



## **The Women's Care Foundation of Pakistan International Welfare Trust (TWCFT)**

### **Code of Ethics**

As representatives of The Women's Care Foundation (TWCFT) all employees must conduct all The Women's Care Foundation (TWCFT) related activities honestly, with integrity and in the best interest of the organization and communities. The Women's Care Foundation (TWCFT) serves. Employees are expected to demonstrate a standard of conduct that upholds the reputation of The Women's Care Foundation (TWCFT) and is respectful of the rights of others and the standards of the communities in which The Women's Care Foundation (TWCFT) works. Employees must act in conformity with applicable laws, regulations and standards common to employees of other charitable organizations, non-profit corporations, non-governmental agencies and governmental agencies.

Staff commit that they will:

1. Always strive to treat all persons with respect and courtesy in accordance with applicable international and national conventions and standards of decent behavior;
2. Never intentionally commit any act or omission that could result in physical, sexual or psychological harm to the beneficiaries we serve, or to their fellow workers;
3. Not condone or intentionally participate in corrupt activities or illegal activities. While respecting and adhering to these broader frameworks of behavior,
4. Shall deal with co-workers, peers, clients and everyone they come into contact with during the performance of duty in a courteous and professional manner. Every individual using The Women's Care Foundation (TWCFT) premises, facilities or property will make an effort to keep them clean.
5. Prohibit actual or threatened violence against co-workers, visitors or anyone else who is either on our premises or has contact with employees in the course of their duties.
6. Be straightforward and honest in all professional and organizational relationships
7. Will not allow bias, conflicts of interest or undue influence of others to override work responsibilities and duties.
8. Will maintain professional knowledge and skill at a level required to ensure that The Women's Care Foundation (TWCFT) receives competent services based on any recent developments and act diligently and in accordance with applicable standards
9. Will respect the confidentiality of information acquired as a result of programmatic and operational activities, therefore, not disclose any such information to third parties without proper and specific authority, unless there is a legal or professional right or duty to disclose, nor use the information for personal advantage or third parties
10. Will comply with relevant laws and regulations and avoid any action that discredits the organization.
11. Will comply with the policies and procedures of the organization.
12. Must not take for themselves personally, or direct to a third party, a business opportunity discovered while carrying out duties and responsibilities for The Women's Care Foundation (TWCFT) unless The Women's Care Foundation (TWCFT) is first offered the opportunity and turns it down.

13. Maintain accurate and reliable records in meeting The Women's Care Foundation (TWCFT) financial, legal, and contractual obligations
14. Should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favorable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favors.
15. All vendors, grantees, subcontractors and consultants working with The Women's Care Foundation (TWCFT) are expressly required to comply with all applicable laws, regulations, standards, and contractual obligations applicable to our work.
16. Provide, attempt to provide, offer directly or indirectly, or accepting, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind to any government official, the contractor or its employees, or a subcontractor or its employees for the purpose of improperly obtaining or rewarding favorable treatment in connection with any contract, grant, subcontract, sub grant, or any other occupational dealing.
17. Acquire or seek to acquire improper means of a competitor's secrets or other proprietary or confidential information.
18. Devote their full working time, attention, and energies to their jobs
19. Maintain alcohol and drug free work place.
20. In internal or external communication, there will be no material omissions or exaggerations of fact, no use of misleading photographs, nor any other communication that would tend to create a false impression about or misunderstanding of TWCFT's.

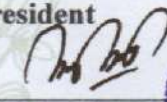
**Approved By**

**President**

Sign:   
 Mrs. Mussarat Jahan Begum  
 The Women's Care Foundation




**Vice President**

Sign:   
 Ms. Sabita Mushtaq  
 The Women's Care Foundation



**General Secretary**

Sign:   
 Dr. Nighat Yasmeen Khan  
 The Women's Care Foundation




**Joint Secretary**

Sign:   
 Dr. Amna Khan  
 The Women's Care Foundation



**Finance Secretary**

Sign:   
 Mr. Sheraz Ahmed  
 The Women's Care Foundation

