

## Code of Conduct

Codes of conduct or ethics are a set of written rules that govern the conduct of all employees. The policy is aimed to inculcate in all coculture members a sense of belonging and commitment to the organization. All members of coculture are responsible for sustaining the highest ethical standards of the organization and of the broader community in which it functions. Coculture values are rooted in freedom, justice, equality, integrity, honesty and fairness and strives to integrate these values into all its practices and operations. Our ethos is driven by these values:

- Active citizenship; We are committed to promoting the meaningful engagement and participation of diverse groups and individuals in efforts to bring about positive social and political change.
- Transparency and accountability; Transparent and accountable systems of governance are key aspects of establishing a sustainable peace. We also strive to honour the commitment of our donors and supporters by holding ourselves to the highest standards of ethics, integrity, and financial responsibility.
- Gender equality; We believe that women should enjoy the same rights, representation, and opportunities as men, and that increasing women's participation in peacebuilding and democratization processes is a necessary precondition for their success.
- Non-violence; We firmly reject all forms of violence including physical, direct, social, cultural, environmental and structural violence. Violence prevents people from reaching their full potential and is counterproductive to the transformation of conflict, which is why peace must be achieved through non-violent means.
- Pluralism and diversity; Fostering an energetic engagement with diversity and actively seeking understanding across lines of difference through constructive dialogues is emphasized throughout our work.
- Equality; Equal rights and opportunities for all individuals regardless of ethnicity, gender, or religion is the cornerstone of a just and democratic society.

In that spirit, this code is a shared statement of coculture's commitment to upholding the ethical and professional standards we use as the basis for our daily and long-term decisions and actions. We all must be mindful of and comply with the relevant policies, procedures, standards and principles that guide our work. coculture's Code of Ethics is designed to serve as a set of ethical and legal principles to guide the decisions and judgments that coculture's staff and consultants are constantly being asked to make. It represents the principles upon which coculture was established and they continue to govern its operations. Adherence to this code also makes us responsible for bringing suspected violations of policies and standards to the attention of the appropriate authority, (i.e. supervisor or Executive Director). Raising such concern is a service and will not jeopardize one's position or employment. Confirmed violations will result in appropriate disciplinary action as per coculture's policies. When further clarification is needed, staff should consult the Executive Director.

## Ethical Principles:

The employees and representatives of coculture shall always work honestly and according to the legal terms, Organization's procedures and Organizational values to the highest standard. Accepting and giving bribes is definitely unacceptable. As a responsible member of society, coculture gives particular importance to environmental protection in its facilities. Coculture also aims to ensure a safe and healthy working environment according to the national and local laws.

## Confidentiality in financial relationships and compensation information:

The persons among the employees of the Organization who have access to and control of information are responsible for keeping this information confidential. Such information, especially classified as "Confidential, registered and/or private" cannot be disclosed to third parties and public unless they are disclosed publicly by the Organization. Disclosing information is against the guidelines of the Organization even if such information is not strictly private and confidential. Furthermore, all employees are responsible for keeping their own compensation information confidential. Discussing such matters with other employees is not acceptable. Furthermore, employees who have access to such information as part of their job are responsible for keeping it confidential.

## Respect for Fellow Employees and for beneficiaries:

All staff and beneficiaries irrespective of gender, religion, ethnic, political or tribal views must be treated equally at all times. This obligation applies during and outside of office hours and in particular when groups of staff are required to stay away from base on field trips. If any member of staff or beneficiary is pressured, bullied, threatened or harassed by another staff member, the incident should be reported immediately to the Line Manager where the confidentiality of the staff member will be completely assured.

## Organizational Behaviours:

A coculture employee should never abuse his or her position in the work environment, including giving preferential treatment or offering employment or promotion in order to elicit sexual favours, gifts or advantage.

Employees shall preserve information and documents for useful periods and legal requirements and act carefully on these matters. The documents and information shall be preserved in a location which may be accessed by their manager.

## Conflicts of interest:

Members of coculture staff who have a conflict of interest or may appear to have a potential Conflict of Interest, in the case of a particular transaction may never be involved in establishing or managing that transaction. A conflict of interest would arise when an employee of coculture or any member of his/her immediate family (defined as brothers, sisters, spouse, partners, ancestors and lineal descendants), his or her partner, or an organization that employs or is about to employ any of the parties mentioned above, has

a financial or other interest in a firm being considered for an award. A financial or other interest is defined as owning stock or holding debt or other proprietary interests in the contracting organization, or holding office, serving on the board, or participating in management of the firm. If a conflict of interest arises with any member of coculture purchasing staff, s/he must request the involvement of an unbiased coculture colleague in relation to the specific order or issue.

## **Inappropriate payments, business entertainments, business gifts:**

The employees and their first-degree relatives cannot accept any payments, gifts, and valuable paper from or become indebted to institutions/companies or persons having a business relationship with the Organization.

## **Fraud:**

All employees are subject to the coculture Anti-Fraud Corruption Policy. As stated in the policy, “It is the policy of coculture to conduct its business in an honest, open and ethical manner. coculture is opposed to fraud in any aspect of its business. It is the responsibility of all employees to conduct the business of the Organization in a manner that prevents, as far as possible, any opportunity for fraud. Employees must also be alert to the possibilities of fraud, and always be on guard for any indications that improper or dishonest activity is taking place. It is the responsibility of the employee who suspects fraud to report the matter. Any failure to do so may lead to disciplinary procedures being instigated, including dismissal and/or legal proceedings. Staff can be assured that their interests will be fully protected in the event of them making a formal report on fraudulent, or suspected fraudulent activity.”

## **Firms doing business with the Organization:**

Employees and their first-degree relatives are not allowed to establish a business relationship with and become business partners of the outsourcing suppliers of the Organization..

## **Working for third parties:**

Working for third parties, providing consulting services, or holding a business relationship with third-party establishments and organizations is unacceptable without the prior written approval of the ED, and CEO.

## **Harassment Bullying and Assault:**

All employees are subject to the coculture Anti-HBA (Harassment Bullying and Assault) Policy. This policy covers Harassment, Bullying, and Assault occurring in the workplace or in other settings in which employees may find themselves in connection with their employment with coculture. As stated in the policy (please refer to Anti-HBA policy) “HBA shall not be tolerated at coculture (zero tolerance approach), which is committed to ensuring an environment free of HBA, or abuse of authority. Every employee will contribute to such an environment.” and “If proven, HBA shall be sanctioned, and the harasser/violator(s) shall be subject to disciplinary measures. Sanctions may also be imposed against a

manager who knowingly tolerates harassment and violation once he/she has become aware of it. On the other hand, employees must bear in mind that all allegations of Harassment, Bullying and Assault are very serious, and deliberately false or malicious allegations shall be sanctioned. They must therefore have serious grounds before making a complaint of HBA. Such complaints must be based on facts. The alleged harasser has the right and duty to respond to allegations of HBA.”

## Armed groups and illegal activity:

It is not acceptable to do business or provide support to any persons or entities that have been found to be engaged or provide support or acting as an agent for any illegal activities or armed groups or any activity that advocates, plans, sponsors, or engages or has engaged in any terrorist activity.

Authorised by coculture CEO  
Khaled Barakeh

