

Code of Conduct

Introduction

In keeping with its vision and values, Tactical Tech is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details Tactical Tech's expectations of employees in key areas.

Scope and purpose

This Code of Conduct applies to all contracted staff, international and local, employed by Tactical Tech. Adapted Codes of Conduct are applicable to volunteers, partners, contractors and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of Tactical Tech staff whilst under contract to the organisation, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws differ considerably from one country to another, Tactical Tech is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international and UN standards. Tactical Tech staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

Code of Conduct Standards

As a Tactical Tech employee I will:

Uphold the integrity and reputation of Tactical Tech by ensuring that my professional and personal conduct is consistent with Tactical Tech's values and standards

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of Tactical Tech, I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring Tactical Tech into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Tactical Tech premises or accommodation

Ensure respect for others at all times and agree not to engage in illegal, abusive nor exploitative actions

- I will comply with Tactical Tech's safeguarding policy.
- I will not engage in abusive, illegal or exploitative conduct.
- I will not engage in physical, emotional or psychological assault or abuse.
- I will not engage in any form of discrimination in regards to diversity, race, prejudice, racism, xenophobia, nationalism, intolerance, homophobia, transphobia, bullying, or hate speech.
- I will comply with Tactical Tech's Anti-Discrimination, Bullying and Harassment policy.

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with Tactical Tech

- I will ensure that I use Tactical Tech assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use Tactical Tech IT equipment, software or e-mail and social media platforms to engage in activity (as listed above) that is illegal under local or international law or that encourages conduct that would constitute a criminal offence.
- I will not use Tactical Tech IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Ensure the safety, health and welfare of all Tactical Tech staff members and associated personnel (volunteers, partners, suppliers and contractors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work
- I will comply with any local security guidelines and be pro-active in informing the HR Manager of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.

Perform my duties and conduct my behaviour in a manner that avoids conflicts of interest

- I will declare any financial, personal or family interest in matters of official business which may impact on the work of Tactical Tech
- Without declaring it in advance, I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within Tactical Tech, to any person with whom I have a financial, personal, family (or close intimate relationship) interests
- I will inform the HR Manager before agreeing to being nominated as a prospective candidates or another official role for any political party
- I will not accept significant gifts from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with Tactical Tech without declaring it.

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

Complaints and reports

Tactical Tech staff are obligated to inform the HR Manager of any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. Tactical Tech staff reporting concerns are protected by the Tactical Tech Grievance Policy.

If the staff member does not feel comfortable reporting to the HR Manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may

report to any other appropriate senior management team member or if necessary refer to the board escalation policy.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per Tactical Tech's procedures for dealing with problems in the workplace, and Anti-Discrimination, Bullying and Harassment policy.

Related policies

Complaints policy and procedures

Health and Safety in the Workplace policy

Whistleblowing Policy

Anti-Corruption policy

Safeguarding policy

Anti-Discrimination, Bullying and Harassment policy

Organisational Security

Use of IT policy

In accepting my appointment I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code

Name:

Signature:

Date: