

Code of Conduct

GHD Foundation's Code of Conduct establishes our behaviour expectations and conduct requirements. GHD Foundation (the Foundation) will fully endeavour to comply with the laws of the countries in which we operate that are applicable to our operations. The Foundation promotes ethical business and personal behaviour consistent with our charitable purpose.

Safety: The Foundation intrinsically values the health and safety of ourselves, and others affected by our operations. We aim to:

- Manage risk proactively and comply with GHD Foundation SAFEguards
- Never let the effects of drugs or alcohol put ourselves or others at risk
- Implement the Authority to Stop Work when unsafe behaviours or conditions are identified
- Accept personal accountability, reward positive behaviour and discourage unwanted behaviour

Teamwork: The Foundation collaborates within our global community to achieve our charitable purpose. We aim to:

- Openly communicate and collaborate with all team members and perform all tasks in a timely manner.
- Engage in practices that focus on cooperation and accomplishment.
- Recognise the skills, abilities and contributions of others and seek to bring the best out in other people.
- Understand the charitable nature of the Foundation and add value to the communities of our beneficiaries by forming lasting relationships.

Respect: The Foundation values each individual and nurtures both internal and external relationships through listening and understanding. We aim to:

- Work with mutual respect and treat all people with dignity, fairness, and courtesy and appreciate individual and cultural differences.
- Uphold and enhance the GHD Foundation's reputation.
- Maintain a workplace that is free from any form of inappropriate behaviour, unlawful discrimination and harassment or bullying and that creates an environment supportive of reporting of same without fear of reprisal.
- Act in a professional manner Always demonstrate impartial judgement, and act with common sense.
- Use Foundation equipment, services, and facilities with utmost care and for the purpose for which they were provided. Protect Foundation property, and where the Foundation has responsibility, the property of partner organisations, from theft, misappropriation, and misuse.
- Take responsibility for working in a sustainable, healthy, and safe manner.

Integrity: The Foundation embraces honesty and trustworthiness through professional and ethical behaviour with our beneficiaries, communities and ourselves. We aim to:

- Abide by applicable laws, regulations, and customs applicable at that time and in that location.
- Comply with Foundation policies, procedures, manuals, codes of conduct, guidelines, and associated instructions.
- Act honestly and fairly in dealings with beneficiaries and partner organizations in furthering the charitable purpose of the Foundation.
- Refuse to accept gifts, financial payments, favours or benefits that are intended to, would be perceived to, or are likely to cause our people, or partners to act in a biased manner in the course of their duties.
- Never offer gifts, financial payments, favours or benefits either directly, or through a third party, which are intended to provide the Foundation with an improper, unfair, or illegitimate commercial advantage.

- Maintain the confidentiality of proprietary information, records or materials, whether the Foundation's, a partner organisation's or a beneficiary's, during and beyond association with the Foundation.
- Respect the Foundation's Intellectual Property rights and notify any breaches to the appropriate person.
- Respect the privacy of individuals and comply with privacy laws in relation to the collection, use and handling of other people's personal information.
- Avoid any conflict of interest or potential conflict of interest or the appearance thereof and disclose to the appropriate persons any personal matter that may lead to an actual or perceived conflict of interest.
- Report to the appropriate persons improper business conduct where discovered.

Any breach of this Code is a serious matter that may result in disciplinary action and impact your ongoing association with the Foundation.