

USAID STANDARDS OF CONDUCT

The Standards of Conduct sets forth USAID's expectations for all employees ("Employees"). The Standards of Conduct applies further to all USAID contractors and fellows. USAID strives to foster a respectful, diverse, inclusive, and collaborative environment that promotes professional and personal growth for everyone as follows:

1. Employees shall exhibit loyalty to the highest moral principles and uphold USAID's policies and the Constitution, laws, and regulations of the Federal government.
2. The conduct of Employees on the job, in all respects, concerns the Federal government. Employees shall perform their official duties with the highest standards of professionalism, skill, and integrity.
3. Employees shall be familiar with and follow Federal laws and Agency policies relating to their official duties. Employees acknowledge that they must follow proper supervisory instructions if the Agency is to achieve its mission[GAK(2)] .
4. Employees shall recognize that an inattention to common courtesy undermines the quality of the Agency's services. Employees shall be courteous, considerate, and prompt when interacting with members of the public. Employees shall treat members of the public with dignity.
5. Of equal importance is the manner in which Employees treat their fellow staff members. Employees shall be courteous and considerate to fellow employees, including co-workers, colleagues, staff, managers, and supervisors. Employees shall treat with the same consideration and respect other workers, including contractors, fellows, and partners.
6. Employees shall promote and support a respectful and inclusive work environment in which all individuals are treated with dignity at all times. Employees shall ensure that both their verbal and non-verbal communications comport with this standard.
7. Employees shall contribute to a healthy and safe workplace. Employees shall comply with all Federal laws and Agency policies regarding safety, taking all reasonable precautions to ensure their own safety and that of others.
8. Employees shall adhere to all Federal laws and Agency policies that promote equal employment opportunity and prohibit discrimination and harassment, including sexual harassment.
9. Employees have the right to report misconduct; substantial and specific danger to public health or safety; any violation of law, rule or regulation; and instances of waste, fraud, and abuse without fear of retaliation or reprisal.
10. Employees who engage in any form of discourteous and/or offensive behavior or who violate any of the Standards set forth above will be considered for disciplinary action, as appropriate.

I understand and agree to comply with USAID's Standards of Conduct. An employee's failure to sign these Standards does not void the application of these Standards to the employee.

Employee signature

Date