



Employee Code of Conduct

Institute of Water Modelling (IWM)

1. Purpose

This Code of Conduct establishes the behavioral standards expected from all employees of the Institute of Water Modelling (IWM) to ensure a respectful, safe, and ethical work environment.

2. Scope

This Code applies to all regular and contractual employees, interns, and consultants engaged with IWM.

3. Conductive Work Environment

To maintain a productive and supportive workplace, IWM employees must:

1. **Respect Diversity:** Treat all colleagues with dignity and respect, regardless of race, gender, religion, ethnicity, age, disability, or socio-economic background.
 2. **Promote Inclusivity:** Foster an environment where everyone feels valued, supported, and heard.
 3. **Maintain Professionalism:** Behave courteously and professionally in all interactions, avoiding any conduct that may harm the organization's reputation.
 4. **Conflict Resolution:** Resolve disputes amicably and escalate unresolved conflicts to the appropriate authority or HR when necessary.
 5. **Safety and Well-being:** Ensure a healthy and safe workplace by adhering to health and safety policies and reporting hazards or unsafe conditions promptly.
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4. Protection from Sexual Exploitation, Abuse, and Sexual Harassment (SEAH)

IWM enforces a **zero-tolerance policy** for sexual exploitation, abuse, and harassment. All employees must:

1. **Prohibit Exploitation and Abuse:** Avoid any form of sexual exploitation, abuse, or harassment within or outside the workplace.
2. **Consent and Respect:** Engage in respectful interactions and ensure all relationships are consensual and free from any form of coercion.
3. **Report Misconduct:** Immediately report any observed or suspected SEAH incidents to designated authorities or HR.

4. **Confidentiality:** Maintain the confidentiality of complaints and investigations to protect all parties involved.
 5. **Training and Awareness:** Participate in mandatory training on SEAH prevention and response policies.
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5. Anti-Corruption Policy

IWM maintains a strict **anti-corruption policy** to uphold integrity and transparency in its operations. Employees must:

1. **Prohibit Bribery:** Refuse to offer, give, or accept bribes or improper payments in any form.
 2. **Avoid Conflicts of Interest:** Disclose any personal or financial interests that may conflict with organizational duties.
 3. **Safeguard Resources:** Use IWM resources responsibly and solely for organizational purposes.
 4. **Comply with Laws:** Adhere to all local and international anti-corruption laws and regulations.
 5. **Whistleblowing:** Report any suspected corruption, fraud, or unethical behavior through the appropriate channels without fear of retaliation.
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6. Reporting Mechanisms

Employees can report misconduct through:

1. **Immediate Supervisor:** Bring concerns to your direct manager or supervisor.
 2. **Human Resources Department:** Submit written or verbal complaints to HR for further investigation.
 3. **Confidential Hotline/Email:** Use designated channels for anonymous reporting (to be provided by IWM).
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7. Enforcement and Disciplinary Actions

1. **Investigation:** All reported violations will be thoroughly investigated by a committee formed by the management of IWM while maintaining confidentiality.
 2. **Disciplinary Measures:** Employees found guilty of misconduct may face disciplinary actions, including warnings, suspension, termination, or legal proceedings.
 3. **No Retaliation:** Retaliation against individuals who report misconduct in good faith will not be tolerated.
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8. Acknowledgment

All employees must acknowledge their understanding of this Code and commit to adhering to its principles.

This Code of Conduct will be reviewed periodically to ensure its relevance and effectiveness.

By fostering respect, accountability, and integrity, IWM aims to create a positive and ethical workplace for all employees.

S M Mahbubur Rahman
Executive Director

29 January 2025