

Code of Conduct



We Embody Ethical Behavior

- We Will Adhere and Implement HDF's Core Values at All Cost
- The Humanitarian Imperative Would, Under All Circumstances, Avail Primacy
- Our Interventions Would Not Be Used to Further a Particular Political or Religious Propaganda
- We Are Against Any Kind of Discrimination on The Basis of Religion, Sect, Ethnicity, Creed or Cast
- We Believe in Gender Inclusiveness and Equality
- We Have Zero Tolerance Against Any Kind of Act or Indulgence of Sexual Harassment

We Uphold Community Excellence

- We Strive to Involve Communities
- We Prioritize Accountability, Transparency and Altruism in Our Work
- We Respect Individual Beliefs, Culture, Language and Customs
- We Maintain Neutrality in Representation of Views
- We Facilitate Inclusive Interventions
- We Promote Evidence-Based Decisions
- We Ensure Child Safety and Emphasize on Community Well-being
- We Prevent Abuse or Exploitation
- We Handle Publicity with Care and Respect for Dignity



We Strive for Strong Partnerships

- We Foster Collaborations
- We Ensure the Effectiveness and Sustainability of our Work
- We Hold Our Partners Accountable
- We Always Conduct Due Diligence
- We Prioritize Value for Money
- We Build Local Capacity
- We Respect Culture and Customs
- We Involve Beneficiaries for Purpose of Impact, Local Distribution of Public Resources and Sustainability

We Safeguard Reputation



- We Verify Funding Sources
- We Uphold Integrity
- We Avoid Compromising Gifts or Hospitality
- We Value Data and Intellectual Property
- We Make Informed Decisions Based on Evidence
- We Articulate Social Media Positioning
- We Protect Confidential and Proprietary Information
- We Seek Permission for Any External work
- We Challenge for Best Outcomes
- We Reject Corruption and Bribery

We Optimize Our Resources



- We Manage and Align Resources Effectively
- We Evaluate Risks and Opportunities
- We Prioritize Safety
- We Design Efficient Systems
- We Reduce Costs
- We Ensure Wise Procurement
- We Commit to Fair and Open Competition
- We Uphold Accountability for Quality and Effectiveness
- We Guide Staff Appointments
- We Steward Assets Responsibly
- We Uphold Zero Tolerance Towards Fraud, Bribery or Corruption

We Prioritize Our People



- We Work with People-Centered Focus
- We Respect and Value Diversity in All Interactions
- We Ensure Decisions are Based on Merit
- We Prioritize and Strive for Gender Balance
- We Commit to Providing Growth and Development Opportunities for All Employees
- We Prioritize Open Communication, Ensuring Everyone's Views Are Heard
- We Focus on Creating a Safe and Supportive Work Environment
- We Prohibit Dual Employment or Part-Time Engagement While Full-Time Employed At HDF

We Act with Integrity



- We Will Uphold and Adhere to The Code of Conduct
- We Will Adhere to The Code's Required Course of Action and Be Aware of The Implications for Non-Compliance
- We Ensure That Any Violation Will Be Considered a Disciplinary Offence and Will Be Dealt with As Per HDF's Procedures
- We Understand That in Severe Cases, A Breach of Conduct May Lead to Termination of The Employee
- We Will Promptly Refer Any Suspected Criminal Offence to Relevant Authorities
- We Will Ensure Our Compliance with Relevant Laws and Regulations
- We Will Commit to Maintaining High Standards of Ethics and Integrity in All Aspects