

	Policy Family: Human Resources
	Policy Name: Code of Conduct Policy
Issuing Department: Human Resources	Policy Number: HFP15
Approved by: HFHF Board	Approval Date: 23 rd May 2024
Last Review Date: N/A	Next Review Date: 23 rd May 2026
Scope This Code of Conduct Policy and procedures document is mandatory and applies to all Habitat for Humanity Fiji staff, volunteers, affiliates, and trustees.	

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A - Purpose

Habitat for Humanity Fiji (HFHF) has adopted the Ethics Covenant which has been developed by Habitat for Humanity International. The Ethics Covenant has been developed as a guide for employees. Every HFHF employee is required to read, understand, and sign an acknowledgement of this Ethics Covenant. This includes:

1. Paid HFHF staff.
2. Contract, part-time or temporary employees.
3. Volunteers.

If you have any questions or concerns about what you are being asked to agree to, please speak with the HFHF Human Resources manager. After reading this covenant, you will be asked to sign an acknowledgement form.

B - Definitions

1. **HFHF:** Habitat for Humanity Fiji

C - Policy

1 - Ethics Covenant

At work we need guidance in setting shared standards, developing good business practices, and living up to our organisational core values. To help us make decisions about what is right and wrong, the senior leadership of Habitat for Humanity International has written an Ethics Covenant (“Covenant”) based on recognised business practices and the teachings and example of Jesus. This Covenant applies to all staff, volunteers, and affiliates. The Ethics Covenant is not meant to contradict other rules, policies, or professional standards, but to make it easier to choose the right action(s).

Habitat for Humanity Fiji (HFHF) has elected to adopt the Ethics Covenant for its own business practices.

Each of us is expected to maintain the highest standard of ethical conduct when acting on behalf of HFHF. We are responsible for knowing the laws, regulations and HFHF policies that apply to our work and abiding by them. Supervisors have the added responsibility of setting a good example and being accountable for their staff's actions. Laws and cultural norms vary in the countries or areas where HFHF works, but ethical behavior goes beyond the minimal adherence to law. If you have questions, talk to your supervisor or to the HFHF Human Resources Manager.

HFHF strives to comply with the spirit and the letter of laws and regulations applicable to our organisation. Contact your supervisor or the Human Resources Manager if you are unclear about the meaning of a law or regulation or how it should be applied to the situation.

Similarly, you are expected to comply with both the letter and spirit of this Ethics Covenant. It is your responsibility to seek clarification about the application of this Covenant to a specific situation.

What should you do if you find out about a possible ethical violation? If you think the violation may be unintentional, you may first try to resolve the problem with the person involved. If that does not work, talk to your supervisor or the Human Resources Manager. Either can check into the situation to identify any emerging patterns of unethical behavior or any recurring situations that pose ethical dilemmas, supervisors must report all complaints to the National Director.

It is your duty to report violations of the law and the Ethics Covenant. Contact your supervisor and the National Director if you have a conflict of interest; if you are aware of a situation where a conflict of interest may exist; or if you believe a violation of law or of this Covenant has occurred. **You will not lose your job or be treated badly for raising questions about HFHF policies and conduct.** However, if you violate the law or HFHF policies or deliberately withhold information during an ethics investigation, you will be subject to disciplinary action, including termination and legal action.

2 - Professional Behaviour

At Habitat for Humanity Fiji, we will maintain the highest levels of professional conduct in our interactions with each other and in representing the organisation with our customers, other stakeholders, and the wider community. Business relationships will be maintained in a manner consistent with the principles of:

- i. Courtesy and respect for others
- ii. Integrity and fairness
- iii. Taking responsibility for one's actions and being accountable for the consequences
- iv. Having regard for interests, rights, safety, and welfare of others
- v. Acting honestly, cooperatively and being trustworthy
- vi. Being fair and unbiased in all our dealings
- vii. Promoting a positive image of Habitat for Humanity Fiji
- viii. Acting professionally and impartially in our dealings with stakeholders, partners, and customers

3 - Management of Diversity

We recognise and value the diversity among our people and members of the public. All forms of bullying, discrimination, harassment, and victimisation are prohibited. We will not unlawfully discriminate on the grounds of:

- i. Gender
- ii. Marital status
- iii. Sexual orientation
- iv. Pregnancy
- v. Race
- vi. Religious beliefs
- vii. Political beliefs
- viii. Impairment
- ix. Family responsibilities
- x. Family status
- xi. Age
- xii. An employee, volunteer, affiliate, or a member of the public having raised a concern or made a complaint.

4 - Responsibility for the Environment

Habitat for Humanity Fiji is committed to protecting the environment in the conduct of its operations. We will work with government, local residents, and traditional owners to ensure relevant environmental issues are addressed. We will comply with environmental legislation and make full and proper use of materials, recycling, and waste management.

5 - Use of Social Media

Use of social media in the name or on behalf of Habitat for Humanity Fiji may only be conducted by employees, volunteers or affiliates having the express authority to do so.

Habitat for Humanity Fiji recognises that many people use various forms of social media in their personal capacity, including Facebook, YouTube, Twitter [X], TikTok, Google, blogs, forums, discussion boards and other sites where the user can publish or exchange information and messages with others, including corporate social media forums.

Habitat for Humanity Fiji employees and volunteers using social media in their personal capacity must not:

- i. Compromise their effectiveness at work, e.g., such use is no different than personal phone calls or internet usage during working hours
- ii. Imply or suggest that Habitat for Humanity Fiji endorses or supports personal views
- iii. Disclose confidential information without express authority
- iv. Bring Habitat for Humanity Fiji into disrepute

6 - Ministry Funds, Property Records

- i. You are responsible for safeguarding all ministry assets under your control and for providing accurate, auditable records of those assets. You must use reasonable care to protect and safeguard all HFHF assets entrusted to you and use the same care you as you would want to protect your own personal assets under similar circumstances.
- ii. You are responsible for the careful, cost-conscious, and effective use of all HFHF funds, including those for travel and entertainment. When using expense accounts of HFHF you must fully and clearly document all expenses in accordance with HFHF policies.
- iii. You may use HFHF assets only for business-related purposes and in the best interest of HFHF. You may not use work time, HFHF property or HFHF services for personal benefit. Minimal, infrequent personal use of copiers, e-mail, fax, or phones is permitted at the discretion of the Human Resources Manager, provided it does not interfere with your work, and you reimburse HFHF for the costs.
- iv. You must not remove any equipment without prior permission. Regardless of its current usage or condition, you may not sell, loan, give away or otherwise dispose of HFHF property without proper authorisation consistent with applicable procedures.

7 - Records & Reports

- i. All HFHF records must be kept so that an accurate, auditable record of all transactions is maintained in accordance with generally accepted accounting principles. No entries may be made to intentionally hide or disguise the true nature of any transaction or to create funds to be used for other purposes.
- ii. Information that you record and submit to other parties, whether inside or outside HFHF, must be accurate, timely and complete. Reports cannot be used to mislead those who receive them or to conceal anything. This accuracy requirement applies to both financial and non-financial records such as worker's compensation claims, safety statistics and other reports.
- iii. All records must be maintained according to HFHF's record management policies and the record retention schedule.

8 - Proprietary Material

- i. Confidential information, copyrights and trademarks are all forms of proprietary material. Whether belonging to HFHF or to another organisation, all proprietary information is to be treated as a valuable organisational asset of the owner and may not be disclosed or used without permission.
- ii. Confidential information is not known outside of an organisation or by public means. The protection of this information as an asset is one of your fundamental responsibilities. Examples of confidential information include financial reports, board reports, donor information, personnel information, and vendor bids.
- iii. Unless you receive prior approval from the National Director, you may not disclose confidential HFHF information, even if it does not put HFHF at a competitive disadvantage. Likewise, you must respect the confidentiality of information given to you in confidence by others.
- iv. If it is necessary to receive or disclose confidential information in the context of a specific business transaction, first discuss the situation with your supervisor, as appropriate, and the Finance Manager.
- v. Apart from legally recognised “fair uses” of proprietary material, you may not use copyrighted material and trademarks without permission of the owner. This includes unauthorised duplication of computer software and making multiple copies of a publication when only a single copy has been purchased.

9 - Compliance with Law

- i. You are responsible for performing your duties in full compliance with all applicable laws and regulations. You may not knowingly participate in any acts that violate any applicable law, rule or regulation of any Government, Governmental agency, or regulatory body. If you believe that as a matter of conscience you cannot do something that you are asked to do, then contact your supervisor and the Human Resources Manager.
- ii. As a not-for-profit organisation with tax-exempt status, HFHF is prohibited from using any assets to endorse political candidates; prohibited from mobilising supporters to elect or defeat candidates; and prohibited from aligning itself with political parties. However, communication with Government officials and the public about positions on legislation is permissible, in consultation with authorised staff, volunteers or affiliates, if Government funds are not used.
- iii. Your personal political activity and contributions are outside the scope of this Covenant and require that you clarify that you are acting on your own behalf and not on behalf of HFHF.
- iv. HFHF competes in a legitimate and ethical manner and avoids all actions that could be construed as being anti-competitive, monopolistic, or otherwise contrary to competitive practices in the marketplace. For example, HFHF will not participate in unfair competition, price-fixing, bid-rigging arrangements, unacceptable exclusive dealings, or any other illegal marketplace practices.
- v. Some of the most common fair-trade questions arise in the context of marketing, sales or purchasing responsibilities, discussions with competitors and attendance at trade or professional association meetings. If you are unclear about whether a specific activity is in violation of antitrust or other fair-trade laws, talk with your supervisor and the HFHF Human Resources Manager.
- vi. Bribes, kickbacks, extraordinary commissions, and other unusual payments are not permitted by HFHF.

10 - Conflict of Interest

- i. An actual or potential conflict of interest occurs when you can influence a decision that may result in a direct or indirect personal gain for you or a relative as the result of HFHF’s ministry. If you cannot avoid the conflict or otherwise resolve it, then you must remove yourself from the conflict situation.
- ii. Unless you receive prior approval from the National Director, you cannot engage in any business transaction on behalf of HFHF with a relative of yours or with a business where a relative is a principal officer, decision-maker,

- or financial beneficiary. If you have occasion to use company suppliers or contractors for personal business, you are expected to personally pay full market value for services rendered and materials provided.
- iii. You may not accept payment from another organisation or individual for doing work that HFHF pays you to do during your employment. For example, an honorarium or fee, either money or a gift, offered to you for the preparation or delivery of a presentation about HFHF, or any aspect of its operation should be either tactfully declined or paid to HFHF. If you have questions about accepting outside gifts or fees for an activity or any situation that may raise the possibility of double compensation, consult your supervisor and the Human Resources Manager.
 - iv. You must obtain the National Director's approval before agreeing to serve on HFHF's behalf on an outside Board of Directors. Approval must then be reported to the HFHF Board, and any fees for outside Board service should either be declined or paid to HFHF.

11 - Business Gifts

- i. Business-related gifts (including services, discounts, entertainment, travel, meals, promotional materials, or samples) present situations that are inherently compromising. Every situation must be examined individually and with a bias against the activity.
- ii. You and members of your immediate family must not accept gifts from an actual or potential customer, supplier, business, or from professional persons with whom you do or to whom you may refer business, or from anyone acting on their behalf, unless the following conditions are met:
 - (a) The gift is sent to the workplace, not your home, and declared.
 - (b) The gift is occasional and valued at no more than \$50; or, if valued at more than \$50, the gift is made available in a team space or communal area for others to share (e.g., fruit baskets, boxes of candy).
- iii. Meals and other business entertainments are subject to the same standard: they must be modest, infrequent, and as far as possible, on a reciprocal basis.

12 - Outside Financial Interests and Jobs

- i. Outside business activities such as simultaneous employment, monetary interests (including business ownership) and service on public bodies are usually acceptable if all the following conditions are met:
 - (a) The relationship between the business activity and your work at HFHF is incidental.
 - (b) Your ownership and/or participation in the business is incidental.
 - (c) No competitive or other commercial relationship exists between the outside business concern and HFHF.
- ii. Specifically, neither you nor your immediate family may have an ownership or other significant financial interest in or be employed by any supplier, contractor, customer, or competitor with whom you deal in your job without prior full disclosure and written clearance from the National Director.
- iii. Similarly, HFHF may not be involved in any transaction with a business in which a current employee has any such financial relationship without prior full disclosure and clearance from the National Director.
- iv. In addition, any outside activity that interferes with or influences the performance of your HFHF duties, divides your loyalty, allows for a conflict of interest, or results in a situation involving double compensation could be considered unethical.
- v. You are expected to render your best efforts to HFHF's ministry. You should not engage in outside business interest or employment that diverts your attention from your HFHF responsibilities or that otherwise acts to the organisation's detriment.

- vi. For purposes of this Covenant, ownership of securities in a publicly traded company with which HFHF does business will not be considered a conflict of interest provided your ownership interest is minimal.

11 - External Relationships

HFHF will treat all donors, affiliate/national office staff, and suppliers fairly and in accordance with our business rules. In your dealings you may not:

- i. Make promises that are not allowed by HFHF business rules or policies.
- ii. Include any intentional misrepresentations.
- iii. Offer benefits or rewards in violation of laws, regulations, or accepted business practices.

HFHF is fair in its choices of suppliers. You are responsible for making all purchasing decisions consistent with this Covenant. Ethical buying practices involve making decisions based on price, quality, quantity, delivery, or services. Purchasing decisions frequently present situations where a conflict of interest is possible. You must disclose any conflict of interest and/or remove yourself from situations where such conflict is present.

D - Other Considerations

1. Any exceptions to this policy must be approved by the ND.
2. When HFHF is not able to comply with, or meet the intent of this policy, the HFHF ND (or their delegate) must document the reasons for their inability to comply and submit alternative actions.
3. HFHF reserves the right to update, revise, or modify this policy as necessary to ensure compliance with evolving laws, regulations, best practices, or internal requirements. Updates may be made at the discretion of HFHF Trustees or the National Director without prior notice to users, employees, volunteers or other stakeholders. It is the responsibility of individuals subject to this policy to regularly review the latest version available to ensure adherence to the most current guidelines and procedures. Continued use of HFHF's services, facilities, or engagement with its policies constitutes acceptance of any updates or modifications made thereto.

E - Revision History

Date	Modification	Approved by
23 rd May 2024	Creation of the Code of Conduct Policy from HFHI source material	HFHF Board

F - Attachment

Attachment I - Policy Acknowledgement Form

Policy Acknowledgement Form

Code of Conduct Policy

Name: _____

Position: _____

INSTRUCTIONS

1. HFHFs Code of Conduct Policy must be read in its entirety, you the trustee, employee, volunteer or affiliate must then name, sign and date this form, to confirm you have understood the policy and agree to abide by its terms and meet the intent of the policy, then the acknowledgement form must be forwarded to the Human Resources department. HFHF must retain the original form for documentation purposes.
2. If you are not able to comply with or meet the intent of HFHFs Code of Conduct Policy, then an exception must be requested in advance and sent to the ND for authorisation, and this must include: a) the section of the policy for which the exception is being requested; b) references to any local laws or business justifications; and c) the proposed alternative.

I hereby certify that I have read HFHFs Code of Conduct Policy and therefore:

- I acknowledge and confirm that I have fully understood all the sections and requirements of the document and agree to abide by the terms of the policy, and that failure to do so can result in disciplinary action, up to and including dismissal.
- I acknowledge and confirm that I will immediately notify my Direct Supervisor or HFHFs ND if I see or suspect anything that can be considered an exception to this policy.

Acknowledgement:

(Signature)

(Date) dd/mm/yyyy)