

# Code of conduct

## Table of contents

|  |   |
|--|---|
| <b>PREAMBLE</b> .....  | 2 |
| <b>Compliance with private and institutional donors requirements</b> ..... | 2 |
| <b>Zero corruption</b> .....   | 2 |
| <b>Dealing with government officials</b> .....                             | 2 |
| <b>Conflicts of interest</b> .....   | 2 |
| <b>Gifts and entertainments</b> .....                                      | 3 |
| <b>Treat each other with fairness and respect</b> .....                    | 3 |
| <b>Exploitation, harassment and sexual abuse</b> .....                     | 4 |
| <b>Security and protection</b> .....                                       | 4 |
| <b>Healthy workplace</b> .....   | 4 |
| <b>Antiterrorism</b> .....   | 4 |
| <b>Violations</b> .....  | 5 |
| <b>Reporting violations and investigation</b> .....                        | 5 |
| <b>Responsability of supervisors</b> .....                                 | 5 |

## PREAMBLE

This Code of Conduct applies to all employees, volunteers, trainees, consultants and members of Solthis who must sign it as soon as they take office. It is related to the Ethics Charter of Solthis. Our work depends on our reputation in terms of both our integrity and our professional conduct based on strong principles.

It is our responsibility to know and respect the principles and standards contained in this Code, which will help everyone to know who to address their questions and problems.

## Compliance with private and institutional donors requirements

We are committed to fulfilling the obligations we take on behalf of our donors.

When working on a project, we need to understand the requirements of the donor. For example, we need to know what costs are allowed and appropriate for any given project and comply with all applicable donor rules and Solthis procedures.

## Zero corruption

Bribe, offer (or accept) bribes or other improper payments (in cash or not, value favor) to government officials, civil servant, or any other person in order to influence them in the conduct of their work is illegal and is prohibited under Solthis policy. This includes direct payments or payment made indirectly through an agent or other intermediary.

Solthis also observes a zero tolerance for any fraud, theft or any other intentional misuse of funds.

## Dealing with government officials

As a non-profit NGO, Solthis does not make payments or contributions to political parties, government candidates or campaigns.

In addition, we must be careful not to engage in lobbying activities without appropriate instructions and authorization.

## Conflicts of interest

A conflict of interest arises when your interests or personal loyalties interfere with the interests of Solthis. A conflict of interest situation may cause you difficulty in objectively performing your work for the association.

Moreover, even if you are certain that your judgment will not be affected by an outside interest, if others can reasonably think that the interest is considerable, the appearance of a conflict exists. Conflicts of interest may include situations in which, for example, you hold an interest in or have a job or consultant relationship with an organization that works with Solthis, such as a supplier. Conflicts also arise when your spouse or partner, your children, parents, brothers, sisters, in-laws or any other person with whom you have a close family relationship is either a competitor, supplier or partner of Solthis or is engaged by one of them - or, if you are both employees of the association, one of you is in the direct chain of reports of the other.

As an employee, Director or Member of Solthis, you must ethically disclose any actual or apparent conflict between your personal interests and the Association to your Head of Mission or Headquarters Supervisor, as the case may be, and to the Department of Human Resources at Headquarters.

## Gifts and entertainments

### *Accepting gifts and entertainments*

When you are involved in decision-making on behalf of Solthis, your decisions must be based on objective and impartial judgment. Accepting gifts and other benefits from suppliers or other partners may affect your professional judgment. For this reason, meals and entertainments are only permitted if they are current and customary services, are of a nominal value and are given and accepted without express or implied agreement that you have engaged in any way whether by your acceptance of this gift. Cash gifts are prohibited and must be returned.

### *Offering gifts and entertainments*

As a non-profit NGO, Solthis strongly advises against offering gifts or entertainment to others. In these unusual situations in which you provide a gift or a benefit in connection with the activities of the association, you must not offer or provide a gift whose value is more than symbolic.

There are strict laws that dictate the distribution of gifts, meals or other things of value to government officials. Never offer anything valuable to government officials, employees or family members in connection with Solthis' activities without the prior written consent of Solthis HQ.

## Treat each other with fairness and respect

We are an international organization composed of talented professionals from a wide variety of backgrounds and cultures. Solthis is an employer subscribing to the principle of equality. Decisions about jobs - such as hiring, promotion, salary and firing - must be made based on qualifications, experience, ability and performance, and never on race, color, skin, religion, sex, sexual orientation, age, disability, marital status, national origin, gender identity, pregnancy, genetic characteristic of a person or any other characteristic protected by applicable law.

Solthis promotes a work environment that does not include harassment or discrimination. We will not tolerate inappropriate conduct that interferes with work performance, reduces the dignity of any person, or creates an intimidating, hostile or offensive work environment. This includes harassment of employees or other persons based on race, gender, age, sexual orientation or any other class protected by applicable law.

If you believe you have been subjected to harassment or discrimination of any kind, report the incident promptly to your Head of Mission, Headquarters Supervisor and the Human Resources Department at Headquarters.

## Exploitation, harassment and sexual abuse

Solthis condemns any form of criminal activity, illegal, or any activity constituting an abuse or exploitation, including child labor, pedophilia, forced prostitution, trafficking in human beings, goods or illicit / illegal substances.

Exploitation, harassment and sexual abuse<sup>1</sup> by employees / volunteers / trainees / consultants / members of Solthis are absolutely prohibited.

Sexual activity with a person under the age of 18 is prohibited regardless of the age of consent in the country in question. An error in the age of the person cannot be used as a defense.

Employees / volunteers / trainees / consultants / members of Solthis are also prohibited from having sex with beneficiaries because these relationships are often based on unequal power dynamics and can undermine the credibility and integrity of our associational work.

More generally, it is forbidden to abuse or exploit children in any way, regardless of age of majority or consent locally. Poor apprehension of a child's age cannot be considered an excuse.

These elements constitute serious mistakes and are therefore punishable by disciplinary sanctions. They constitute crimes in the laws of our countries of intervention and penal responses punish them. You must report any suspicion of exploitation, harassment or sexual abuse, whether committed by an employee / volunteer / trainee / consultant / member of Solthis or another organization (see procedure below).

## Security and protection

Since our work leads us to limited resources countries, the safety and protection of our employees / volunteers / trainees / consultants / members must be our top priority. You are never required or encouraged to compromise your safety or that of any colleague, partner or beneficiary. In addition, the possession of firearms or other weapons is prohibited. Solthis has security and protection policies and protocols that are designed to ensure our safety, as well as trainings on this subject (especially during the briefing).

## Healthy workplace

Solthis is committed to maintaining a healthy and safe work environment without the influence of drugs or alcohol. You must arrive at your workplace without being under the influence of alcohol or drugs.

## Antiterrorism

Solthis commits not to knowingly support or tolerate terrorism or the activities of persons who may have links to terrorism.

---

<sup>1</sup> **Sexual abuse** : Actual physical harm or threat of physical harm, of a sexual nature, which may occur by force or in situations of inequality or coercive conditions.

**Sexual exploitation** : Any actual abuse or attempted abuse of a position of vulnerability, a differential of power or trust, for sexual purposes, including among others for the purpose of profiting pecuniarily, socially or politically from the sexual exploitation of another.

Definitions proposed by the United Nations

## Violations

Our missions require from each of us an irreproachable ethical and professional conduct. The principles and standards mentioned in this Code can not suffer from any violation.

Subject to applicable laws, employees / volunteers / trainees / consultants / members of Solthis not complying with this Code, other Solthis policies or more generally the law may be subject to disciplinary measures, up to dismissal for employees.

## Reporting violations and investigation

If you are aware or suspect a violation of the terms of our contracts or financing, applicable laws or regulations, this Code or other Solthis policies and more generally any conduct suspected of illegality, it is your duty to report this information immediately to your line manager, Head of Mission (in the field) or directly to the Human Resources Department (Headquarters).

Any such violation will be investigated appropriately and treated as confidential to the extent possible. Solthis will determine how and to what extent each investigation will be conducted. You have a duty to communicate honestly and cooperate fully in Solthis investigations and controls. Solthis commits to maintain the confidentiality of the report and to carry out an impartial internal investigation, without however taking the place of investigations that could be carried out by the competent local authorities.

Solthis formally prohibits any retaliation against employees / volunteers / trainees / consultants / members who have reported in good faith suspected misconduct.

## Responsibility of supervisors

Executives and in particular line managers have a special responsibility: they must set an example and create a working environment that supports colleagues and gives them the means to accomplish their task. They must also support colleagues who in good faith ask questions or report problems.

Name :

Position occupied :

Date :