

## **HCPL Code of Conduct Policy**

### **1. Purpose and Scope**

This Code of Conduct establishes the ethical, professional, and safeguarding standards expected of all employees, consultants, contractors, interns, and representatives of HIMAT Consulting Private Limited (HCPL). It applies to all work undertaken in Pakistan and globally, ensuring that HCPL's mission of transforming humanitarian and development challenges into opportunities is achieved with integrity and accountability.

### **2. Guiding Principles**

The Code is rooted in HCPL's vision, mission, and core values; local empowerment, excellence, integrity, collaboration, and impact-driven practice and guided by international standards.

All HCPL staff must:

- Uphold integrity, transparency, and accountability in all professional and personal conduct.
- Respect human rights, gender equality, environment diversity, and inclusion.
- Ensure that work reflects local insight and ownership, while meeting global standards.
- Promote do no harm, safeguarding, and protection in all engagements.

### **3. Professional Conduct**

- Compliance with Law: Abide by the laws of Pakistan and any country of operation, as well as donor/client regulations.
- Confidentiality: Protect sensitive data of clients, partners, and communities.
- Conflict of Interest: Declare and avoid conflicts between personal interests and professional duties.
- Anti-Corruption: Never engage in bribery, fraud, or misuse of HCPL's or partner resources.

### **4. Safeguarding and Protection**

HCPL has zero tolerance for any form of exploitation, abuse, harassment, or discrimination.

- Child Protection: Safeguard the rights and well-being of children (under 18s); no staff shall engage in child labour or exploitation.
- Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH): Prohibit any sexual activity with beneficiaries, exchange of money/goods/services for sex, or sexual harassment within or outside the workplace.
- Non-Discrimination: Treat all people fairly, regardless of gender, disability, ethnicity, religion, or orientation.
- Safe Workplace: Maintain a respectful, inclusive, and safe work environment for staff and partners and ensure alignment with global environment protection standards

## 5. Responsibilities Toward Communities and Partners

- Engage with mutual respect and inclusivity, amplifying marginalized voices and ensuring equitable outcomes.
- Provide accurate, evidence-based analysis and reporting.
- Ensure free, prior, and informed consent in research, evaluation, and data collection.
- Safeguard community feedback and grievance redressal processes.

## 6. Workplace Behaviour

- Uphold professionalism, teamwork, and respect in all interactions.
- Avoid abusive language, intimidation, or bullying.
- Ensure use of HCPL assets (IT systems, vehicles, funds) only for authorized purposes.
- Maintain a smoke, drug- and alcohol-free workplace.

## 7. Reporting and Accountability

- Staff are obligated to report any suspected misconduct, safeguarding breaches, fraud, or unethical behaviour through confidential HCPL reporting channels.
- Retaliation against whistleblowers is strictly prohibited.
- Violations of this Code may result in disciplinary measures, including termination of employment or contracts.

## 8. Commitment

All HCPL staff and affiliates are required to:

- Read, understand, and sign this Code of Conduct.
- Complete mandatory orientation and refresher training on ethics, safeguarding, and PSEAH.
- Act as ambassadors of HCPL's values and reputation, ensuring local insight, global standards, and real impact

**Approved by: Himatullah, Chief Executive Officer, HIMAT Consulting (Private Limited)**

**I, the undersigned, hereby confirm that I have read, understood and will uphold HCPL's Code of Conduct:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_