business of PRP, except with the prior written approval of the Chief Executive.
- b) No employee shall, otherwise in the normal course of his / her duty, give any information, advice, confidential or secret information and official documents to any other employee or any other person or organization not authorized by the Chief Executive or by law to receive it.

3.4 **Violations of Conflicts of Interest**

The compliance with policies and procedures is mandatory to each member of PRP. Managers and supervisors are responsible for demonstrating, teaching and monitoring compliance. Unresolved questions and / or interpretation to the policies should be referred to the HR unit.

4. **USE OF PRP Resources**

PRP resources must be reserved for PRP operations only. They may not be used for personal gain and may not be used for personal use except in a manner that is incidental and reasonable in light of employee's duties. PRP resources include equipment and vehicles.

5. **Reporting Suspected Violations**

- a) Staff of PRP should report suspected violations of applicable policies, procedures, rules, or this code. This reporting should be made initially through standard management channels, beginning with the immediate supervisor. If for any reason, it is not possible to report to the immediate supervisor then individuals may go to the HR department
- b) Such reports must be made confidentially and even anonymously, although the more information given, the easier is to investigate the reports.
- c) All employees are expected to cooperate fully in the investigation of any misconduct

6. **Applicability**

This policy applies to the following members of PRP:

- a) Individuals who are paid by PRP when they are working for PRP, i.e. employees and interns of PRP
- b) When engaged through some contracts, consultants, vendors and contractors when they are doing business with PRP,
- c) Individuals who perform services for PRP as volunteers and who assert an association with PRP
- d) Partners / community members.