



Code of Conduct Policy

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Contents

OUR VALUES	3
Purpose	3
OUR CODE OF CONDUCT	4
1. Diversity, equality and inclusion:.....	4
2. Safeguarding:.....	4
3. Health and Safety:	4
4. Looking after 3ie's reputation:.....	4
5. Avoiding unethical rewards:	4
6. Privacy and Confidentiality:.....	5
7. Financial Management and Accountability:	5
8. Protecting 3ie's property and assets:.....	5
9. Use of funds and resources:	5
10. Conflict of Interest:.....	5
11. Professionalism and upholding public trust:	5

OUR VALUES

We are committed to ensuring that 3ie maintains a respectful and ethical culture that enables us to be effective in helping our donors and partner institutions to learn and grow. Our values are central to who we are as an organization. Our values, listed below, help describe what makes us a unique and special place to work.

Respect

- We respect human rights and treat everyone with dignity and fairness.
- We follow and advocate ethical and safe research practices that take context into account.
- We respect our stakeholders' time and value clear and responsive communication

Innovation

- We are a learning organization.
- We strive to be creative, adaptive, flexible and solutions-based in addressing complex development problems.
- We balance time-tested approaches with innovation.

Quality

- We promote the use of relevant and rigorous research methods.
- We believe in and promote high standards, be it in research, in fostering quality open data, or in engagement and communication.
- We strive to strengthen the capacity of L&MIC partners to achieve excellence.

Inclusion

- We see strength in diversity and value the knowledge that comes from people's diverse experiences.
- We believe in and promote gender equity and have zero tolerance for any form of discrimination.
- We believe research is a public good that should be accessible to as many people as possible.

Co-creation

- We believe the best solutions come from co-creation. We seek and strengthen partnerships to address complex development problems.
- We advocate for transparent and stakeholder-responsive practices in the evidence community.
- We promote context-relevant and engagement-driven research.

Purpose

While all 3ie employees remain responsible for abiding by 3ie organisational policies and procedures, this Code of Conduct lays out the ethical expectations of all of 3ie's employees and other associated individuals, in order to uphold ethical principles and protect 3ie's reputation. It also aims to promote, strengthen and support an ethical culture, underscore our commitment to the highest standards of integrity, and help staff to make ethical decisions while they operate with unwavering integrity.

OUR CODE OF CONDUCT

We will at all times act in accordance with our vision and mission and seek to improve lives through evidence-informed action in developing countries.

In all organizational, business activities and related personal interactions, every 3ie employee and associated individual is expected to adhere to the following code of conduct

1. Diversity, equality and inclusion:

We respect the rights of our colleagues, welcome the strength of our differences, enjoy the richness of diversity, treat each other with dignity and respect, encourage teamwork and collaboration, foster an atmosphere of candour and openness, whilst always condemning all forms of discrimination and harassment. We respect the diversity of the people of the world and commit to ensuring that there is no discrimination on the basis of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, or any other category protected by law. 3ie's Diversity, Equity and Inclusion policy sets out more information on this.

2. Safeguarding:

We have a responsibility to protect children, young people and vulnerable adults who engage in activities with 3ie from abuse, harm, exploitation and neglect, and to create a safe environment for them. 3ie's [Safeguarding Policy](#) and associated policies set out more information on this.

3. Health and Safety:

We will make every reasonable effort to ensure the health and safety of everyone who works for us, wherever they may be working, and comply with local laws. 3ie's [Duty of Care Policy](#) sets out more information on this.

4. Looking after 3ie's reputation:

As a global, multi-cultural organization, we will recognize and encourage cooperation and collaboration to promote transparent, ethical and high-quality research. We will always be honest, unambiguous and politically neutral while communicating externally. We will not support any political, ethnic or religious viewpoints with which we disagree. We will never behave at work, in public or online in a manner that may damage 3ie's reputation.

5. Avoiding unethical rewards:

While seeking and selecting external services, independent resources, we will at all times be fair, objective and open-minded in our assessment of their abilities and abide by the [Gift and Hospitality Policy](#). We will not accept favors or bribes, and we will not allow any tokens of appreciation we are offered to affect our judgment. We will not allow family, religious, tribal, political or any other personal connections to influence the award of contracts.

6. Privacy and Confidentiality:

We will treat confidential information with utmost care to avoid disclosure of such information unless such disclosure is authorized or legally required. 3ie's [Website Privacy Policy](#) , [Staff Privacy Policy](#) and [Personal Data Protection Policy](#) set out more information on this.

7. Financial Management and Accountability:

We will act in compliance with 3ie [Accounting and Procedure Manual](#) and keep complete and accurate records of decisions and transactions when we are involved in any aspect of managing resources or assets, or processing or recording financial transactions.

8. Protecting 3ie's property and assets:

We will act responsibly while using 3ie's property and assets and will take all reasonable measures to protect them from loss or damage. All Information and products, intellectual property developed and owned by the 3ie, must always be protected.

9. Use of funds and resources:

We must not abuse, mispend, misappropriate, defraud or pursue any personal or private matter in the use of 3ie funds and resources. All grants and funding from any government or private sources must be used in line with the conditions that apply to them, and the appropriate authorities and approvals processes must be followed before committing to any expenditure or supply of services. 3ie's [Fraud and Anti-Corruption Policy](#) set out more information on this.

10. Conflict of Interest:

We must actively avoid any activities that are in conflict or competition with our work at 3ie or would prejudice it. We must not use our position in the organisation for personal advantage or gain. This includes outside business interests or consultancies, both of which require special approval. We will not, without the requisite officially written approval of the competent authority, accept employment or engage in any trade or business or accept a position of responsibility with any other organisation/entity, nor provide freelance services with or without remuneration. 3ie's [Conflict of Interest Policy](#) sets out more information on this.

11. Professionalism and upholding public trust:

- a) We will, always, conduct ourselves in a manner which is professional, and which enhances the efficiency and effectiveness of 3ie. In doing so:
- b) We will not tolerate or encourage loose or inappropriate language or indulge in physical assault, violence or attempt thereof.
- c) We will be honest with our employment application, attendance records, or any other organizational records.
- d) We will not be under the influence, possess, use, sell, trade, or offer for sale alcohol, illegal drugs or intoxicants while at work- or work-related business.
- e) We will respect the laws of the land we operate in. We will not participate in or support terrorist groups or activities. We will not possess firearms or any other weapons on the organization

premises at any time. We will abide by organisational safety rules or common safety practices.

- f) We will abide by all lawful instructions/orders received from a supervisor or competent authority.
- g) We will not tolerate malpractice or wrongdoing anywhere in the organisation. If we become concerned about something we see, hear or experience at work, we will report this under the appropriate policy. 3ie's [Whistleblowing Policy](#) and [Safeguarding Policy](#) set out more information on this.

Any violation or non-compliance of the Code of Conduct will be investigated, and appropriate action will be taken, which could include disciplinary action including termination.
