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TOILET BOARD COALITION

CODE OF CONDUCT

Toilet Board Coalition

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THE CODE OF CONDUCT OF THE TOILET BOARD COALITION

Founded in 2015, the Toilet Board Coalition accelerates business solutions to the global sanitation crisis. The Coalition facilitates vital partnerships between small and medium-sized enterprises (SMEs), corporates, NGOs, investors and governments who share a commitment to achieve access to sanitation and hygiene for all by 2030 (SDG 6.2).

Given this combination of commercial, social and environmental objectives, the Toilet Board Coalition believes it can achieve more collectively than by acting alone. By joining forces, it will seek to share experiences and ideas, make a stronger case for more sustainable approaches to sanitation and facilitate more private sector involvement. To do so, it will bring together visionary companies, sanitation experts, practitioners and leading academics, public and non-profit organisations.

The Toilet Board Coalition wants to earn a reputation for conducting its business with integrity, vision and respect for the interests of all those its activities may affect. To succeed requires the highest standards of behaviour from all members of the Coalition, as well as from the organisations and individuals associated with it, or invited to be involved in its dealings (including those involved on a temporary basis).

The Coalition wants this Code of Conduct to be more than a collection of principles. It must have practical value in day-to-day business, and everyone must follow these principles in the spirit as well as the letter.

FOUNDING PRINCIPLES

1. **Commitment and collaboration:** demonstrate a strong long-term commitment to solving the sanitation crisis and understand it can only be done by adopting a collaborative approach, pooling together resources and expertise for more ambitious joint initiatives, rather than using the TBC to pursue their own specific agendas and projects. They will act in a manner which is conducive to the fostering of positive and effective working relationships with the other members of the TBC.
2. **Transparency:** agree to share and disseminate findings, lessons learned and progress in a transparent and proactive manner within and beyond the Coalition, in order to share best practice and lead the agenda for the sanitation sector as a whole.
3. **Communication:** agree to participate actively to the TBC's efforts to advocate for more private sector engagement in sanitation, an enabling regulatory environment and help enrol more resources and partners to further the Coalition's objective.
4. **Environment:** promote environmental care, increase understanding of environmental issues and disseminate good practice.
5. **Conflicts of interest:** avoid or alert the Steering Committee to any potential conflicts of interest with regards to his or her position, membership or contribution to another



organisation. He or she must not seek gain for themselves or others through misuse of his or her position.

Everyone involved or associated with the Coalition must abide by this Code of Conduct, which incorporates the following additional principles:

6. **Dispute resolution:** in the event of any dispute or disagreement, consult proactively and openly on measures to resolve the problem and assess possible courses of action.
7. **Safeguarding information and property:** do not use any of the confidential information, know-how and intellectual property owned by any member, contributor, or partner of the Coalition for any purpose unless prior written permission from the relevant member, contributor or partner has been obtained; Use of the Coalition's name and logo will need to be approved beforehand by the Secretariat and must be in support of the work of the Coalition. Any personal information about individuals involved with the Toilet Board Coalition will be handled with full respect for the protection of their privacy and for all relevant privacy laws and regulations.
8. **Competition and Competitor Information:** any information about the Toilet Board Coalition corporate members will be obtained legitimately and will only be used for legitimate purposes in compliance with all relevant anti-trust and other laws and regulations. All projects undertaken with the Accelerator Cohort will be covered by an MOU defining scope and confidentiality. Cohort, Members, and TBC event attendees will be covered by non-disclosure agreements.
9. **Products and innovation:** all product and scientific innovation to meet consumer needs will respect the concerns of consumers and society. Products will offer value in terms of price and quality and will be safe for their intended use.
10. **Business integrity:** do not give or receive, whether directly or indirectly, bribes or other improper advantages for business or financial gain. Do not support political parties or contribute to the funds of groups whose activities are calculated to promote party interests.
11. **Legal compliance:** act in compliance with all applicable laws, regulations, codes of practice and judicial and regulatory rulings.

SAFEGUARDING THE PEOPLE THE TBC WORKS WITH – EMPLOYEES, CONTRACTORS, AND OTHERS

1. **Freely Chosen, Legal Employment:** Debt bondage, forced, bonded or indentured labour; involuntary prison labour; slavery or trafficking of persons shall not to be used or tolerated. All work will be voluntary in the provision of services to achieve the mission of the TBC. All employment will be conducted in compliance with prevailing legal requirements in the country of employment.
2. **No Underage Workers:** Child labour is not to be used under any circumstances. All employees must meet the minimum age requirement set by local laws.



3. **Humane Treatment:** There is to be no harsh or inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, slavery, mental or physical coercion or verbal abuse, or denial of any human right, nor is there to be the threat of any such treatment. This applies to employees, contractors, business partners of all kinds, and individual citizens with whom the TBC comes into contact.
4. **Non-discrimination:** We are committed to a workforce that is free of harassment and unlawful discrimination, including race, colour, religion, national origin, gender (including pregnancy), age, disability, sexual orientation, gender identity, HIV status, marital status, past or recent military status or any other status protected by the laws or regulations in the locations where we operate.
5. **Health and Safety:** Anyone working with the TBC is encouraged to uphold high safety standards both for their own protection and to raise safety standards in the sanitation sector generally. Workers are to be in a safe environment, as far as reasonably practicable given the nature of the work and are expected to manage any risks in a proactive manner. The TBC will have policies in place covering office safety, safe working from home, and safe working while travelling and on-site visits.

ANTI-CORRUPTION AND ANTI-BRIBERY

At the Toilet Board Coalition, we are committed to conducting all our activities with honesty, integrity, and professionalism. We have a zero-tolerance policy towards bribery and corruption and strive to uphold the highest ethical standards in all our business dealings and relationships. Our aim is to maintain a reputation for integrity and excellence in everything we do. We are dedicated to complying with all applicable laws and regulations related to combating bribery and corruption in every jurisdiction where we operate.

It is the policy of TBC and its affiliates to conduct all business in an honest and ethical manner. We seek to avoid any acts that might reflect adversely upon the integrity and reputation of our organisation. We are committed to upholding all laws relevant to countering bribery and corruption in each of the jurisdictions in which we operate.

To ensure that we maintain the highest standards of integrity, it is prohibited for anyone associated with TBC, including directors, employees, consultants, and contractors, to:

1. Give, promise, or offer a payment, gift, or hospitality to a third party in the expectation or hope of receiving a business advantage or to reward a business advantage already given.
2. Give, promise, or offer a payment, gift, or hospitality to a third party to "facilitate" or expedite a routine procedure.
3. Accept a payment, gift, or hospitality referral or introduction from a third party if it is known or suspected that it is offered or provided with an expectation of receiving a business advantage in return.
4. Threaten or retaliate against another individual who has refused to commit a bribery offense or who has raised concerns under this policy.
5. Engage in any activity that might lead to a breach of this policy.

We also do not accept any formal payments or fees from consultants to be listed in our directory or for doing business with us. Our business decisions are based solely on the performance and competitiveness of the consultant.

Additionally, it is our policy to avoid all cash payments or payments made without a paper trail or compliance with normal internal controls.

This policy does not prohibit normal and appropriate hospitality to or from third parties.

DIVERSITY, EQUITY AND INCLUSION

At the Toilet Board Coalition, we deeply value and celebrate diversity as a core principle. We believe that our differences are not just beneficial but vital to our success. Our commitment to diversity, equity, and inclusion (DEI) is a central focus of our organisation. We strive to cultivate an inclusive culture where every individual's unique perspective, background, knowledge, and experience are not only acknowledged but also cherished and utilized to drive innovative solutions for our stakeholders.

In our pursuit of DEI excellence, we are dedicated to creating a workplace where everyone feels respected, valued, and empowered to contribute their talents, regardless of gender, age, religious belief, physical or mental abilities, background, or orientation. We are continuously refining our DEI practices, recognizing that there is always room for improvement. We are steadfast in our commitment to fostering an environment where diversity is not just embraced but celebrated as a cornerstone of our organisational strength and resilience.

The responsibility for developing and maintaining our DEI strategies lies with the CEO and Finance & Analytics Manager. They ensure that our commitment to diversity, equity, and inclusion is integrated into every aspect of our organisation, guiding us toward a future that is more inclusive and equitable for all.

MONITORING AND ENFORCEMENT

Compliance with the Code of Conduct is mandatory for all TBC employees, contractors, member organisations, and accelerator companies. This requirement will be clearly stated in contracts and communicated through internal communications.

TBC employees and members will be required to demonstrate their ongoing commitment to the Code of Conduct through their actions and adherence to TBC policies. This commitment will be assessed through regular performance evaluations and feedback mechanisms, ensuring alignment with the organisation's values and standards. Any issues or concerns regarding compliance will be addressed promptly and appropriately by the relevant stakeholders.

Code of Conduct breaches should in the first instance be reported to the CEO. If the CEO is party to any alleged breach, it should be reported to the TBC Chair person. The matter will then be investigated, and the conclusions, actions, and follow up reported to the Steering Committee. This process will be published, together with the Code of Conduct itself, on the TBC website.

