



ZCHPC CODE OF ETHICS

1. Purpose

The Code of Ethics establishes the principles and standards of ethical conduct expected of all ZCHPC employees, management, and representatives. It is designed to promote integrity, accountability, transparency, and professionalism in all operations and activities of ZCHPC. This Code also serves as a framework for identifying, preventing, and addressing unethical conduct within the organization.

2. Scope

This Code of Ethics applies to:

- All permanent and contract employees
- Management and executive leadership
- Committee members (where applicable)
- Consultants and any individuals acting on behalf of ZCHPC

Compliance with this Code is mandatory.

3. Core Ethical Principles

All ZCHPC employees are expected to:

- 3.1** Act with honesty, fairness, and integrity
- 3.2** Uphold the law and organizational policies
- 3.3** Avoid actions that may damage the reputation of ZCHPC
- 3.4** Promote a respectful, inclusive, and professional work environment
- 3.5** Protect organizational resources and confidential information

4. Standards of Ethical Conduct

4.1 Conflict of Interest

Employees must avoid situations where personal interests conflict, or appear to conflict, with the interests of ZCHPC. Any actual or potential conflict of interest must be disclosed promptly to management.

4.2 Harassment and Discrimination

ZCHPC maintains a zero-tolerance policy toward harassment, discrimination, and intimidation of any form. All employees are entitled to a safe and respectful workplace free from abuse, bullying, or victimization.

4.3 Data Protection and Information Use

Employees must use organizational data responsibly and only for authorized purposes. Misuse, unauthorized access, or disclosure of confidential or sensitive information is strictly prohibited.

4.4 Fraud, Abuse of Office, and Misconduct

Any form of fraud, corruption, abuse of office, or misappropriation of ZCHPC resources is unethical and unacceptable. Employees must act responsibly when entrusted with authority or assets.

4.5 Bribery and Corruption

Employees must not offer, solicit, accept, or authorize bribes or improper benefits. All dealings with stakeholders must be transparent and ethical.

4.6 Insider Trading

Employees with access to confidential or non-public information must not use such information for personal gain or share it with unauthorized persons.

4.7 Plagiarism and Intellectual Integrity

Employees must respect intellectual property rights and ensure that all work, reports, and publications properly acknowledge original sources.

4.8 Cyberbullying and Digital Conduct

Unethical digital behavior, including cyberbullying, harassment, or misuse of communication platforms, is prohibited. Employees must maintain professionalism in all online and electronic interactions.

5. Reporting Ethical Concerns

Employees are encouraged to report any suspected unethical conduct in good faith through designated reporting channels. ZCHPC commits to protecting whistleblowers from retaliation.

6. Investigation and Disciplinary Action

All reported ethical violations will be reviewed and investigated fairly and confidentially. Proven violations may result in disciplinary action, up to and including termination of employment and possible legal action.

7. Ethical Conduct Monitoring and Reporting

ZCHPC periodically reviews ethical conduct across the organization.

8. Commitment to Ethical Standards

All employees are required to acknowledge, understand, and comply with this Code of Ethics.

Upholding ethical standards is a shared responsibility and a core value of ZCHPC.