

icddr,b CODE OF CONDUCT POLICY

1. GENERAL PROVISIONS AND GUIDING PRINCIPLES

1.1 Purpose of the Code

icddr,b Code of Conduct (“the Code”) identifies the core values and principles of work ethics and sets out standards of professional behaviour and conduct expected to be demonstrated by the icddr,b Staff and Associated Personnel. It provides the professional duties to be observed at all times, as well as to hold everybody accountable for any failures therein.

The Code shall also serve to make sound decisions in ethically challenging situations, by way of producing a joint and mutual understanding of what type of behaviour and conduct is expected by the Organization and by way of collectively working towards implementing it.

This Code shall override any document that precedes its establishment, unless otherwise specifically stated within this document.

1.2 Scope

This Code of Conduct applies to all icddr,b Staff and Associated Personnel. The code applies at all times– both during and after working hours. “Staff” in this Code refers to all icddr,b Staff (fixed term, short term, national, international, Emeritus Scientists, Adjunct Scientists, Fellows, Trainees, volunteers, interns, consultants, and those on contractual assignments), and “Associated Personnel” refers to all those who work in collaboration or affiliation with icddr,b and includes suppliers of works for hire, vendors, consultants, fellows, interns, collaborators, and downstream partners who work in association with icddr,b. These terms are applied regardless of gender, sexual orientation, level, function, seniority, status, or other protected characteristics at all locations.

This Code, whether signed or not, shall automatically form an integral part of all icddr,b contracts of employment/ engagement and conditions of service, as the case may be, for all Staff and Associated Personnel.

All Staff and Associated Personnel are responsible for ensuring that this Code is read, understood, signed, and abided by at all times. Violations of this Code are subject to disciplinary measures in accordance with icddr,b’s Human Resources Policies and Procedures Manual.

1.3 Core Values

icddr,b relies on its Core Values, which represent the set of standards governing the actions of everybody who works for icddr,b and are critical success factors in realising the organisational mission and vision. icddr,b Staff and Associated Personnel should not only act in accordance with all applicable laws and regulations but should also contribute in building an effective professional ethics and compliance culture based on the organizational Core Values, which guides collective behaviors and actions.

icddr,b Core Values: Driving Behaviors

Excellence

We are single-minded in our pursuit of scientific rigour and operational efficiency

Integrity

We are a responsible and accountable organization, committed to the highest standards of behavior

Inclusivity

We collaborate effectively throughout the organization and with our partners.

icddr,b Staff and Associated Personnel are required to reflect and uphold organizational Core Values in their professional conduct and behaviour. Specific guidance on how to apply and engage these values is provided in the Institutional Governance Framework (“IGF”), in Section 3, “The Code of Ethics and Standards of Professional Behavior.”

2. BASIC OBLIGATIONS

2.1 Staff and Associated Personnel shall comply with applicable laws, rules, and regulations, including all the rules, procedures, policies, and guidelines adopted by icddr,b, including those laid down in the IGF.

2.2 Staff and Associated Personnel shall understand that they are subject to the authority of the Executive Director, and ultimately accountable to the Executive Director in the exercise of their functions.

2.3 Staff and Associated Personnel shall act in a manner which is commensurate with the functioning of a public servant within the meaning of Section 16 of the Ordinance no. LI of 1978.

2.4 Staff and Associated Personnel shall recognize that the immunities and privileges attaching to icddr,b by virtue of Section 22 of the Ordinance no. LI of 1978 are conferred in the interests of the icddr,b. These privileges and immunities furnish no excuse for non-performance of their respective obligations or failure to observe laws and policy regulations. The decision whether to waive any of the privileges or the immunities of the Staff in any case that arises shall rest with the Executive Director of the icddr,b.

2.5 Staff and Associated Personnel shall conduct themselves at all times in a manner compatible with their status as employees of icddr,b, considering the international character of the organisation. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their status.

2.6 Staff and Associated Personnel shall exercise utmost discretion and protect the information entrusted to or generated by them, and treat any documents or information (in oral, paper, or electronic form) received in the context of their duties with due confidentiality.

2.7 Staff and Associated Personnel shall not communicate to any person any information not made public known to them by virtue of their official position, unless required in the course of their duties or with explicit permission from the appropriate authority of icddr,b. They shall acknowledge that these obligations do not cease to exist upon separation from service.

2.8 Staff and Associated Personnel shall not accept, hold, or engage in any office or occupation which is incompatible with the proper discharge of their duties with the icddr,b.

2.9 Staff and Associated Personnel shall not seek nor accept instructions from any government authority or any other external authority, nor attempt to sway any decisions made within icddr,b through external influence.

2.10 Staff and Associated Personnel should refrain from engaging in political dialogue. While they are not expected to give up their personal sentiments or their political or religious convictions, they shall not partake in public pronouncements that may negatively reflect upon icddr,b and its ability to carry out its mission statement.

2.11 Staff and Associated Personnel shall resign from their duties if they become a candidate for public office in a political capacity.

3. SAFEGUARDING

icddr,b is committed to providing a safe and secure work environment for all Staff, Associated Personnel, and Beneficiaries. We must acknowledge the rights of all individuals to live free from all forms of harm, neglect, harassment, exploitation, and abuse including Sexual Harassment, Sexual Exploitation and Abuse (SHEA).

In that pursuit, icddr,b has adopted the Safeguarding principles of zero-tolerance, accountability, confidentiality, due process, no retaliation, prevention, and sensitivity, as well as the measures elaborated upon in the Safeguarding Policy. All icddr,b Staff and Associated Personnel are responsible for abiding by applicable laws and regulations set forth by the Government of Bangladesh, as well as icddr,b policies that relate to the Safeguarding Policy, such as the Child Protection Policy, Sexual Harassment Policy, and Whistleblower Policy.

3.1 Child and Vulnerable Adults Safeguarding

icddr,b shall take special care to provide protections to Children and Vulnerable Adults, who may be placed in the vicinity of icddr,b's research, clinical services or other functions.

All icddr,b Staff and Associated Personnel are responsible for not engaging in sexual activity with, abusing, or exploiting Children or Vulnerable Adults, and not subjecting Children or Vulnerable Adults to physical, emotional, or psychological abuse. All Staff and Associated Personnel shall abide by the relevant provisions of the icddr,b Safeguarding Policy in this regard.

3.2 Prevention of Sexual Harassment

icddr,b abhors incidences of sexual harassment at the workplace and has adopted a zero-tolerance policy in the matter. A separate policy on the prevention of Sexual Harassment has been formulated to guide organizational conduct and actions for dealing with Sexual Harassment. All icddr,b Staff and Associated Personnel shall be responsible for preventing Sexual Harassment and adhere to the Sexual Harassment Policy.

3.3 Prevention of Sexual Exploitation and Abuse

Sexual Exploitation and Abuse are fundamentally different from Sexual Harassment and are equally diminutive of human rights and liberty.

For effective prevention of Sexual Exploitation and Sexual Abuse, icddr,b has formulated specific provisions within the Safeguarding Policy. All icddr,b Staff and Associated Personnel shall be responsible for making themselves aware of these provisions and preventing Sexual Exploitation and Sexual Abuse accordingly.

4 SPEAKING UP

In order to ensure the highest standards of ethics, integrity, transparency, and competence, it is the duty of all Staff and Associated Personnel to blow the whistle (speak up) in good faith and in best interest of icddr,b when concerns regarding any malpractice or wrongdoing arise. icddr,b Whistleblower Policy establishes a framework and provides guidance for the types of situations where the duty to report applies, to whom concerns should be addressed to, and what protection will be offered to the whistle blower.

4.1 Duty to Report

If Staff and Associated Personnel reasonably suspect, in good faith, a breach of professional duties, including illegal activities, prohibited conduct and/or violations of icddr,b's regulations, rules, policies or guidelines, including the Code, they must, without delay, bring the relevant facts to any of the reporting channels mentioned in the Whistleblower Policy, including the Director, Human Resources for inquiry or investigation, depending on the nature of the breach through the in-house reporting process.

4.2 Duty to Cooperate in an Investigation

icddr,b requires full cooperation and provision of complete

and accurate information from its Staff and Associated Personnel during internal inquiries, investigations, and audits.

In particular, they have the duty to cooperate in any organizational inquiry or investigation carried out in accordance with the respective policies and procedures.

5. INTERNAL RELATIONS

5.1 General principles to be adhered to when working with colleagues

icddr,b strives to promote working relations based on loyalty and mutual trust. Any relations between colleagues, irrespective of hierarchical levels, should be characterised by cooperativeness, respect, courtesy, equal treatment, and non-discrimination.

icddr,b encourages Staff and Associated Personnel to demonstrate a spirit of cooperation in good faith and mutual respect for personal qualities and professional competencies. They must act reasonably and honestly to avoid causing harm to their colleagues or the proper functioning of their service or to icddr,b.

Dissemination of offensive statements, violation of privacy or reputation of colleagues, unfounded accusations, misinformation, unwarranted refusal to collaborate with colleagues as well as, in general, obstructive, or abusive behaviour, are firmly prohibited at all levels.

icddr,b is committed to a violence-free work environment. Violence or the threat of violence of any kind in the workplace is strictly prohibited.

5.2 Behavior of Managers and Supervisors/PIs

Managers and supervisors/PIs have the duty to act consistently as a role model by demonstrating behaviour that reflects the standards promoted by the Code and sets the tone at the top. In order to achieve this goal, managers and supervisors/PIs should, in their behaviour:

- Provide clear instructions to their reporting Staff regarding their duties and honest, constructive feedback, free from bias.
- Live up to the expected standards of integrity and lead by example; actively behave ethically and ensure that internal rules, policies, and procedures are applied consistently and objectively.

- Where possible, address workplace situations that, if not properly handled, could escalate to
- breaches of the Code or infringement of other rules.
- Hold their reporting staff accountable for acting in accordance with the Code and its core values.
- Support staff who raise a breach of professional duty concern, i.e., respond effectively and quickly to any concerns that colleagues raise and take prompt action when any breach of professional duties is uncovered.
- Never take or allow any retaliatory action, in particular against a colleague who has reported, in good faith, suspected breaches of professional duties.
- Refrain from conduct that could be considered an abuse of their position, influence or favouritism.
- Not require their reporting staff to carry out non-business-related tasks.

5.3 Behavior Towards Managers and Supervisors/PIs

Staff and Associated Personnel shall respect the authority of their managers and supervisors/PIs and carry out faithfully the tasks assigned to them, provided that these are compatible with their duties. They are welcome to offer suggestions and constructive criticism.

5.4 Dignity at Work

All forms of harassment, including psychological harassment, sexual harassment, sexual blackmail and bullying as defined in the HR Policies and Procedures Manual, are unacceptable and strictly forbidden in icddr,b.

5.5 Lending Assistance

If Staff and Associated Personnel witness behaviour constituting any form of harassment, they should offer assistance to the victim. Staff members who, in full awareness of the facts, have prevented or contributed to preventing victims from coming forward or to discrediting them, are in breach of their professional duties.

5.6 Non-Retaliation

icddr,b grants no retaliation against reporting of wrongdoings in good faith. icddr,b Whistleblower Policy provides concrete guidelines as defined in the HR Manual.

6. EXTERNAL RELATIONS

6.1 Good Administrative Behavior Towards the Public

Staff and Associated Personnel must ensure that they adhere to icddr,b's Code of Administrative Behaviour when interacting with stakeholders in a professional capacity.

They shall strive to behave irreproachably in all professional contacts with the outside world. Interactions with stakeholders should be guided by courtesy, fairness, equal treatment, non-discrimination, and loyalty towards the organisation. They shall not abuse the powers conferred upon them in the performance of their duties and must refrain from any action or behaviour which might reflect adversely upon their position or icddr,b and its reputation.

6.2 Protection of icddr,b's Reputation

Staff and Associated Personnel have the responsibility to protect the reputation of icddr,b in everything they do and say inside and outside of work. This includes conducting their daily job in a professional manner with the required standards of honesty, ethics, and integrity.

6.3 Gifts, Favors and Benefits

Staff and Associated Personnel should not apply for, receive or accept any gift, favor, entertainment, award or tangible or intangible advantage, direct or indirect, real or perceived, which is in any way related to their employment with icddr,b, whose value, nature or repeated occurrence could be perceived as an attempt to influence their actions.

Therefore, they should discourage prior the offer of any gifts other than nominal gifts. Nominal gifts are generally token gifts whose value do not exceed USD \$ 50. They must make this obligation known to persons who have expressed the intention of offering us any advantage.

6.4 External Communication and Public Engagement in Professional Capacity

External communication as defined here includes written and spoken engagement in print and online, broadcast, and social media, or other related channels.

All such communication activities shall be characterised by accuracy, prudence, appropriate language and behaviour, and loyalty to icddr,b. Staff and Associated Personnel should avoid, in any situation, either on their own initiative or if requested by any third party, taking any stance or expressing any point of view which might bring icddr,b into disrepute.

Staff and Associated Personnel shall not make public statements on behalf of icddr,b unless they are specifically

authorised to do so. Any significant activity and engagement involving media (such as interviews, op-eds, media briefings, etc.) require prior approval from the Management.

Public engagement includes giving a presentation, speech, or lecture, or writing an academic article. It is important to make a distinction between engaging as an icddr,b representative and addressing topics related to a Staff member's function, and speaking or writing in the context of cleared outside activities.

6.5 Use of Social Media

Social media have an important presence in our lives and afford new and innovative ways to communicate. When used properly, they contribute to building stronger and successful relationships with icddr,b stakeholders. Staff and Associated Personnel can use social media via personal social media accounts.

When engaging in social media, relevant internal rules apply. Staff and Associated Personnel are expected to act with caution and care, to use sound judgment and common sense, and to behave in accordance with the Core Values of icddr,b. On personal social media accounts, they should make clear that they are not speaking on behalf of icddr,b. In all social media activities, they must be mindful not to bring icddr,b into disrepute. They are responsible for abiding by the icddr,b Guidelines on the Personal Use of Social Media.

6.6 Outside Professional Activities

icddr,b recognises that Staff and Associated Personnel may have professional activities outside their working relationship with icddr,b, as the case may be ("Outside Activities").

Staff and Associated Personnel are not discouraged to engage in teaching or research or other Outside Activities, particularly if the subject matter is related to topics covered by their work at icddr,b and provided that such activities are in line with the HR Manual.

It is important to carefully evaluate outside professional activities to ensure that they remain compatible with professional duties, do not give rise to conflicts of interest, do not divulge any confidential information of icddr,b, and do not impact the reputation and interests of icddr,b. Therefore, as a general rule, Staff shall declare any conflict of interest as and when necessary.

6.7 Avoidance of Conflicts of Interest

In matters of all external relations mentioned above, it is the duty of icddr,b Staff and Associated Personnel to avoid any behaviors or actions that can be considered a conflict of interest with their professional duties at icddr,b. Conflicts of interests are elaborated upon in the following section.

7. CONFLICTS OF INTEREST

Conflict of Interest means any of the following situation where a Staff or Associated Personnel –

- has or appeared to have influenced organizational decisions for his/her own professional, personal or financial gain;
- uses or appears to use organizational resources, time-efforts, confidential or proprietary information in ways that could lead to professional, personal or financial gain, or otherwise give improper advantage to that individual at the expenses of the organization; or
- engages or appears to engage in direct or indirect competition with the organization.

A conflict of interest would thus pose conflict between the interest of icddr,b on one hand and the interest(s) of the Staff and /or Associated Personnel on the other. These situations can undermine the confidence in a Staff/Associated Personnel, in their ability to perform their duties, and in icddr,b's activities in general.

Conflict of interest can be actual, potential or apparent. An actual conflict of interest involves a direct and existing conflict of interest. A potential conflict of interest involves a situation where a conflict of interest may materialise under certain specific circumstances. An apparent conflict of interest occurs where a conflict of interest could reasonably be perceived or appears to exist.

It is imperative for all icddr,b Staff and Associated Personnel to avoid all forms of Conflict of Interest to the extent possible as well as to declare any actual, potential, or apparent conflict of interest so that the situation can be appropriately managed by the organization.

7.1 Financial Conflicts of Interest

Although icddr,b prohibits all sorts of undisclosed and unmanaged conflict of interest, financial conflicts of interest are particularly concerning. A financial conflict of interest arises when any financial interest of non-negligible/appreciable amount received or held by Staff and/or Associated Personnel, or their family, is reasonably deemed by icddr,b to be directly or indirectly giving rise to conflicts with organizational interest. All Staff and Associated Personnel must exercise extra caution and care to avoid financial conflict of interest.

7.2 Potential and actual cases of Conflict of Interest (Col)

Conflicts of interest may lead in different forms; some examples include the following:

- Simultaneous employment by another organization that is a competitor or supplier to icddr,b.
- Completing or facilitating organizational business with a company or organization in which the Staff or Associated Personnel or their close relative has non-negligible ownership or interest.
- Holding non-negligible interest in or participating in the management of an organization or company from which icddr,b makes purchases.
- Accepting money, non-negligible gifts, or excessive entertainment from customers, organizations, or companies, from which icddr,b buys services, materials, equipment, or supplies.
- Accepting money or other gifts or excessive entertainment from an external organization conditioned upon a particular research result or administrative action or that are linked to successful research outcomes or any administrative decision.
- Misusing or revealing information intentionally for personal gains.
- Using one's position in the organization or knowledge of its affairs for personal gains.
- Providing preferential treatment to family members if they are a Staff member or Associated Personnel or potential Staff and Associated Personnel of icddr,b.

7.3 Declaration of Conflict of Interest

All Staff of icddr,b and Associate Personnel shall annually as well as and when necessary submit a Declaration of Conflict of Interest to Human Resources Department in the prescribed Form.

All Associated Personnel of icddr,b shall submit Declaration of Conflict of Interest at the time of their engagement with icddr,b; and shall update their previously submitted Declaration if situation changes.

Human Resources Department shall have the overall responsibility of reviewing of the Declarations, seeking advice from Regulatory and Legal Affairs as and when necessary.

7.4 Management of Potential Conflicts of Interest

Human Resources, alongside icddr,b Management, shall decide on how to handle and manage potential cases of conflict of interest while upholding the best interests of

the organization. If the potential case of conflict of interest involves the Director, HR, DED or the ED, the matter shall be handled and managed by the next level supervisor of the concerned personnel, i.e. DED for the Director, HR; ED for the DED and the Board Chair for the ED.

7.5. Reporting of Potential Conflicts of Interest

The Director, HR shall submit annual report to the Board of Trustees of icddr,b concerning all cases of actual conflict of interest arising in a calendar year.

The cases of conflict of interest may also be reported to donors/project funders, if so is required as per the stipulations of the relevant funding agreement.

8. FINAL PROVISIONS

8.1 Data Protection

Staff and Associated Personnel and icddr,b have the obligation to protect the personal data and any confidential information entrusted to their care, which includes information on customers and suppliers and personal information on all active and former Staff and Associated Personnel, regardless of whether it was collected or generated by icddr,b.

icddr,b takes appropriate technical measures to protect personal data from unlawful destruction or accidental loss, alteration, unauthorised disclosure or access. icddr,b also takes specific measures to ensure respect for the confidentiality of personal data and to guarantee that the individuals concerned can access their data and exercise their rights.

8.2 Procedures and Sanctions for Misconduct

Staff and Associated Personnel who breach the Code shall be subject to disciplinary proceedings or, where those measures do not apply to them, risk having the contract enlisting their services annulled by icddr,b and/or be excluded from future dealings with icddr,b. This provision applies also when staff breach their professional duties in the context of their selection process.

8.3 Administration of the Code

The Director, Human Resources, in consultation with the Head, Regulatory and Legal Affairs, shall be responsible for the interpretation and overall implementation of the Code.

9. EFFECTIVE DATE

This policy will take effect on 20 June 2021.

STAFF CODE OF CONDUCT 2021

Acknowledgment

I _____, confirm that I have read and understood the stipulations of icddr,b Code of Conduct, and I agree to abide by this Code, which form part of the conditions of my employment/ engagement with icddr,b.

Signature _____

Place _____

Date _____

REFERENCE DOCUMENTS

1. Conflict of Interest Policy – https://shetu.icddr.org/webroot/uploads/HR/Conflict_of_Interest_Policy.pdf
2. Child Protection Policy - https://shetu.icddr.org/webroot/uploads/HR/Child_Protection_Policy.pdf
3. Whistleblower Policy - https://shetu.icddr.org/webroot/uploads/HR/Whistleblower_Policy.pdf
4. Protection of Confidential Information Policy - https://shetu.icddr.org/webroot/uploads/HR/Protection_of_Confidential_Information_Policy.pdf
5. icddr,b Policy on Prevention of Sexual Harassment - https://shetu.icddr.org/webroot/uploads/HR/icddr,b_Policy_on_Prevention_of_Sexual_Harassment.pdf
6. Prevention of Harassment and/or Bullying in the Workplace Policy - https://shetu.icddr.org/webroot/uploads/HR/Prevention_of_Harassment_and_or_Bullying_in_the_Workplace_Policy.pdf
7. Equal Employment Opportunity and Commitment to Diversity Policy - https://shetu.icddr.org/webroot/uploads/HR/Equal_Employment_Opportunity_and_Commitment_to_Diversity_Policy.pdf
8. icddr,b Safeguarding Policy - https://shetu.icddr.org/webroot/uploads/HR/icddr,b_Safeguarding_Policy_.pdf
9. Diversity, Equality and Inclusion Statement - https://shetu.icddr.org/webroot/uploads/Gender%20&%20Diversity/DIVERSITY_EQUALITY_AND_INCLUSION_STATEMENT.pdf
10. Institutional Governance Framework (IGF) - https://shetu.icddr.org/webroot/uploads/Organisation%20Policy/IGF_Final_Version.pdf
11. Policy for Responding to Allegations of Scientific Misconduct - https://shetu.icddr.org/webroot/uploads/Science%20and%20Research/icddr,b_Policy_for_Responding_to_Allegations_of_Scientific_Misconduct_Final_v3_13_February_2012.pdf
12. icddr,b Guidelines on the Personal Use of Social Media - https://shetu.icddr.org/webroot/uploads/Organisation%20Policy/icddr,b_Guidelines_on_the_Personal_use_of_Social_Media.pdf

All the reference documents are available in SHETU (<https://shetu.icddr.org/>) or can be found on request from Human Resources.

ENDNOTES

- i. “Children” means any human being under the age of eighteen (18).
- ii. “Harassment” includes any improper and unwelcome conduct that has or that might reasonably be expected or be perceived to cause offence or humiliation to another. Harassment may be present in the form of words, gestures, or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, or cause personal humiliation or embarrassment to another or that causes an intimidating, hostile or offensive work environment.
- iii. The terms “favoritism”, “nepotism”, “cronyism”, and “bribery” include such conduct as unfair treatment of a person or group on the basis of prejudice, support or favor shown to friends and family (especially in making of appointments), and acceptance, offer, or consideration of any improper personal benefit.
 - “Sexual abuse” is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions (ST/SGB/2003/13 Special measures for protection from sexual exploitation and sexual abuse (9 October 2003)).
 - “Sexual exploitation” is any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another (ST/SGB/2003/13 Special measures for protection from sexual exploitation and sexual abuse (9 October 2003)).
- iv. “Vulnerable Adult” means any person aged eighteen (18) years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, or unable to protect themselves due to age or illness and who may be unable to take care of themselves or unable to protect themselves against significant harm or serious exploitation.

CONTACT INFORMATION

icddr,b has a detailed reporting system. All general inquiries on the Code of Conduct and its interpretation, reports and allegations of breaches of the Code, and related issues should be directed to:

- Human Resources Department at: coc@icddr.org
- Call to icddr,b Hotline number at: 5555 directly from icddr,b extension, OR from mobile or land line call 16340 and then 5555. (24/7 and confidentiality is protected).