

## KIOS Code of Conduct for organisations

### Integrity

The organisation is committed to ensuring highest integrity in its operational conduct. It will ensure that its operational conduct is in line with the values and policies of KIOS and it will always work in accordance with the national laws and regulations. The principles of impartiality and equality will be followed in all operations. The organisation will ensure that its relationships and behaviour are not exploitative, abusive or corrupt in any way. The organisation will ensure that any form of sexual abuse or exploitation of any persons of any age will not be conducted under its operations. The organisation will actively prevent any harassment (sexual or any other) and abusive behaviour.

### Human Rights

The organisation will respect the principles laid down in the Universal Declaration of Human Rights and will follow them in its work and decision-making. The organisation will respect the rights of every individual. The organisation will treat people equally and respect their individuality. The organisation will take into account the sensitivities of people's customs, habits and religious beliefs. In case local norms are in conflict with basic human rights, the organisation will seek ways to respect internationally recognised human rights.

### Reporting Abusive Behaviour and Sexual Harassment

The organisation will seek to actively prevent any forms of abusive behaviour, sexually offending or harassment be it physical, verbal or non-verbal. If the organisation witnesses or suspects any form of sexual harassment or abusive behaviour within its operations it will take adequate measures and report this to KIOS. Additionally, KIOS encourages any member or staff to report sexual harassment or abusive behaviour to KIOS. The reports will be handled with discretion.

### Environment

The organisation will consider the environment in all actions and will seek to make environmentally friendly choices. The organisation will always consider environmentally friendly options when making a procurement or other work related decision, such as choosing travel or accommodation options. The organisation will seek to find energy efficient options to conduct its operations.

### Transparency

The organisation will not use its power position to gain personal benefit for its representatives (e.g when choosing beneficiaries). The organisation will not accept bribes, gifts or hospitality in exchange for favours, special treatment or preferential treatment. If the organisation receives gifts from partners, the gift must be in the reasonable value and the organisation should not, in any situation, accept monetary gifts. The organisation will inform KIOS of any personal interests/biases (such as family relations or shareholding) in matters that can affect its work or decision-making. The organisation will inform KIOS of any criminal charges it may have had or may face during KIOS funding. The organisation will contribute to preventing all forms of unethical or criminal activities and will report any such activities to KIOS.

## Security

The organisation will not disclose sensitive information of/from individuals it serves where there is a risk of adverse consequences of the individuals if their identities/information is revealed.  
The organisation will handle all confidential and sensitive information with the greatest care.

It will assess regularly the physical and digital risks and security features of the organization.

By signing this on behalf of my organisation, I confirm that I have read and understood the principles of the Code of Conduct, and I hereby agree to comply with the Code of Conduct. Non-compliance with the Code of Conduct may result in termination of partnership.

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Name:

Function:

Organisation:

Place and date: