



## Code of Ethics

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Approved by	SMT
Responsible Owner	Executive Director
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## 1. Code of Ethics Statement

Turning Point Foundation is a values-driven organisation committed to promoting the rights, dignity, and full participation of marginalised groups, including persons with disabilities, ethnic minorities, and vulnerable communities. This Code of Ethics establishes the standard of ethical conduct expected of everyone associated with TurningPoint. It reflects our deep commitment to professionalism, transparency, and respect in all our activities.

This Code reinforces our responsibility to uphold the highest ethical standards in the performance of our duties and relationships—with beneficiaries, staff, partners, donors, and the public. Every individual working for or with TurningPoint is expected to act with honesty, fairness, and integrity, and to model behaviours that are consistent with the organisation's values and mission.

## 2. Purpose

The purpose of this Code is to:

- Define the core ethical values and standards that guide TurningPoint's operations.
- Promote a culture of integrity, responsibility, and ethical decision-making.
- Provide guidance on appropriate conduct and behaviour for all stakeholders.
- Protect the reputation and credibility of TurningPoint and those we serve.
- Support the creation of a safe, inclusive, and respectful working environment.

## 3. Values and Principles

The ethical conduct of TurningPoint is rooted in the following organisational values:

- **Integrity** – We are honest, accountable, and consistent in all our actions.
- **Respect** – We treat everyone with dignity, valuing diversity and inclusion.
- **Responsibility** – We are committed to upholding the trust placed in us by communities and partners.
- **Transparency** – We are open in our communications, operations, and use of resources.
- **Equity** – We ensure fair treatment and equal opportunity for all, especially the marginalised.
- **Empowerment** – We believe in building capacity and promoting self-reliance and participation.

## 4. Scope and Applicability

This Code applies to:

- All employees of TurningPoint (permanent, temporary, interns, and volunteers)
- Members of the Senior Management Team and Governing Board



- Partners, suppliers, contractors, consultants, and grantees
- Any individual or entity acting on behalf of or representing TurningPoint

This Code complements, and should be read in conjunction with, other policies including the Safeguarding Policy, Conflict of Interest Policy, Whistleblowing Policy, and HR Guidelines.

## 5. Ethical Behaviour in Practice

All individuals associated with TurningPoint are expected to:

- Demonstrate honesty, fairness, and consistency in all professional dealings.
- Act in a way that upholds the dignity, rights, and safety of every individual.
- Avoid actions or language that may be abusive, harassing, or discriminatory.
- Carry out their duties in the best interests of TurningPoint and its stakeholders.
- Avoid misuse of power, authority, or resources for personal gain.
- Take responsibility for their actions and decisions.
- Report any unethical behaviour or breaches of policy in a timely and appropriate manner.
- In everything we do, we must ask: *Does this reflect the values and reputation of TurningPoint?*

## 6. Integrity and Accountability

Integrity is the foundation of TurningPoint's work. Individuals must:

- Be truthful in communications, reporting, and relationships.
- Avoid falsifying information, data, or records.
- Honour commitments and follow through on responsibilities.
- Admit and correct mistakes, rather than conceal them.
- Accept accountability for personal actions and behaviours.

Senior leaders and managers are expected to demonstrate ethical leadership by modelling exemplary conduct and creating a culture where accountability is embedded in everyday practice.

## 7. Respect, Inclusion and Non-Discrimination

TurningPoint is committed to creating an inclusive and respectful work environment for all. This means:

- Valuing the contributions and dignity of every person, regardless of age, gender, disability, ethnicity, religion, sexual orientation, or background.
- Rejecting any form of discrimination, harassment, bullying, or abuse.



- Respecting the cultural, linguistic, and religious diversity of the communities we serve.
- Encouraging inclusive participation and decision-making at all levels.
- Prioritising accessibility and equity in programmes, partnerships, and operations.

We believe diversity strengthens us—and everyone has the right to feel safe, heard, and respected.

## 8. Conflict of Interest

All individuals must avoid situations where their personal interests conflict—or could appear to conflict—with their professional responsibilities to TurningPoint. This includes:

- Disclosing any real, potential, or perceived conflicts to management immediately.
- Not participating in decisions where impartiality could be compromised.
- Avoiding relationships or actions that could damage TurningPoint’s credibility or mission.

Full guidance is available in TurningPoint’s Conflict of Interest Policy, which forms an integral part of this Code.

## 9. Use of Organisational Resources

TurningPoint’s resources—financial, human, digital, material—must be used responsibly, efficiently, and solely for legitimate organisational purposes. This includes:

- Protecting assets from theft, fraud, misuse, or waste.
- Avoiding the use of organisational property or information for personal gain.
- Accurately reporting expenditures and managing funds in line with financial procedures.
- Ensuring digital and electronic tools are used safely, securely, and appropriately.
- Maintaining confidentiality of all sensitive or proprietary information.

We are all custodians of the resources entrusted to us—and must use them with care and purpose.

## 10. Professional Conduct

All representatives of TurningPoint are expected to demonstrate professionalism at all times by:

- Maintaining high standards of behaviour both inside and outside the workplace.



- Upholding appropriate boundaries in all working relationships, especially with beneficiaries.
- Avoiding any action that could harm the reputation or interests of TurningPoint.
- Refraining from accepting or offering bribes, improper gifts, or undue favours.
- Dressing, speaking, and conducting themselves in a way that reflects respect and credibility.
- Adhering to all applicable laws, regulations, and TurningPoint policies.

Professionalism is not just about performance—it is about how we treat others and represent our values.

## 11. Reporting Violations

TurningPoint encourages and protects individuals who report unethical behaviour or breaches of this Code. Anyone with a concern may report it through the designated confidential channel:

 **RaiseConcerns@turningpointbd.org**

 **+88-01886100906**

All reports will be handled with fairness, confidentiality, and due process. Retaliation against individuals who report in good faith is strictly prohibited and will itself be considered a violation.

Where required, investigations will be initiated and corrective or disciplinary action taken in line with relevant policies.

## 12. Review and Enforcement

Responsibility for implementing and enforcing the Code of Ethics lies with the **Executive Director** and the **Senior Management Team (SMT)**. All staff and stakeholders must familiarise themselves with this Code and renew their commitment annually.

The Code of Ethics will be reviewed every year—or earlier if needed—to ensure continued relevance, effectiveness, and alignment with best practices in ethical governance.

**Breaches of this Code will be taken seriously and may result in disciplinary action, including termination of employment, partnership, or engagement.**

**Approved by:**

Senior Management Team, Turning Point Foundation

**Date:** 07 April 2025