



Code of Conduct



Introduction

ICEP contributes to efforts that alleviate poverty in developing countries. ICEP is convinced that global development can only be sustainable if all people are included in economic cycles and given the opportunity to lead self-determined lives based on their own work. Since ICEP's work spans different countries and cultural environments, it is important to have a common set of values that are binding for everyone. These values are anchored in this Code of Conduct.

The Code of Conduct must be recognized and respected by all employees at all times during their service with ICEP, as well by consultants, agents, advisors, volunteers, interns and all individuals working under the ICEP name and legal status, as well as collaborating partner organizations. The Code of Conduct automatically forms an integral part of all ICEP contracts of employment and conditions of service for all employees. If an additional Code of Conduct applies in a project, for example, from a donor, it will not replace this Code of Conduct. In such cases, the stricter rules will apply.

Employees are responsible for ensuring that they have read, understood and comply with this Code of Conduct.



Core Principles

ICEP employees must adhere to the ICEP Code of Conduct, which is based on the following common values of the members, bodies and employees of ICEP. It is expected that project partners comply with or respect these rules of conduct:

- Independent, responsible and professional work
- Recognition of the dignity of all people and non-discrimination based on gender, race, religion, culture, education, age, nationality and social background.
- Incorruptibility/ethical fundraising
- Separation of private and professional interests
- Compliance with contracts
- Confidentiality
- Protection of the environment

Rules of Conduct

Each employee agrees to comply with the Code of Conduct, all mandatory rules, policies, and procedures, and the terms of their employment contracts and conditions of service. Non-compliance with the Code of Conduct may lead to disciplinary action or dismissal. Each employee also agrees to comply with the applicable laws of the country in which they are present. In case of a violation of any applicable law, ICEP will not provide legal assistance to the individual, and any legal costs incurred by ICEP may be charged to that person.

DISCRIMINATION

All actions or statements that put individuals at a disadvantage, humiliate, or ridicule them based on their origin, nationality, color, gender, religion, appearance, disability, age, sexual orientation, or other relevant criteria are regarded as acts of discrimination. Such behavior is not tolerated towards colleagues within ICEP or colleagues in partner institutions.

MOBBING/ BULLYING

Mobbing/bullying is the systematic exclusion and humiliation of someone by one or more persons. It usually occurs repeatedly and over an extended period of time. Typical cases of mobbing are acts that attack a person's reputation or social relationships, impair the possibility to communicate, devalue the quality of work, or even harm people's health. Such behavior is not accepted by ICEP and will be sanctioned. This does not, however, include one-time arguments, conflicts or criticism that is part of a constructive work environment.

SEXUAL HARASSMENT

Any friendly type of close contact with someone is based on mutual agreement between two persons. Sexual harassment, however, occurs when one person intentionally fails to maintain appropriate boundaries in an uninvited and unwelcome manner. Individuals experience "not keeping distance" differently, so there is no general limit of tolerance. Sexual harassment may include the degradation of a person based on their sex and is offensive and humiliating. Such behavior can neither be tolerated nor accepted.



EXPLOITATION

ICEP will not tolerate the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

CORRUPTION

ICEP Employees shall conduct all duties with integrity, free from any taint of dishonesty or corruption, including not engaging in acts of favoritism, nepotism, cronyism, or bribery. Employees must adhere to local laws pertaining to competition. Accepting or offering gifts or other advantages (including money, loans, rewards, reduced prices or fares, jobs, contracts etc.) from or to collaborators, public officials, partner organizations, etc. is prohibited. The allowed exception is the exchange of symbolic presents of low value in accordance with local customs of courtesy.

USE AND PROTECTION OF ASSETS

Employees adhere to high ethical standards and good business practices, including the careful use and protection of any assets: financial, physical, know-how, etc.

CONFLICT OF INTEREST

Employees must take sufficient care to separate business from private spheres. This includes avoiding conflicts of interest in areas such as purchasing, logistics, recruiting, or promoting staff. Employees should immediately and proactively disclose any potential or actual conflicts of interest to their superior. Actual conflicts of interest must be resolved in a manner that is objectively verifiable and understandable to all parties involved.

GENDER AND ENVIRONMENT

In addition to these Rules of Conduct, ICEP has an elaborated Gender Policy as well as an Environment Policy. These two policies illustrate in detail ICEP's approach in these areas and are integral parts of this Code of Conduct.





General Procedure Rules for Employees with Regards to Funds

ICEP's employees are directed to study each grant agreement and donor guidelines to determine what administrative controls are appropriate for public and private grants. Questions are directed to their immediate supervisor or to ICEP's Managing Director. ICEP has established and maintains the following administrative controls that relate to grant accountability:

- Monitoring cash flow to ensure that recipients and sub-recipients draw funds on a regular basis and avoid excessive balances or deficits of grant funds.
- Monitoring sub-recipients to ensure that weaknesses and non-compliance are promptly corrected.
- Ensuring that only allowable expenses are charged to grants.
- Ensuring that all resources are used sparingly.

Specific guidelines for the prudent acquisition of private donations are in place.

Accountability

REPORTING OF NON-COMPLIANCE

ICEP employees and collaborators are encouraged to immediately report any instances of misconduct that violate this Code of Conduct to their superiors. When reporting, individuals should clearly and confidently express their concerns, whether they feel offended by specific comments or actions or suspect a violation of the Code of Conduct by another employee.

All superiors involved in the reporting process must ensure confidentiality. False accusations or misleading information may also be subject to disciplinary action. However, *bona fide* reporting will not be retaliated.

SANCTIONS FOR NON-COMPLIANCE

In the event of a deliberate and serious breach of internal control rules by an ICEP employee, the Managing Director is required to inform the Management Board and propose appropriate measures, which may range from a formal warning to dismissal.





ICEP is an independent Austrian development organisation with a business-oriented focus. ICEP works with partner organisations in Africa and Latin America as well as with Austrian companies and implements projects worldwide with the aim of getting more people actively involved in economic life. The corporAID platform is an initiative of ICEP.

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