**Policy 4: Code of Conduct for Tridax Africa Company Limited**

**Effective Date: [Insert Date]**

Tridax Africa Company Limited is dedicated to creating a professional, inclusive, and ethical environment for everyone involved with our company, including employees, authors, and reviewers. This Code of Conduct outlines our expectations for behaviour, anti-discrimination policies, and the management of conflicts of interest.

**1. Workplace Behaviour**

* **Professionalism**: Everyone at Tridax Africa is expected to behave professionally. This means:
	+ Treating everyone with respect and courtesy.
	+ Communicating honestly and constructively.
	+ Acting with integrity and taking responsibility for your actions.
* **Ethics**: High ethical standards are essential. This includes:
	+ Being truthful and accurate in all communications.
	+ Avoiding dishonest behaviour, such as plagiarism or lying.

**2. Anti-Discrimination**

* **Equal Opportunity**: Tridax Africa is an equal opportunity organization. We do not tolerate discrimination based on race, gender, age, sexual orientation, disability, religion, national origin, or any other protected characteristic.
* **Anti-Harassment**: Harassment, including sexual harassment, bullying, and any form of abuse, is not tolerated. This applies to all interactions within the company and with outside parties.
* **Reporting and Resolution**: If you experience or witness discrimination or harassment, report it immediately to [HR contact or designated person]. We will investigate all reports promptly and take appropriate action.

**3. Conflict of Interest**

* **Disclosure Requirements**: Authors, reviewers, and editors must disclose any potential conflicts of interest. This means:
	+ Sharing any financial interests, such as stocks or payments, that could influence your work.
	+ Mentioning any personal relationships that might affect your objectivity.
	+ Notifying us of any other situations that could create a conflict of interest.
* **Review and Management**: We will review disclosed conflicts of interest and decide on the best course of action. This might include:
	+ Asking someone to step away from certain decisions or activities.
	+ Reassigning tasks to avoid bias.
	+ Taking other steps to maintain objectivity and integrity.
* **Transparency**: Being open about conflicts of interest helps maintain trust. We encourage everyone to identify and disclose potential conflicts proactively.

**Implementation and Compliance**

* **Training**: We will provide regular training on this Code of Conduct to ensure everyone understands our expectations for professional behaviour, anti-discrimination policies, and conflict of interest disclosure.
* **Monitoring and Enforcement**: We will regularly check compliance with this Code of Conduct. Violations may result in disciplinary action, including termination of employment or engagement.

**Contact Information**

For any questions or more information about our Code of Conduct, please contact us at [contact email].

This Code of Conduct helps ensure that Tridax Africa Company Limited fosters a professional, inclusive, and ethical environment, promoting integrity and respect in all interactions.

**Tridax Africa Company Limited**
[Company Address]
[City, Country, ZIP Code]
[Contact Email]
[Phone Number]

**Date of Last Revision: [Insert Date]**