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1. Introduction

Our **Employee Code of Conduct** outlines our expectations regarding employees' behaviours and attitudes. This policy applies to all our workers regardless of employment type or status including employees, consultants/contractors and third party employees such as agency staff. This policy aims to establish the standard of conduct that C40 expects its staff to observe. It does not offer an exhaustive list of C40's expectations.

This policy must be read in conjunction with the *Equal Opportunities* and *Dignity at Work* policies. In addition, this policy will be considered alongside all other applicable policies when investigating complaints of a breach against C40's Code of Conduct.

2. Implementation

This policy applies to all workers at C40. All references to employees, imply all workers – employees, consultants/contractors and third party employees such as agency staff and all undertaking work on behalf of C40.

This policy is to be implemented as stated herein, however in the event of any conflict between any section of this policy and the employment legislation of the countries in which C40 operates, the local legislation will take precedence.

3. C40 Responsibilities

C40 will endeavor to create an atmosphere that will ensure that employees feel free to make suggestions and raise complaints as stated in the Whistleblowing and Dignity at Work policies. C40 will deal with all complaints as detailed in the Disciplinary, Grievance or the Dignity at Work policies. C40 will aim to resolve issues and learn from them as they arise.

In addition, C40 will require employees to uphold and promote its Equal Opportunities and Dignity at Work policies, develop a positive and inclusive culture and working environment.

4. Individual Responsibilities

C40 employees are to follow this employee Code of Conduct and are expected to behave in an appropriate manner showing respect for others and exhibiting the following behaviours:

4.1 Professionalism, job duties and authority of C40 staff

Employees of C40 must openly communicate with their colleagues, line managers and team members. Employees should be supportive and collaborative, building and promoting a collegial work environment.

C40 employees should fulfil their job duties with integrity and respect toward constituents, stakeholders and the community. Employees must always:

- be transparent and account for their decisions, actions and omission
- make choices on evidence and best professional judgement
- act honestly, truthfully and be trustworthy
- try to do the right thing at all times
- treat everyone fairly and with respect

- act in the interest of all – C40, funders, staff and the public
- lead by good example

4.2 Behaviour Outside the Workplace

Employees must behave appropriately at all work-related functions including events organised outside of normal working hours.

Employees off duty hours are their personal concern, however they must not put themselves in a position where obligations to C40 and private interest conflict.

Employees must in all instances assume that their comments made on social media are public. Employees must ensure that, in their use of social media, they do not make comments about other employees, cities, officials or anyone which could be construed as in any way related to C40 that violate C40's policies or that are derogatory, abusive, harassing to other C40 workers or that affect C40's reputation, even where such comments are made outside working hours and made on personal accounts. They should be mindful that such comments could give rise to legal action. When expressing personal views, employees must not represent themselves as speaking or otherwise appear to speak for or on behalf of C40.

Employees may face disciplinary action if they break the law outside work, including in any way that would damage public or funder confidence in C40, especially if their continued employment could result in further damage or if there could be an impact on their work.

4.3 Political Neutrality

As a 501(c)3 non-profit US entity and as a UK Charity, C40 is governed by legislation concerning campaigning and electioneering, particularly in pre-election periods, even where that campaigning is not party political. C40 is a politically neutral organisation.

When carrying out their work and official duties for C40, employees must ensure that they do not do anything that might bring into question C40's political neutrality. Employees must also ensure that their personal political views do not interfere with the carrying out of their work and official duties.

Employees who engage in any political activity must do so in their own time and should ensure that in doing so it is clear that their views are their own and not the views of C40. Employees must not use C40's resources, platforms or branding to undertake political activity or express their political views.

Employees should not, during working hours, engage in anything that could be construed as party political campaigning, such as expressing support for one candidate above another or using social media accounts that belong to C40 for political campaigning or activity. Employees should also ensure that when undertaking political activity and in expressing personal views (including via personal social media), it is clear the employee is speaking on their own behalf and in a personal capacity. For example, if it states that they work for C40 on their personal social media profile, a disclaimer must be placed on the profile that states views/opinions are that of the employee and do not represent the views of C40 (e.g. "opinions are my own and not the views of C40").

4.4 Compliance with Law

C40 employees must comply with the applicable laws and regulations in the country that they work and take account of other countries laws and regulations when visiting them for work. If there is any doubt on these, please speak to HR or the Director of Corporate Services.

We expect employees to be ethical and responsible when dealing with our finances, intellectual property, partners (including funders and city officials) and companies that provide us with various services.

Employees should not undertake any activities that may have a negative impact on C40, its partners or funders. Such activities include but are not limited to:

- theft or fraud
- false representation
- giving or accepting bribes and the receipt of an unreasonable level of gifts and hospitality as stated in the Anti Bribery and corruption policy
- general misconduct
- misusing their position to exploit vulnerable persons
- activity likely to bring C40 into disrepute

Employees should inform their line managers, as soon as possible, and in any event within 24 hours, if they are the subject of a criminal investigation or convicted of a criminal act.

4.5 Respect in the Workplace

C40 employees should respect their colleagues. As stated in the Dignity at Work policy, C40 will not allow any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our Equality and Diversity policy in all aspects of their work - recruitment and performance management, training and development, and interpersonal relations.

4.6 Protection of Company Property

All employees should treat and protect C40's property, assets and facilities with respect and care including but not limited to all electronic devices, trademarks, copyright, information, reports, intellectual property, software, furniture, etc.

4.7 Conflict of Interest

C40 employees should be mindful of any potential conflicts of interests. Where relevant conflicts of interests should be disclosed to the Director of Corporate Services. Relevant interests include but are not limited to:

- Financial Interest – either directly or indirectly, through procurement or other means.
- Other work – any appointment, paid or unpaid, public or private or business that the employee undertakes whilst in C40 employment which may conflict with the aims of C40 or the time commitment required. Any other paid employment should be agreed by the Director of Corporate Services
- Other conflicts – association with other organisations in conflict with the aims of C40

Other interests – disclosure of all other interests that may result in C40 employees using their position, (actual or perceived) within the organisation to their own personal advantage.

In addition, C40 expects employees to always comply with its Anti Bribery and Corruption policy.

4.8 Policies

All employees should read and follow C40 policies. If they have any questions, they should seek advice from their manager or HR.

5. Reporting Unacceptable Behaviour

C40 does not tolerate any unacceptable behaviour towards its staff or to any of its partners - funders, city officials and service providers.

C40 employees are encouraged to report all negative behaviours towards them or towards other colleagues or partners/stakeholders they may have witnessed. Such reports must be made to their line manager, a management team member or to a HR member of staff, so that appropriate action can be taken.

Reports of unacceptable behaviours will be investigated and managed in accordance with our Whistleblowing and/or Dignity at Work policies.

6. Disciplinary Actions

C40 Cities may take disciplinary action against employees who repeatedly or intentionally fail to follow the Code of Conduct or commit a significant breach of the Code.

7. Related Policies

- Disciplinary and Grievance
- Equal Opportunities and Diversity
- Anti-Bribery and Corruption
- Whistleblowing
- Dignity at Work

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