

## **King's Global Health Partnerships Code of Conduct**

King's Global Health Partnerships (KGHP) expects an exemplary standard of behaviour from staff, volunteers and affiliates both during and outside working hours.

When working in an international context, or travelling internationally on behalf of KGHP, all staff, volunteers and affiliates must be observant of all local laws except where the KGHP Code of Conduct is more stringent. Breaches of the KGHP Code of Conduct are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities.

### **General Conduct**

- I will uphold the integrity and reputation of KGHP by ensuring that my professional and personal conduct is consistent with KGHP's values and standards.
- I will treat all people with respect and dignity and will not discriminate against anyone on the grounds of gender, marital status, race, ethnic or national origin, disability, religion, age or sexual orientation.
- I will demonstrate sensitivity to the customs, practices, culture and personal beliefs of others.
- I will not engage in physical violence or acts of bullying or harassment.
- I will not consume illegal substances, and understand that inebriation while performing work duties, or when representing King's, will not be tolerated.
- I will not use KCL equipment to access any internet sites containing indecent, pornographic, offensive or obscene material.
- I will not engage in any acts of fraud, theft or corruption. I will not use King's time and property for personal gain.
- I will not make "facilitation" payments, or bribes, unless I genuinely fear for the safety and security of myself or my companions if the payment is not made.

### **Safeguarding**

- I will not engage in abusive or exploitative conduct.
- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- In some countries prostitution is legal, but no matter what law the country adheres to, the use of prostitutes/purchasing sex, whether on or off duty, by KGHP staff or volunteers is prohibited.
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.
- I will not engage in any commercially exploitative activities with children or vulnerable adults, including child labour or trafficking.

### **Conflicts of Interest/ Fraternalisation**

- I will avoid any situations in which a personal or professional interest could conflict, or reasonably appear to conflict, with the best interests of KGHP. I understand that this includes when an outside interest could inappropriately influence work decisions, or if

KGHP engages in a financial, or other beneficial agreement with a person or organisation with which I have a personal relationship.

- I will disclose to KGHP management staff any relationships that could lead to potential conflicts of interest for KGHP.
- If I form a romantic or intimate relationship with a colleague, the relationship must be disclosed to the Partnership Lead and immediate supervisors of both parties.
- I understand that romantic relationships are not allowed between a line manager and their direct report, and that alternative reporting lines will need to be made in this event. I confirm that my relationship will be carried out discreetly and will not impact or interfere with the professional responsibilities and duties of those involved.

### **Communications**

- I will not post disparaging or defamatory statements about KGHP, KGHP staff, our partners, students, patients, volunteers, or affiliates past or present.
- If I post about my work with KGHP online, I will state that my views are my own and do not represent those of KGHP or our partners.
- I will not photograph or tag anyone in photos on social media without their written consent. For people under 18 years of age, I will obtain written consent from both the child and their parent before posting any photos of them.
- I will not use social media accounts to discuss defamatory or harmful content, or any other matters that may negatively impact KGHP.
- I will display a neutral, non-partisan attitude and approach towards party-political matters during my work for KGHP.
- I will not speak to the press without seeking my line manager's consent and informing the Senior Communications Officer.
- If photographing patients, I will ensure there is no patient identifiable data in the photos. I will not photograph patients' suffering, portray victimhood or graphic imagery.
- I will not propagate negative stereotypes in any photos and will be respectful of individuals' dignity and privacy.

### **Data**

- I undertake to maintain absolute confidentiality with regards to any sensitive information I encounter during the course of my work with KGHP. I will store all work-related documents and information in the appropriate KGHP data management systems.

### **Research and publications**

- Before pursuing any research publication I will discuss my plans with KGHP staff and follow King's Global Health Partnerships research protocols.
- I agree that any of my published work on behalf of KGHP will carry the affiliation "King's Global Health Partnerships, King's Centre for Global Health and Health Partnerships, School of Population Health and Environmental Sciences, King's College London, London, UK".
- I will adhere to KCL standards of ethics when conducting research on behalf of KGHP.
- I understand KGHP's principle of building research capacity and will endeavour to include researchers from the country in which I am conducting the research throughout the research project, and appropriately recognise their contribution.

## Security

- I understand that through working with KGHP I may experience risk levels higher than in my own country. I am not obliged to tolerate a level of risk that I am uncomfortable with.
- It is my responsibility to ensure that I am familiar with KGHP security protocols, including undertaking security training as required, and will follow them in the event of an emergency.
- I understand that in the course of working with KGHP I will be expected to follow any guidance or requests by KGHP, including (but not limited to) advice on exit and / or repatriation of the whole or any part of the in-country team if the KGHP risk assessment requires it.
- I understand that my safe transfer out of a partnership country, if required for reasons of sickness, infection or civil or political unrest, will be subject to the terms and conditions of the insurance policy.
- It is my responsibility not to undertake high risk activities that may not be covered under my insurance policy.
- I understand that any KGHP insurance provided will only cover me during periods when undertaking work for KGHP and I will need to seek alternative cover when on leave of more than a week, when taking time off in a country other than the country I am working in for KGHP, or when undertaking work that is not associated with KGHP.
- I will immediately alert the KGHP management team to any incident that I have reason to believe may have compromised my own safety or wellbeing, or the safety or wellbeing of any member of the team, or any patient or partner, and complete an incident report recording the details of the incident.

## Occupational Health

- I confirm that I have attended an Occupational Health/travel clinic meeting prior to departure, have received all recommended vaccinations and will take malaria prophylaxis where necessary.
- I confirm that I have declared any conditions that may affect my health or wellbeing while working with KGHP. KGHP reserves the right to terminate this agreement if we consider you unfit to travel for health reasons.
- I confirm that I have declared any pre-existing medical conditions to my insurance provider should this be required as part of my insurance cover.
- If I have reason to believe that I require medical assistance due to illness I will seek help as soon as possible, following the Managing Accident and Illness Guidelines.
- I am aware of the risks of communicable diseases, and will take steps to prevent and control infection. I understand that I should not be undertaking any activities that put me or my colleagues at risk.
- If I have reason to believe that I may have a communicable disease, I will immediately inform the in-country team lead and follow medical advice on isolation, testing and treatment. I understand that by not doing so I would not only be endangering my own health but also that of my colleagues, and if engaged in clinical work, that of my patients.
- I understand that I will at times be working in a high stress environment and will be careful to take care of my own mental health. I am aware of the mental health support available to me through King's.

- By signing this agreement, I give permission for my health data to be shared with King's College Hospital Occupational Health, other relevant staff of King's College London, or insurance providers as necessary in the event that I may require any medical treatment.
- By signing this agreement, I accept that should I fail to follow any of the above statements, KGHP will not be held responsible or liable for any resulting impact on my own health and wellbeing.

By signing this document I acknowledge that I have read and agreed to adhere to the above.

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGN NAME: \_\_\_\_\_