

## **Code of Conduct**

This code of conduct describes the *key values and principles* of the PATRIP Foundation. It applies to all PATRIP Foundation staff members including the Board of Directors, as well as to PATRIP's sub-contractors. We also expect our partners to practise these key values likewise.

- **Human rights, equal opportunities, mutual trust and respect**

We respect the rights of every person, without any distinction in terms of gender, marital status, disability, skin colour, religion or world view, culture, education, social origin, sexual identity, and nationality. We guarantee equal opportunities to all.

- **Prohibition of discrimination, exploitation, abuse, and harassment**

We do not tolerate any form of discrimination, exploitation, abuse, or harassment, including sexual harassment, and intimidation within the PATRIP Foundation and towards partners and beneficiaries.

- **Compliance with the law, including procurements laws and fair competition**

We comply with all applicable local, national and international laws and regulations and require the same for our partners.

- **Transparency, integrity**

We perform our tasks in a transparent and verifiable way by documenting important decision-making processes.

- **Anti-corruption, anti-bribery and gift policy**

We do not – either directly or indirectly – request, accept, offer, give bribes or arrange for bribes to be given. Gifts will never be asked for and can only be accepted or given if appropriate in a specific cultural or social context and to a strictly limited extent. Cash amounts or illegal products will never be accepted. In case of doubt, the PATRIP Board of Directors will immediately be consulted.

- **Fair working conditions and open work environment**

Our staff is our main asset. We provide fair working conditions and such a working environment that makes everybody feel free to speak and report concerns or misconduct without fear of retaliation or intimidation.

- **Confidentiality and data protection**

We are dealing with personal data with utmost care and in compliance with the applicable data protection laws. This applies likewise to the use of pictures and social medias and the respect of copyrights.

- **Conflict of interest**

We clearly separate professional and private spheres and intend to avoid any conflict between personal interests and those of the PATRIP Foundation or its partners. Any potential conflict of interest will be immediately disclosed to our Board of Directors to resolve the conflict in a transparent way.

- **Environmentally responsible action and sustainable use of natural resources**

We aim at a responsible, careful and sustainable use of natural resources within our actions and office as well as in the projects that we support/implement.

- **Grievance mechanism**

The purpose of the grievance mechanism is to manage complaints related to our work in a formalised and documented way in order to efficiently address any reported (perceived or actual) issue, concern, problem or claim. Therefore, a grievance form is available on our website and allow for anonymous submission. The PATRIP Board of Directors is responsible for the follow-up and documentation of reported grievances.