

## EVI Policies

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### Policy on Code of Conduct

## 1 Internal code of conduct

### 1.1 Introducing EVI values

EVI is a value-based organisation. People that work for EVI do so because they believe in EVI's mission. The core values, which not only apply to how EVI conducts its business on a day to day basis, but are also reflected in EVI's external relationships, are reinforced through induction and training, and expressed in articulated actions and words by those who lead the organisation.

Valuing diversity means creating an organisation that is genuinely open to the creativity, insights and experience of people with different religious backgrounds, ethnic origin, gender, sexual orientation, and disability, amongst both the current and potential staff and the individuals and organisations with whom EVI works.

### 1.2 Purpose and appliance of the code of conduct

As an employee of EVI the highest standards of impartiality, integrity, objectivity and honesty in relation to work undertaken must be observed.

The code of conduct provides guidance to employees on how to ensure their actions and behaviour are consistent with both EVI's values and the highest standards of conduct required for maintaining public confidence in the work of EVI.

You should familiarise yourself with the contents of the code of conduct and act in accordance with the principles and the guidance set out in it.

You must comply with the code of conduct. You must ensure that you understand your duties, rights and responsibilities, and are familiar with the functions and role of EVI and its policies and procedures as they affect your duties. New employees will be required to attend relevant training and/or induction courses to assist them in this.

Serious failure to comply with the code of conduct may be a disciplinary matter, so advice and/or guidance from EVI senior management should be sought if you are in any doubt as to how the code of conduct applies to you.

Consultants or agency staff working with EVI are expected to abide by the standards and principles set out in the code of conduct and to seek advice from EVI senior management if in doubt.

### 1.3 Standards and behaviours expected

EVI Senior Management, who is accountable to the EVI Board, has overall responsibility for propriety in the broader sense, including conduct and discipline, and ensuring employees' rights are respected.

#### 1.4 As an EVI employee you have the right to:

- Be spoken to politely
- Be treated with respect
- Be treated fairly and courteously by colleagues and those outside the organisation with whom EVI work
- Be treated fairly in recruitment, training and promotion
- Have your private life and commitments outside work respected
- Have your point of view listened to and considered
- Expect not to be harassed or intimidated at work, and in particular not to be harassed or intimidated because of age, gender, colour, ethnic or national origin, religion, disability, marital status or sexual orientation
- Speak out if you are the victim of bullying, harassment or intimidation and have your complaint taken seriously and properly investigated

#### **As an EVI employee you have a responsibility to:**

- Act professionally in your dealings with colleagues, treat them as individuals and show sensitivity to their needs
- Treat complainants with fairness, courtesy and sensitivity to their needs and their situation
- Consider others in the exercise of your duties
- Keep in mind the limitations of your own experience and value the perspectives and experience of others
- Express your point of view without being aggressive or overbearing
- Listen to what others say and respect their point of view
- Learn from your mistakes
- Try to find solutions to and work through disagreements with others
- Take responsibility for your own learning and development
- Take action if you witness or are made aware of any improper conduct, including any act of harassment or discrimination
- Not to discriminate unlawfully, for example, when making decisions
- Not to put pressure on others to discriminate unlawfully
- Challenge attitudes which demean or denigrate others (individuals or groups), and develop self-awareness to the impact of your own behaviour
- Ensure that your behaviour and appearance at work and when representing EVI does not cause embarrassment to or reflect negatively on EVI in a way that could bring the reputation and standing of EVI into disrepute or cause a loss of public confidence in its work.
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#### 1.5 Accountability

EVI employees are accountable to EVI Senior Management who is accountable to the EVI Board as set out in the statutes.

EVI employees should conduct themselves with impartiality, integrity, objectivity and honesty. You should not deceive or knowingly mislead others, including other members of staff, the European Commission (EC), donors, the hosting institution or the public.

EVI employees, when dealing with public affairs, should do so sympathetically, efficiently, promptly and without bias or maladministration. EVI employees should offer the public the highest standards of conduct and service.

### 1.6 Use of resources

EVI employees have a duty to ensure that EVI's resources, i.e. public money, are used in the most economical, efficient and effective manner.

### 1.7 Conflicts of interest

The purpose of these provisions is to avoid the danger of EVI employees being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. There must be no misuse of official positions or information acquired in the course of official duties to pursue your private interests or those of others.

### 1.8 Identifying potential conflicts of interest

- All EVI employees shall be required to register all interests as set out below to EVI senior management.
- In particular the following should be made known:
- Any personal financial connection with any organisation or company with whom EVI has entered into a contract, or is seeking a contract/work from EVI
- Personal relationships with anyone seeking employment with EVI, e.g. if the parties involved participate in decision making processes, which affect another party, with regard to recruitment, appraisal, discipline, control of resources. EVI employees must not influence the selection of a prospective employee where a close personal relationship exists. The relationship must be reported to EVI senior management.

### 1.9 Acceptance of gifts and hospitality

As an EVI employee your official position should not be used to receive, agree to accept or attempt to obtain any payment or other consideration for doing or not doing something, or showing favour or disfavour to any person. Benefits of any kind from a third party, which might reasonably be seen to compromise personal judgement and integrity, should not be accepted.

The receipt of gifts must be registered at EVI finance department. Gifts may be given to a charity designated by EVI.

Conventional hospitality and national customs of gifts are accepted provided they are reasonable in context.

### 1.10 Other employment

Other employment must be declared.

Unless stipulated otherwise in the employment contract the following applies to other employment: full-time employees are expected to be fully committed to the work of EVI and not to work for other employers; permission must be sought (which will not be unreasonably withheld) prior to taking on other employment. In the event the employment contract between EVI and the employee dictates otherwise then the contract clauses prevail.

### 1.11 Access to information

Where confidentiality or secrecy is required for operational reasons in order to maintain the confidence of other agencies and to protect individuals, the respective conditions as stipulated in the employment contract or its annexes will apply. Trust can only be sustained if there is complete reliance on EVI's ability to maintain confidentiality when required.

### 1.12 Writing/speaking in public and responding to the media

When writing or speaking publicly (either when giving a formal speech, or informally at a meeting) on any matter which could be seen as falling within the remit of EVI, where, as an EVI employee, you are likely to be seen as representing EVI or EVI's position on an issue, prior approvals according to Point 7.5 must be sought, even though you believe you are writing or speaking as an individual. Direct contact with the media or response to media enquiries must not be undertaken unless as specified in Point 7.5 or agreed in advance.

### 1.13 Concerns about improper conduct

While performing normal working duties, you feel you are being asked to do something which you consider:

- To be illegal, improper or unethical,
- To be in breach of a professional code,
- May involve maladministration, fraud or misuse of public funds,
- Is inconsistent with the code of conduct.
- The matter should firstly be raised with EVI senior management, or if this is not possible or you are reluctant to do so, it should be reported to the EVI Board. EVI employees have a duty to draw attention to matters, even if not personally involved, where:
- There is evidence of criminal or unlawful activity by others
- They believe there is evidence of improper or unethical behaviour or potential maladministration.
- EVI employees should not investigate these matters themselves, as this will give rise to an irresolvable conflict of interest. Provided these matters are raised in good faith, any EVI employee raising such matters will be supported.