



# World Patients Alliance

## WPA Code of Conduct Policy

This code of conduct policy is intended to maintain high professional standards, integrity and a good public image by ensuring that all personnel including Board directors, staff, volunteers, partners and contractor working with World Patients Alliance (WPA) ;. fully adhere to standards of behaviour as given in this code of conduct policy, while performing their role for WPA or interacting with anyone connected with WPA. More specifically:

- **WPA Policies:** Personnel should comply with the applicable written policies and procedures of WPA.
- **Applicable laws:** Personnel must also comply with applicable national and local laws. The WPA will not condone the activities of its Personnel who achieve results through violation of the laws or unethical business dealings, which includes any payments for illegal acts, indirect contributions, rebates, and bribery. Personnel uncertain about the application or interpretation of any legal requirements should refer the matter to WPA Chair and/or Executive Director, who, if necessary, should seek appropriate legal advice.
- **Health and Safety:** Personnel should care for their own health and safety and that of others while working for WPA.
- **WPA property:** Personnel should treat with respect and care the property of WPA and those we work with. This includes equipment and physical property as well as intellectual property, data and documents. WPA personnel shall be responsible for safeguarding all WPA property under their care. Any loss or damage of property shall be promptly reported to the supervisor or Executive Director (ED). Private use of WPA property shall be authorized by the ED.
- **Dress and Appearance:** Personnel must ensure that their clothing and appearance are appropriate for the situation in which they are working and those they are working with.
- **Harassment at work:** WPA is committed to promoting equality of opportunity and eliminating any form of discrimination in employment .Personnel should treat all people fairly with dignity and respect, regardless of their age, gender, disability, sexual orientation, religion, race or any other characteristic. Discriminatory behavior, harassment and bullying are unacceptable. Harassment is unwanted conduct, which has the purpose or effect of either violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Bullying is offensive,

intimidating, malicious or insulting behavior, an abuse or misuse of power, which undermines, humiliates, denigrates or injures a person. Examples include offensive emails or messages or the display of offensive materials; verbal abuse; unwelcome and hurtful jokes; denigrating someone based on a protected characteristic – for example, their race, gender, sexual orientation or disability; direct or subtle threats; intentionally sabotaging or undermining a person’s work; ignoring or isolating a person; staring or leering in a sexual way; unwanted physical contact; aggressive physical behavior; and repeated behavior, which a person has previously objected to.

- **Exploitation:** Personnel must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer. They must also not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics. Personnel must not exchange money, benefits, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behavior.
- **Accountability:** Personnel who have access to Organization funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Organization’s policies and procedures or other explanatory materials, or both. If Personnel become aware of any evidence of fraud and dishonesty, they should immediately inform their supervisor, Board Chair or the Executive Director.
- **Personal Relationship:** Personnel must inform the Executive Director or Board Chair if they have a close personal relationship with an employee or volunteer of WPA, which could be reasonably considered to have an impact on their work. Personnel who are relatives or who have a close personal relationship should not have a supervisory relationship with each other.
- **Payments & Compensations:** Personnel may not receive payment or compensation of any kind, except as authorized under the Organizational policies. In particular, the WPA strictly prohibits the acceptance of kickbacks, gifts and secret commissions from suppliers or others. Any breach of this rule may result in immediate termination and prosecution to the fullest extent of the law.
- **Personal Conduct:** The WPA expects its personnel to conduct themselves in a professional manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while working for the organization. The use or misuse of alcohol or other drugs can lead to unacceptable behavior. Personnel are expected to be unimpaired by alcohol or drugs while at work. WPA encourages a moderate and responsible approach towards the serving and consumption of alcohol and this applies to WPA events, which should provide an inclusive environment for those who choose not to consume alcohol. WPA does not seek to dictate how people conduct themselves outside their WPA role. However, unlawful, discriminatory, anti-social or other poor conduct by personnel which may jeopardize the organization’s reputation may result in WPA ending the staff or

volunteer relationship or contract with the individual. Moreover, Personnel must take care to separate their personal roles from their Organization positions and should not use organization identification, stationery, supplies, and equipment for personal or political matters.

- **Misuse of Position:** The WPA expects that personnel will perform their duties conscientiously, honestly, and in accordance with the best interests of the Organization. Personnel must not use their positions or the knowledge gained as a result of their positions for private or personal advantage.
- **Conflict of Interest:** Regardless of the circumstances, if they sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with the organization, they should immediately communicate all the facts to their supervisor, Board Chair or Executive Director. Please also refer to WPA Conflict of Interest Policy. Moreover, the Personnel should also declare any financial, personal, family (or close intimate relationship) interest in business matters, which may impact on the work of WPA, in accordance with the WPA's Conflict of Interest policy. People should not be involved in awarding benefits or contracts where they have a possible conflict of interest. Personnel should avoid investing in or acquiring a financial interest, if it could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Organization.
- **Public Communication:** When communicating publicly on matters that involve Organization business, Personnel must not presume to speak for the Organization on any topic, unless they are certain that the views, they express are those of the Organization, and it is the Organization's desire that such views be publicly disseminated. When dealing with anyone outside the Organization, including public officials, Personnel must take care not to compromise the integrity or damage the reputation of either the Organization, or any outside individual, business, or government body.