

CODE OF ETHICS IN ADS

The Code of Ethics contains the basic standards and principles of ADS, which must be adhered to by all employees (Personnel), the Executive Director and the Assembly.

The basic principles of ADS are:

- **Integrity** - Includes qualities such as honesty, impartiality, refusal of corruption, and respect for the human value of all individuals.
- **Equal Opportunities and Non-Discrimination** - ADS has embraced the principle of equal opportunities. The organization manages the staff, employs, treats and promotes individuals regardless of race, color, religion, age, nationality, limitations (special needs), sexual orientation, and every other category specified by Labor Law, Law on Gender Equality and other applicable laws. Therefore, no direct or indirect discrimination is allowed based on race, color, gender, language, religion, political or other opinion, national or social origin, connection to any community, property, economic status, social affiliation, sexual orientation, birth, disability or any other personal status.
- **Responsibility** - The employees of ADS are obliged to report, explain and respond to the consequences of their decisions, actions and lack of actions.
- **Impartiality and professional independence** - The employees of ADS are not allowed to be biased, which means to have a predisposition in favor of a certain outcome when assessing a situation, resulting in an unjustified harm to the organization's interest or to the right of other stakeholders.
- **Confidentiality** All employees should keep confidential information and take care that this information is not disclosed either within or outside the organization. Confidential information are information which are not public. This includes all information which the project specifies as confidential or verbally specifies as confidential. Therefore, all employees of ADS should take care not to disclose or publish confidential information.
- **Avoiding Conflict of Interest** - Employees of ADS They should not allow their private interests to contradict their position in the organization, to avoid carrying out private duties that conflict with their position and that may create conflict of interest.
- **Copyrights** - ADS has all rights over all materials, including texts, photography, video and music, conducted during employment at ADS. Such material is the property of ADS, and cannot be use for other purposes.

Rules of Conduct in ADS

1. The employees of ADS in their work are guided by the principle of professional independence, personal integrity, accountability and honesty.
2. The employees of ADS must perform their duties fairly and efficiently.
3. The employees of ADS should use the financial means of the organization fairly and not misuse them.
4. The employees of ADS should in no way misuse their official position for their own personal interest or other interests.

5. The employees of ADS during the exercise of their official duty should establish and maintain the trust of the organization where they work and of those whom they serve.
6. The employees of ADS exercise their duties professionally, responsibly and independently, without external influence.
7. The employees of ADS must fulfill their duties in a transparent and professional manner.

Protective measures

- If the employee considers that s/he is required to act in violation of the law, the internal policies of the organization resulting in a violation of the Code of Conduct, such violations shall be presented to the Human Resources representative or the Executive Director or the Assembly.

The behavior of employees in ADS towards other parties

In the exercise of their duty, employees must:

- Behave professionally and respect the principle of equality, by giving up any discriminatory behavior against citizens or other parties;
- They act in a contained manner towards other parties, as well as with special care towards the elderly and the disabled;
- Presented correctly and responsibly in direct communication with citizens or through other forms of communication.

The behavior of employees in ADS

- Employees in ADS during the exercise of their duties should behave politely, regardless of nationality, religious, political, gender, health and family status.
- Employees in ADS should respect each other's work and cooperate in order to increase efficiency and quality at work.
- Employees in ADS should be careful not to hinder other employees in performing their regular job duties.
- The critique towards colleagues at work should be responsible and professional.
- The relationship between colleagues in ADS is based on mutual respect, as well as in respecting the dignity and personality of each and everyone.

The behavior of employees in ADS towards media

- Employees in ADS should not disclose information about their work without proper authorization.
- Employees in ADS are not allowed to disclose secret information about their work.
- Employees in ADS in making public statements are by no means allowed to provide inaccurate information and personal opinions about the organization.

Prevention of Conflict of Interest

- Employees in ADS during the exercise of their duties and responsibilities should act in defense of the interest of the organization and are not allowed to put their private interest in the interest of the organization and the public.
- Employees in ADS exercise their function in accordance with the organization's policies and regulations, the Labor Law and other applicable laws in Kosovo, including the relevant Criminal Code of the Republic of Kosovo.
- When performing their duties when they are aware of the existence of a conflict of interest, employees in ADS are obliged to:
 1. identify if there is a potential conflict of interest;
 2. take the necessary steps to avoid the conflict of interest itself.
- If the employee is not sure about the existence or not of a conflict of interest concerning her/him, s/he must notify and consult as soon as possible with the unit manager, the HR representative or the governing body.

Avoiding Conflict of Interest

- Based on available data, the unit manager should undertake the necessary measures in order to avoid the appointment or selection of a person on positions that may produce or represent conflict of interest.
- Employees in ADS cannot be charged with duties that may lead to the appearance of conflict of interest.

Employee engagement outside the organization

- Outside activities of the employee in ADS include any regular or occasional paid or unpaid engagement outside the organization.
- Employees in ADS should not engage in any outside activity that hinders the performance of their official duty and undermines in any way the achievement of the organization's objectives.
- In case of an outside engagement, employees in ADS should inform the unit manager and HR representative.
- The involvement of the employee of ADS in teaching, research and training activities is permissible when this does not obstruct the performance of duties and is not in conflict with the nature of the work.
- ADS employees are permitted to join a trade union or employee representation organization.

Presents

- Employees in ADS cannot accept monetary gifts or other favors for themselves or for members of their family related to the exercise of official duties. Any received gift must be submitted to the Executive Director and registered by the respective official in charge of registering gifts.

Responding to offers

If an employee is offered an unfair advantage, s/he should:

- Refuse, with no need to accept it and use it as evidence;
- Try to identify the person who makes the offer;

Action For Democratic Society / Hibrid.info
Adresa: Rr. Hajdar Dushi No. 22A/1, 10000 Prishtina, Kosova
Email: info@hibrid.info; Tel: +383 49 165-164

- Report this, as soon as possible, to the unit manager or the HR office.

Other obligations of the employees in ADS

- Employees in ADS are not allowed to use the official duty to incite or force another person to make any financial gain or any other kind of personal benefit.
- Every employee in ADS is obliged to respect the working hours, not to work and not leave the work without notifying the unit manager.
- All equipment that is owned by the organization must be handled with care, maintained and not harmed due to negligence, and used solely for official purposes.

Consent and signature

Every employee in ADS is obliged to read, understand and sign the Code of Ethics of ADS and submit the original form to the Human Resources Office.

Name and surname of employee

Position: _____

Date: _____

Signature: _____

**Note: The part of signing the Code of Ethics (see above) can be removed since its signature is implied by signing of the first page of the manual, but the Code may also be signed separately, as decided by the management of ADS.*