



• **BCFW** •

Business Coalition for Women

Code of Conduct

Document Version Control

DATE	VERSION EDITION BY	COMMENTS
November 2014	International Finance Corporation	
8th October 2018	Kayleen Sapak Monitoring, Evaluation and Learning Officer (MEL)	Develop Code of Conduct for Business Coalition for Women (BCFW) from existing Code of Conduct from various companies
25th October 2019	Evonne Kennedy	Final
July 2022	Consultants, Tessa Walsh, and Arieta Cama	
October 2023	Evonne Kennedy	Board Approved Oct 2023

Policy Amendments

This Code of Conduct will be reviewed every three (3) years or as necessary to ensure the it reflects any changes in legislation, mandatory reporting requirements, context, or lessons from implementing the Code of Conduct.

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Purpose

The Business Coalition for Women (BCFW) is committed to achieving high ethical standards for everyone who conducts work for us to not only meet the minimum standards of conduct but strive to achieve the highest standards possible in their conduct.

The Code of Conduct provides a set of guidelines to assist in determining appropriate actions to everyone who conducts work for us and aims to ensure that BCFW is always promoted with a positive image.

Scope

The Code of Conduct applies to anyone who conducts work for BCFW including:

- Staff including employees, those who are paid (full-time, part-time or casually) under an employment contract with BCFW to perform services on behalf of BCFW, and volunteers.
- Sub-contractors, including consultants or other partners or contractors provide services to BCFW.
- Members of the Board of Directors.

The Code of Conduct applies in all locations where BCFW work-related activities occur. This includes, but not limited to:

- BCFW office.
- Locations where BCFW activities are conducted (such as the offices of our members, or training and venues).
- Locations where an individual is representing BCFW (such as in workshops, meetings, learning events, trainings, professional development).
- Transport and accommodation provided by BCFW.
- At work functions or social events organised by BCFW, our member companies or our partners.
- During travelling on behalf of BCFW.
- During communication for BCFW, including within and outside work hours with those who work for BCFW and those who we work with (such as member companies or partners).
- Other locations where BCFW business is being carried out, including locations being used out of inaccessibility of usual, assigned work locations and offices such as “working from home”.

The Code of Conduct also applies to the conduct outside the workplace in relation to SEAH, FSV, and child exploitation and abuse and other behaviour which is criminal in Papua New Guinea.

Role and Responsibilities

The Executive Director will:

- Conduct their duties and behave according to the Code of Conduct.
- Oversee and be responsible for the effective implementation of the Code of Conduct .
- Ensure that staff, sub-contractors, and members of the Board of Directors are made aware of, can seek clarification on, understand and behave according to the Code of Conduct.
- Be a role model and advocate of behaviours and standards outlined in the Code of Conduct.
- Ensure there is at least an annual refresher session on the Code of Conduct.
- Immediately address any deviation from the Code of Conduct.

All staff, sub-contractors, and members of the Board of Directors will:

- Conduct duties and behave according to the Code of Conduct.
- Attend any required induction or training on the Code of Conduct.
- Report any suspected or actual breach of the Code of Conduct.

Failure to adhere to any aspect of this Code of Conduct may result in disciplinary actions, including possible dismissal.

Code of Conduct

1. Personal and Professional Conduct

All staff, sub-contractors, and members of the Board of Directors will:

- Demonstrate high standards of professionalism integrity and honesty.
- Act in the best interest of BCFW to support the achievement of the organisations goals and policies.
- Perform their duties conscientiously, courteously, effectively, impartially, and to the best of their ability.
- Act professionally and in line with behaviours and standards in the Code of Conduct when in conversations, meetings, etc; and when communicating in written form (e.g., e-mail).
- Maintain the confidence of member companies.
- Observe all applicable health, safety and security policies, procedures and guidance provided by the Executive Director, in designated workplaces and this also includes temporary locations where BCFW work is carried out (such as when working from home).
- Avoid dangerous situations, where possible.
- Abide by all applicable laws, rules, and regulations of Papua New Guinea, and in the case of international travel on behalf of BCFW, the host country, including those related to violence against women, sexual exploitation, abuse and harassment, domestic violence, and child exploitation and abuse.
- Act with care, diligence and in the best interest of BCFW.
- Treat those you work with (inside and outside BCFW) with respect, dignity, empathy and compassion, in an equitable and fair manner including not, discriminating against anyone because of their:
 - Sex, pregnancy, marital status.
 - Race, ethnicity, nationality or immigration status.
 - Age.
 - Disability.
 - Sexual orientation (whom a person is sexually attracted to) or gender identity (the ways a person identifies and/or expresses their gender e.g., man, woman, transgender, etc.).
- Portray all people (including children) in communication materials with dignity.
- Where possible, ensure that another adult is present when working near children.
- Protect the privacy and confidentiality of those who work for BCFW and those who BCFW works with.
- Identify possible risks to the safety of those who work for BCFW and those who BCFW works with.
- Report suspected or actual breaches of this Code of Conduct.

- Immediately disclose any action taken against you by the police or courts in relation to violence against women, sexual exploitation, abuse and harassment, domestic violence, and child exploitation and abuse including having a Family Protection Order issued against you.

All staff, sub-contractors, and members of the Board of Directors will not:

- Induce others to breach this Code of Conduct.
- Use BCFW resources to perpetrate violence against women, sexual exploitation, abuse and harassment, domestic violence, and child exploitation and abuse.
- Engage in any sexual activity with a child (anyone under the age of 18).
- Exchange money, employment, goods, or services for sex.
- Use language which is inappropriate or offensive to others.
- Publish photographs, videos, or stories any person, including children without consent from this individual or parent / guardian.
- Consume or be under the influence of alcohol or drugs during work hours.

2. Conflict of Interest

A conflict of interest occurs when a person's personal interests' conflict with their responsibility to act in the best interests of the BCFW or to perform their duties impartially. A conflict of interest may actual, or perceived, may look like there is a conflict of interest.

All staff, sub-contractors, and members of the Board of Directors will, where possible, avoid conflicts of interests by arranging their personal affairs to prevent any conflicts of interest.

Where an actual or perceived conflict of interest does occur, the staff member, sub-contractor or Board member must disclose the details to the Executive Director using the [Conflict of Interest Disclosure Form](#). The Executive Director will work with the individual to resolve the conflict of interest, in the interest BCFW. For example, the individual will remove themselves from a decision or process where that have a conflict of interest will be resolved. In addition, any paid work outside of BCFW employment and work hours, can not be in conflict of the interests of BCFW.

3. Political Activity

Any political activity, activity which work towards the success or failure of a political party, candidate political office, or political group, must be conducted in a private capacity. This means that staff, sub-contractors, and members of the Board of Directors must not use their BCFW title, authority or influence while participating in political activity such as fundraising or campaigning for a political party, candidate for political office, or political group.

4. Public Comment

The Executive Director is the spokesperson for the BCFW and is the principal communications interface between the BCFW and external agencies and the public.

Staff, sub-contractors, or Board members must not make official comments, public statement or speak to the media on matters relating to BCFW unless they are:

- Authorised to do so by the Executive Director.
- Giving evidence in Court.
- Otherwise authorised or required to by law.

Staff members must exercise care when making public statements in their personal capacity (e.g., in social media) to avoid statements that may cause adverse impact, or harm on BCFW, the work that it does, or its reputation.

5. Intellectual Property and Copyright

All intellectual property developed in the course of employment or appointment with BCFW remains the property of BCFW or where contractually specified, the property of the developer or sub-contractor.

Staff, sub-contractors, or Board members will not release the contents of unpublished or privileged information without being authorised to do so by the Executive Director.

Staff, sub-contractors or Board members will only use BCFW information for the purpose of BCFW work and duties. This means that staff, sub-contractors, or Board members will not:

- Access information that you are not authorised to access such as confidential information.
- Share information with anyone outside BCFW without being authorised to do so by the Executive Director.
- Unlawfully access or share information.
- Use BCFW confidential information for purposes of your role with BCFW.

6. Organisational Resources Including Information Technology

Organisational resources provided by BCFW for the purposes of work, including furniture, equipment, stationary, e-mail, server, computer /or laptop landline / mobile phone, should be used for BCFW business purposes. A reasonable amount of computer and telephone use is permitted for personal use.

Staff, sub-contractors, or Board members will:

- Use organisational resources efficiently, effectively, and only for the benefit of BCFW.
- Ensure all organisational resources are taken care of including not damaging resources, maintaining resources and not leaving BCFW's equipment in insecure locations, when taken out of BCFW's office.

Staff, sub-contractors, or Board members will not:

- Waste, misuse, abuse, or excessively use of resources belonging to BCFW, such as excessive use the internet or their BCFW computer or phone for personal use.
- Intentionally waste information technology resources, such as internet data.
- Allow anyone who does not work for BCFW or work with BCFW to use BCFW's internet, computers or phone without permissions.
- Access, store or distribute illegal, inappropriate, offensive material in BCFW information technology resources, devices, and systems.

7. Gifts

There will be instances where staff, sub-contractors, or Board members will be offered gifts, hospitality or benefit (such as remuneration, allowance, fee subsidy, consideration, or free service) by those we work with or for. It is acceptable for staff, sub-contractors, or Board members to accept gifts or hospitality which is reasonable in the circumstance. For example, a member company may give a trainer a small object in recognition of their contribution to the company or invite BCFW staff, sub-contractors, or Board members to a company event.

Staff, sub-contractors, or Board members will not accept a gift, hospitality or benefit where this results in a conflict of interest or might be provided in exchange for preferable treatment by BCFW.

When unclear if there is a conflict of interest, staff, sub-contractors, or Board members should discuss the situation with the Executive Director.

Any large gift, over the value of K50, provided to a staff member, sub-contractor, or Board member while performing duties for BCFW will be given to the Executive Director for use by the organisation.

8. Corruption and Fraud

BCFW has zero tolerance for all forms of corruption, when someone working for BCFW uses their position dishonestly for personal or unlawful gain, and fraud, when someone working for BCFW lies or is misleading for financial or personal gain.

Staff, sub-contractors, or Board members will not:

- Commit bribery, offering, promising or providing a financial or other advantage to another person in exchange for performing a function improperly (meaning that they have not acted in good faith, impartially; or in accordance with a position of trust).
- Commit blackmail, demanding payment, or another benefit from someone in return for not revealing damaging information.
- Commit intentional and unlawful behaviour in relation to BCFW duties.
- Use of confidential information without authorisation.
- Commit theft.
- Obtain property, financial advantage, or any benefit by deception.
- Cause unwarranted loss.
- Provide false or misleading information.
- Make, use, or possess forged or falsified documents.
- Use BCFW property or services improperly.
- Ask another person to do any of the acts listed above.

Staff, sub-contractors, or Board members will report any suspected or actual corrupt activity or to the Executive Director.

Breaches of Code of Conduct

BCFW undertakes to ensure all staff, sub-contractor and Board are aware of, are familiar with, can seek clarification, and do understand the Code of Conduct.

All staff, sub-contractors, or Board members are to familiarise themselves with the Code of Conduct and ensure that its provisions are observed and understood.

Disciplinary actions, up to termination, may be taken against any staff member, sub-contractor, or Board member who fails to comply with this Code of Conduct.

Resolutions of alleged breaches of the Code of Conduct will follow the BCFW complaints policy.

Anyone who reports an alleged breach of the Code of Conduct will not experience retaliation. Any retaliation against anyone who reports an alleged breach of the Code of Conduct will result in disciplinary action.

Declaration

I acknowledge that I have read and understood the above Code of Conduct and will comply with its contents.

Name:	
Position:	
Signature:	
Date:	



Conflict of Interest Disclosure Form

This Form should be used to disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest (see Conflict of Interest).

Date: Click here to enter a date.

Name: Click here to enter text.

Position: Click here to enter text.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify in the lines provided below)

1. Click here to enter text.

2. Click here to enter text.

3. Click here to enter text.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Date: Click here to enter a date.