



Foundation for Healthcare Innovation and Development (FHIND) – Ethics Policy

Overview

FHIND is committed to protecting employees, partners and the organisation from illegal or damaging actions by individuals, either knowingly or unknowingly. FHIND will not tolerate any wrongdoing or impropriety at any time. FHIND will take appropriate measures and act quickly in correcting the issue if the ethical code is broken

Purpose

The purpose of this policy is to establish a culture of openness, trust and to emphasize the employee's expectation to be treated to fair practices. This policy will serve to guide behavior to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every FHIND employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction

Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at FHIND, including all personnel affiliated with third parties.

Policy

- Executive Commitment to Ethics
- Senior leaders and executives within FHIND must set a prime example.
- In any business practice, honesty and integrity must be top priority for executives.
- Executives must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.
- Executives must disclose any conflict of interests regarding their position within FHIND.

Employee Commitment to Ethics

- FHIND employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
- Every employee needs to apply effort and intelligence in maintaining ethics value.
- Employees must disclose any conflict of interests regarding their position within FHIND.
- Employees will help FHIND to increase customer satisfaction by providing quality service.

Employees should consider the following questions to themselves when any behavior is questionable:

- Is the behavior legal?
- Does the behavior comply with all appropriate FHIND policies?
- Does the behavior reflect FHIND values and culture?
- Could the behavior adversely affect FHIND stakeholders?
- Would you feel personally concerned if the behavior appeared in a news headline?

- Could the behavior adversely affect FHIND if all employees did it?

FHIND Awareness

- Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
- FHIND will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

Maintaining Ethical Practices

- FHIND will reinforce the importance of the integrity message and the tone will start at the top.
- Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behavior.
- Employees at FHIND should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- FHIND has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.
- Employees are required to recertify their compliance to Ethics Policy on an annual basis.