



# Ethical Code



# ETHICAL CODE

## The members of the Exeko team<sup>1</sup>...

Show respect towards the participants, colleagues, partners, etc. at any moment and know how to adapt according to the specificity of others.

Demonstrate a positive and courteous attitude at all times, ban all forms of condescendence.

Focus on discussing, listening and observing over excessive spontaneity in situations of conflict.

Respect the expertise, opinions, responsibilities, differences and specificities of each other

Don't overstep the boundaries of their mandates and skills .

Keep the information about the personal and or professional lives of their conversational partner, when appropriate, confidential.

Aim for coherence and logic through all their actions

Show leadership, tact, diligence and team spirit in their work.

Encourage creativity of all forms, at all times

Never lose sight of the general goals of Exeko, as well as the goals pursued by the program in which they work

Detach themselves from any type of judgement and/or prejudice about their conversational partner.

Act upholding caution and security.

**I confirm that I have read and will uphold all clauses of Exeko's code of conduct read and approved,**

Date : \_\_\_\_\_

Surname, First name \_\_\_\_\_

Signature : \_\_\_\_\_



## Preamble

Ethics aim to answer the question « How to be good? ». It focusses on guiding our actions according to what is good, as an individual and as part of a group.

The ethical code consists of a collection of standards as a reference for our actions, behavior and attitudes favored in a given environment.

Intervention with marginalised populations requires an empathetic, respectful and careful attitude. All members of the Exeko team must be aware of the importance of the relationship built with the program participants, partners and the members of the community who they interact with. Their actions and their attitude must demonstrate a humane character and must respect the rules that maximize the benefits generated by their actions.

Any violation of the ethical code can cause a follow up, and if necessary disciplinary measures

# 1. General guidelines

- 1.1. Members of Exeko's team respect differences by listening, opening up, respecting and being aware of their own system of values. As part of Exeko's activities, we avoid taking positions that could go against the non- partisan nature of Exeko.
- 1.2. They keep their skills up-to-date and limit their actions to their field of expertise. In order to achieve this, they make sure they have received all the necessary information for the proper performance of their duties. They also take into account their own limitations and don't make false representations about their abilities, skills or qualifications. Alongside this, they don't falsely represent the program and are honest about its deadlines, goals and mission.
- 1.3. They take criticism and expressed opinions into account at all times and, if needed, try to propose essential adjustments.
- 1.4. They position themselves both as a student and as a teacher of their knowledge.
- 1.5. They demonstrate flexibility and the ability to adapt in any situation at all times.
- 1.6. They work to ensure that any activities within Exeko are realized in a safe context and make sure nobody is at risk. When in doubt, they ask the team or any appropriate person.
- 1.7. They don't exceed their own mandate, respect the rules of governance, as well as the roles and responsibilities of their team-mates. This includes the partners and the complementary agencies of Exeko. They work in harmony with the latter.
- 1.8. In case of a conflict or a difficult situation, they consult with their team, their superiors, and if needed with the partners. They maintain at all times, as main objective, the proper functioning of all activities and the flourishing of the projects, and their partners.
- 1.9. They display, at all times, even outside of the activities, a courteous behavior and attitude, are respectful and positive towards the team members, the participants, the partners and the members of the community they interact with. They refuse any consumption of drugs or alcohol within the activities of Exeko<sup>1</sup>.
- 1.10. They don't make promises they can't uphold with certainty and assure consistency in their actions with partners, participants, members of the team and members of the community they interact with.
- 1.11. They recognize their mistakes, and reposition themselves if necessary.

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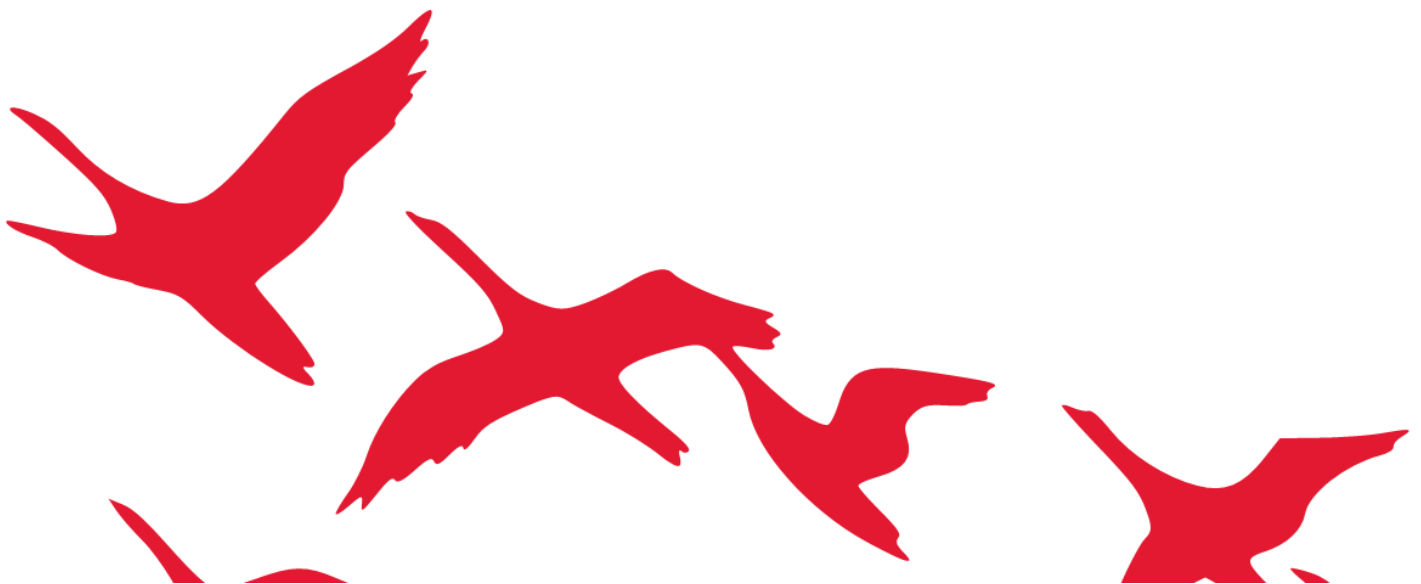
<sup>1</sup> Except from special occasions such as exhibition opening or others events a moderate consumption of alcohol is tolerate

## 2.Relations with participants

- 2.1. The members of the team do not impose themselves, but show leadership and act with tact, diligence and respect regardless of age, gender, way of life, attitude, behavior and opinions of the participants. They adapt their actions and divide their time according to the specificity of the participants, their needs, their expectations, habits, physical condition and the personality of each.
- 2.2. They respect the private lives of the participants and keep all personal information confidential.
- 2.3. They maintain no relationship outside of work with the participants or members of their family and don't accept any form of compensation from them or any other member of the community.
- 2.4. They are patient with all participants, including those who show negative or difficult attitudes and seek to better understand their conversation partner, rejecting value judgements and a priori about the participants, including on past acts. In no case can they be influenced by an isolated negative action which could affect their judgement.
- 2.5. They listen to what the participants say, inform themselves of their life habits and their values, and encourage the participants to express their opinions, reflections, preferences and emotions. They concern and inform themselves on the participant's sadness, happiness or dissatisfaction.
- 2.6. At all times, they focus on the potential and capacities of the participants.
- 2.7. They convey hope, dynamism and enthusiasm and proscribe any condescending attitude in their relationship, whatever the nature of the conversation partner. They also guard their emotions and position themselves, in case of doubt, as an observer and moderation rather than excessive spontaneity.

## 3. Relationship with the team, the partners and the community

- 3.1. The members of the team respect the work of the other members regardless of their post, function, level of responsibility and their seniority within the organization. The same applies to work in the organization. The members of the team act in the spirit of listening, sharing, mutual help and trust
- 3.2. They aim for the enrichment and accomplishment of each in the professional and personal sense. They share and transmit their knowledge and expertise with others. Conversely, they show curiosity and are open to receive and learn from their peers.
- 3.3. They can disagree with the assignments, behavior and opinions of the team members or its partners, however, without showing an attitude of rejection towards the latter. So they prioritize discussion and listening to one another.
- 3.4. If they note any inappropriate actions, attitude or behavior by the members of the team or the partners, and if the situation lies outside of their scope of responsibilities, they report this to their superiors.
- 3.5. They always show a sense of hospitality during Exeko's activities, if possible, regardless of the visitor's nature, and ensure they are properly accommodated.



## Disciplinary measures

When a team member is caught to be in breach of the ethical code, for example when he/she shows aggressiveness, lack of respect, a resignation to work together, or commits a misconduct; listening, discussion and mediation are preferred for solving a conflict. But when it is proven to be impossible to find a solution for a persistent conflict or the gravity of the issue obliges, the team member can be punished and disciplined. A participant can also be punished in case of a fault, if the interest of the other participants or activities so requires.

Before the measure is taken, the people in direct concern are met and consulted. If the decision is motivated, the punishment is notified by letter or orally during a personalized meeting with the interested party. That information shall specify the scope, duration and goal of the punishment, as well as the possibilities for appeal. It goes from a simple warning to immediate and final dismissal accompanied by juridical procedures; it shall be forwarded the concerned members of the group, and when appropriate, to the project managers and/or managers of the project, senior management and/or administrators.

An internal appeal is allowed against a punishment if the participant or a member of the team makes a biased or irregular decision or if he considers a sanction manifestly disproportionate to the facts.

The project manager, the project director, the general management, and/or ultimately, the administrators ensure that the punishment has been upheld, carried out without prejudice, in a transparent fashion and in the interest of all parties concerned

## Liability insurance

All members of the team are protected ,in case of a work related accident, by the laws in force at the commission for occupational health and safety, and benefit, in case of an accident caused by a third party, of liability insurance, subscribed by Exeko and its insurer, applicable in-and outside the grounds of Exeko, as part of Exeko's activities.