



CODE OF ETHICS & CONDUCT

1. PURPOSE

The purpose of this Code of Ethics and Conduct is to establish the ethical principles, standards of behaviour, and professional conduct expected of all persons associated with the Wilson Erhun Foundation for Pharmacy Administration (WEFPA). This policy safeguards WEFPA's integrity, reputation, independence, and public trust, and provides a framework for ethical decision-making across all activities, programmes, partnerships, and engagements.

2. SCOPE

This policy applies to:

- Members of the Board of Trustees
- Members of the Advisory Board
- Executive Management
- Employees and consultants
- Volunteers and fellows
- Programme partners and representatives acting on behalf of WEFPA

Compliance with this Code is a condition of engagement with WEFPA.

3. CORE ETHICAL PRINCIPLES

WEFPA is guided by the following ethical principles:

1. **Integrity:** Acting honestly, transparently, and responsibly at all times.
2. **Accountability:** Being answerable for decisions, actions, and use of resources.
3. **Professionalism:** Upholding excellence, competence, and respect in all engagements.
4. **Equity & Inclusion:** Ensuring fairness, non-discrimination, and respect for diversity.
5. **Independence:** Maintaining institutional autonomy and avoiding undue influence.
6. **Public Interest:** Prioritising societal benefit, health equity, and sustainable development.

4. STANDARDS OF CONDUCT

4.1 Professional Behaviour

All covered persons shall:

- Act in a manner that upholds WEFPA's mission, values, and credibility
- Treat colleagues, partners, beneficiaries, and stakeholders with dignity and respect
- Avoid conduct that could damage WEFPA's reputation or public confidence

Harassment, abuse, intimidation, exploitation, or discriminatory behaviour in any form is strictly prohibited.

4.2 Integrity in Decision-Making

Decisions shall be:

- Evidence-based and mission-aligned
- Free from personal, political, financial, or institutional bias
- Taken in the best interest of WEFPA and its beneficiaries

No individual shall misuse their position for personal gain or advantage.

4.3 Conflict of Interest

All individuals must:

- Disclose any actual, potential, or perceived conflict of interest
- Recuse themselves from decisions where a conflict exists

Conflicts of interest shall be managed in accordance with the **WEFPA Conflict of Interest Policy**.

4.4 Use of WEFPA Resources

WEFPA's financial, material, intellectual, and digital resources shall:



- Be used solely for authorised organisational purposes
- Not be misappropriated, wasted, or diverted for personal or external benefit

Unauthorised use of WEFPA’s name, logo, data, or intellectual property is prohibited.

4.5 Gifts, Hospitality & Benefits

- Gifts, hospitality, or benefits that could influence—or appear to influence—decision-making are not permitted.
- Modest, culturally appropriate tokens may be accepted only where transparency and independence are preserved.
- All reportable gifts shall be disclosed in accordance with applicable policies.

4.6 Confidentiality & Information Integrity

All individuals shall:

- Protect confidential and sensitive information obtained through their engagement with WEFPA
- Use data responsibly and in compliance with applicable data protection laws
- Avoid unauthorised disclosure of internal, personal, or proprietary information

4.7 External Representation & Public Communication

Only authorised persons may:

- Speak on behalf of WEFPA
- Represent WEFPA in public, media, or official engagements

All external communications must be accurate, responsible, and aligned with WEFPA’s mission and values.

5. REPORTING ETHICAL CONCERNS

WEFPA encourages the reporting of:

- Ethical breaches
- Misconduct or abuse
- Fraud, corruption, or misrepresentation

Reports may be made confidentially and without fear of retaliation, in line with the **Whistleblowing & Anti-Fraud Policy**.

6. NON-RETALIATION

WEFPA strictly prohibits retaliation against any individual who, in good faith, raises ethical concerns or cooperates in an investigation. Any act of retaliation shall be treated as a serious breach of this Code.

7. COMPLIANCE & ENFORCEMENT

Breaches of this Code may result in:

- Disciplinary action
- Suspension or termination of engagement
- Legal or regulatory action where applicable

The severity of sanctions shall correspond to the nature and gravity of the breach.

8. ROLES & RESPONSIBILITIES

Board of Trustees

- Provide ethical leadership and oversight
- Ensure enforcement of this Code

Executive Management

- Promote ethical culture
- Implement and monitor compliance

All Covered Persons

- Understand and comply with this Code
- Promptly disclose ethical concerns or conflicts



9. MONITORING & REVIEW

This policy shall be:

- Reviewed every three (3) years or as required
- Updated to reflect legal, regulatory, and institutional developments

10. RELATED POLICIES

- Conflict of Interest Policy
- Whistleblowing & Anti-Fraud Policy
- Safeguarding & Protection Policy
- Data Protection & Privacy Policy

DECLARATION

All persons covered by this policy are required to acknowledge and adhere to the WEFPA Code of Ethics & Conduct.

