**PREVENT Code of Ethics**

Consistent with its mission, PREVENT has established a standard of the highest professional ability, personal integrity, and cultural sensitivity for all its staff and consultants.

PREVENT’s Code of Ethics is designed to serve as a set of ethical and legal principles to provide guidance regarding decisions and judgments that PREVENT’s staff and consultants are constantly being asked to make. It represents the principles upon which PREVENT was established and that continue to govern its operations. When further clarification is needed, staff should consult the Finance / Operations Manager or the Executive Director.

*Contracting, Subcontracting, and Procurement*

PREVENT believes that its interest and the interests of its clients are best served by fair and open competition in contracting, subcontracting, and procurement. Employees should consult applicable (list operating country) law and donor guidelines on soliciting competitive bids when procuring goods and services. For interpretation of these guidelines or specific advice on contracting, subcontracting, and procurement, employees should consult with the Accounting and Financial Procedures Manual. All expenditures and purchases are governed by PREVENT’s Financial and Accounting Procedures Manual. PREVENT will provide an **annual** orientation to financial and accounting procedures to all staff to ensure that all staff are aware of PREVENT’s policies as well as (list operating country) and donor guidelines.

*Fairness in Subcontracting*

The extent of an institution’s involvement in and level of effort on a particular project should be clearly stated in the subcontract agreement signed with PREVENT. PREVENT staff should endeavor to ensure that: 1) the level of effort and role specified for the subcontractor is adhered to; 2) the subcontractor’s name is mentioned on appropriate project reports, publications, and other public documents; 3) proprietary information received from the subcontractor is kept confidential; and 4) resumes of subcontractor staff and consultants are not used without the subcontractor's permission.

*Plagiarism and Research Misconduct*

Miscount in research means any practices that deviate from those commonly accepted by the academic and scientific communities in pursuing and publishing research and reporting on program activities. These practices include falsifying or fabricating data or results, plagiarism, and any similar practices. It does not include honest errors of differences in interpreting data or research results. In producing, creating, or writing PREVENT documents, staff may not use or incorporate content from other documents without crediting the sources and/or obtaining permission, as appropriate. PREVENT expects all employees to adhere to the highest standards of conduct in these areas as they carry out research, report on research and project activities and develop training and other program materials, guidelines and products. Any alleged or suspected misconduct in research should be reported directly to the Executive Director, along with supporting documentation.

*Obeying Local Laws and Traditions*

It is PREVENT’s policy to fully comply with (list operating country) law, donor regulations, and accepted good business practices. An infraction of laws and regulations may be cause for dismissal of the employee.

*Conflicts of Interest*

All PREVENT employees should maintain fairness, ethics, and personal integrity in all matters and avoid doing anything which is either illegal or unethical. PREVENT staff must refrain from participating, or giving the appearance of participating, in any activity that compromises their ability to render fair, impartial judgments on behalf of PREVENT’s clients as well as in the development of new business opportunities. PREVENT staff and consultants are also duty bound by (list operating country) law and donor regulations such as U.S. government regulations concerning individual and organizational conflicts of interest.

*Vendors and Service Providers*

PREVENT staff are cautioned against the direct use of vendors and service providers that employ their spouses and/or members of their immediate family (including relatives by marriage). While PREVENT may use such vendors and service providers (after a competitive bidding process, where applicable), the following steps should be taken to avoid even the appearance of impropriety. First, PREVENT staff should immediately bring the situation to the attention of their supervisor and the Executive Director, before their consideration as a potential bidder for the award of a contract or purchase of a commodity. The supervisor and Executive Director may determine that such a vendor or service provider is ineligible for PREVENT contracts or services. Second, the affected staff member may not be involved in the selection process, in supervising the delivery of goods or services, or in approving or disbursing payments.

*Inducement to Clients or Donor Agencies*

In accordance with (list operating country) law as well as donor funding regulations and accepted good business practices, no employee is authorized to offer, or give the impression of offering, an inducement (monetary or otherwise) to any current or potential client or donor agency official for the purpose of obtaining proprietary information or influencing their judgments on future grant or contract awards. No offer or suggestion to provide employment or consultancies will be made to such an official. In addition, PREVENT will not, and employees or consultants of PREVENT shall not, offer or make any payment, or even suggest a bribe be paid to obtain a contract or "favor" from a potential client. Engaging, or seeming to engage, in such activities will result in disciplinary action and/or termination of the employee. PREVENT’s staff should immediately report any evidence of such activities to their supervisor and the Executive Director.

Similarly, employees are prohibited from paying, or offering to pay, any fees or commissions to consultants or other organization staff to obtain proprietary information or to otherwise assist in any inappropriate manner in obtaining a contract or grant award. PREVENT staff should immediately report any evidence of such activities to the Executive Director. Any such act which is substantiated will result in immediate termination of employment with PREVENT employment. Any instances in which an employee is approached or asked to pay a bribe must be reported immediately to the Executive Director.

*Gifts*

Except for gifts of nominal cost-- less than (list cost – organization can determine limit) in fair market value-- or meals and social invitations that are in keeping with good business ethics and do not obligate the recipient or the employee, it is in conflict with PREVENT’s interests for any employee or member of his or her immediate family to accept, give, or offer commissions, gifts, payments, services, loans, or promises of future employment to anyone in connection with his or her PREVENT assignment.

*Fees and Other Payments*

Non-organization related director’s fees, honoraria for speeches, fees for jury duty, radio and TV appearances, author’s royalties and payments for published articles or article reviews, and travel reimbursements may be accepted, provided these payments do not represent activities that interfere with the staff member’s responsibilities to PREVENT. No salary or consulting fee, however, may be accepted by regular PREVENT’s staff members for services rendered to other organizations or persons during regular business hours, vacations, or sabbaticalsexcept on behalf of PREVENT. PREVENT staff are advised to bring any questions they may have on this policy to the attention of the Executive Director for clarification before accepting a fee, honoraria or other payment.

*Disclosure of Information*

PREVENT staff should exercise discretion in regard to all matters of official business. They may not communicate any information known to them by reason of their position that has not been made public, except as may be necessary in the course of their duties or by authorization of the Executive Director. Nor shall they at any time use such information to their private advantage. These obligations do not cease upon end of employment from the PREVENT. No employee shall disclose information about PREVENT development efforts without the permission of the Executive Director.

PREVENT Code of Ethics

I hereby certify that I have been given a copy of PREVENT’s Code of Ethics and PREVENT’s Policy Manual. I understand that I should consult with my supervisor for further clarifications on any aspect of PREVENT’s *Code of Ethics,* and subsequently, as required, with the Finance / Operations Manager or the Executive Director.

*Attested:*

I have read PREVENT’s full Code of Ethics and the statement above. I will conduct my work as a PREVENT employee in line with these principles and commit to monitor that PREVENT staff under my supervision do so as well.

**Signature:**

**Name Date**

**Printed Name**

Staff: please return this form to the Human Resources Department.