

All NKF staff and Board Members are required to abide by this Code of Conduct. It is also intended to provide guidance to volunteers.

**1. Treat other people with respect.**

In general, people acting on behalf of NKF should aim to be honest and ethical in their dealings with each other, with community members, donors, partners, suppliers and the public.

NKF will not practice or tolerate discrimination (see Non-Discrimination Policy). NKF aims to treat all people with respect, and to foster a productive environment free of harassment, intimidation and discrimination.

People acting on behalf of NKF may not bring weaponry to Foundation premises, behave violently, or threaten violence.

**2. Respect confidentiality.**

People acting on behalf of NKF must respect and maintain the confidentiality of sensitive information they have gained due to their association with NKF. This may include personal information about community members or members of the general public, and/or information about the internal working of NKF, HSN or their partners or suppliers.

**3. Protect Foundation property.**

People acting on behalf of NKF should seek to take good care of Foundation property, and not expose it to loss, damage, misuse or theft. NKF property should be used solely for legitimate NKF purposes and not for personal benefit. Generally, people should use common sense and moderation when using NKF resources.

**4. Maintain accurate, honest and complete books and records.**

NKF's books, records, accounts and financial statements must be maintained in appropriate detail, and must conform both to applicable law and to NKF's internal systems of controls.

**5. Represent the best interests of NKF.**

People acting on behalf of NKF should aim to advance NKF's legitimate interests, and should never do anything that could bring NKF into disrepute.