

THE CODE OF ETHICS

I GENERAL PROVISIONS

Article 1

The Code of Ethics establishes the general principles and rules of business ethics, which bind all members, employees, and persons engaged on another basis in the organization Partners for Democratic Changes Serbia (hereinafter: Partners Serbia).

Persons engaged on another basis (external collaborators) are obliged to familiarize themselves with the rules of this Code.

Purpose and objective of the code

Article 2

By adopting the Code of Ethics, Partners Serbia strives to contribute to the strengthening and improvement of its activity, by conducting it by the highest ethical principles, standards, and good business practices.

Vision

Article 3

A society based on the values of democracy, human rights, and the rule of law in which citizens live with dignity and freedom, realizing themselves as individuals who have the right to directly influence the quality of life within the social community in which they live.

Mission

Article 4

Partners Serbia contributes to the strengthening of democracy and the rule of law, the realization of human rights, and the promotion of peaceful conflict resolution, relying on the highest professional standards, local expertise, and participatory mechanisms.

Partners Serbia through its work:

- Creates partnerships that bring about knowledge-based change;
- Initiates responsible work of institutions;
- Promotes and protects the rights of citizens, preserving dignity and freedom;
- Influences the development and improvement of mediation in Serbia;
- Empower citizens and local organizations to be the bearers of positive changes in their environment.

II PRINCIPLES

Legality of work

Article 5

Partners Serbia bases its activity on respect for the Constitution of the Republic of Serbia, confirmed international agreements, valid laws, by-laws, and other regulations.

Professionalism

Article 6

In its operations, members, and employees of Partners Serbia act professionally, by their qualifications and abilities.

Responsibility

Article 7

Members and employees of the Association are obliged to perform tasks professionally, by the provisions of this Code, and are responsible for every action they take to fulfill their obligations.

Conscientiousness and honesty

Article 8

In carrying out its activities, Partners Serbia adheres to the principles of conscientiousness and honesty, i.e., they perform their activities carefully, diligently, and on time.

Equality

Article 9

Through its actions, Partners Serbia encourages and strives to improve all forms of equality, especially those based on gender, race, nationality, and political orientation.

Transparency

Article 10

Partners Serbia acts transparently in its actions.

Reports on the operations of Partners Serbia are public. Reporting on project activities is done by the requirements of each donor, including the possibility of an external audit.

Independence

Article 11

Partners Serbia is independent in its actions, especially when making business decisions, choosing business partners and associates, and business focus.

Partners Serbia will not accept financing that could harm the independence of the Association, i.e., financing of activities that would conflict with the goals and values that Partners Serbia stands for.

Respect for business partners

Article 12

Partners Serbia is obliged to show respect and appreciation towards its business partners and associates, as well as representatives of public functions.

III RIGHTS AND OBLIGATIONS OF MEMBERS AND EMPLOYEES

Attitude towards colleagues

Article 13

Members and employees of the Association are obliged to encourage a working atmosphere based on mutual respect, appreciation, and cooperation.

Prohibition of discrimination

Article 14

Any form of discrimination based on gender, birth, language, race, skin color, age, pregnancy, state of health, disability, nationality, religion, marital status, family obligations, sexual orientation, political or other beliefs, social origin, property status, membership in political organizations, trade unions or some other personal characteristic is prohibited.

Prohibition of abuse and harassment

Article 15

Any kind of abuse and harassment at the workplace, which implies active or passive behavior towards members or employees that is repeated, and which aims at or constitutes a violation of the dignity, reputation, personal and professional integrity, health, position of the employee, and which causes fear or creates a hostile, degrading or offensive environment and worsens working conditions.

The right to professional training

Article 16

Partners Serbia encourages and enables its members and employees professional training and personal development in accordance with opportunities and interests related to the activities of the Association.

The right to a healthy workplace

Article 17

Members and employees have the right to a clean and healthy workplace and protection at work.

The use of tobacco products is prohibited in the business premises of Partner Serbia.

Prohibition of the use of narcotics and alcohol

Article 18

During the performance of their activities and activities related to the business of the Association, the use of narcotics and alcohol by members and employees is prohibited.

In exceptional situations when the consumption of alcohol in the workplace is allowed, employees must approach the consumption of alcohol responsibly, so that they do not endanger their work performance, the safety of themselves and others, as well as the reputation or business of the Association.

Personal Data Protection

Article 19

Partners Serbia prioritizes the privacy of its employees, associates, users, and clients in all its operations. Any data collected will be limited to what is necessary for the intended purpose, and personal data will not be shared with third parties without consent, except as required by law.

It is forbidden to disclose information about third parties to associates, except in the case of the express consent of the person to whom the information relates.

Associates of the Association are obliged to keep business secrets by this Code.

Employees and members have the right to access documents containing their data and can request the removal of non-essential data and the correction of any inaccuracies.

The procedure for collecting and protecting personal data is more tightly regulated by the Rulebook on Personal Data Protection of Partners Serbia.

Keeping trade secrets

Article 20

Employees and members of the Association, as well as persons engaged on other grounds, are obliged to keep as a business secret any information or data that they have obtained in the course of their work, the unauthorized disclosure of which to third parties could harm the interests or reputation of the Association or persons to whom the information relates.

This obligation exists even after the termination of the employment relationship, i.e., employment on another basis.

IV RELATIONSHIP TOWARDS DONORS

Information

Article 21

Partners Serbia is obliged to accurately, objectively, and timely inform donors about the achieved results of the specific project in which it participated, as well as about all circumstances that have a direct impact on the execution of contractual obligations.

Fulfillment of obligations

Article 22

Partners Serbia fulfills its obligations towards donors in connection with concrete projects conscientiously and in the agreed manner.

RELATIONSHIP WITH EXTERNAL ASSOCIATES

Article 23

The relationship with its associates is based on mutual respect, appreciation, and cooperation.

Partners Serbia is free and independent in choosing its associates.

Partners Serbia is obliged to familiarize its associates with the provisions of this Code.

VI RELATION TO USERS

Article 24

Concerning users and third parties, Partners Serbia is obliged to adhere to the principles of this Code and to respond to their needs on time and with due care.

VII RELATIONSHIP WITH THE PUBLIC, STATE BODIES AND INSTITUTIONS

Article 25

Partners Serbia strives to contribute to the improvement of democracy, human rights, and the rule of law through its public activities.

Through its work, Partners Serbia fosters correct relations and cooperation with the media, competent state authorities, and public institutions.

The Association provides timely, regular, and reliable information to the public about its business and activities, using the right to protect the confidentiality of certain data.

Speaking in public

Article 26

When speaking in public, members and employees of Partners Serbia are obliged to comply with the provisions of this Code, and to align their speech with the goals and values for which the Association stands.

Cooperation with competent state bodies and public institutions

Article 27

When cooperating with state bodies and institutions, Partners Serbia is obliged to act professionally, by the provisions of this code.

VIII PROPERTY OF THE ASSOCIATION

Use of property

Article 28

The assets and funds of Partners Serbia must be used rationally, by their purpose and the goals of the Association.

Obligation to protect property

Article 29

Members and employees of the Association are responsible for the preservation, expansion, and rational use of the Association's property.

Responsibility for entrusted matters

Article 30

Members and employees of the Association are obliged to keep and rationally use the things that make up the property of the Association, and which are entrusted to them for use and performance of work.

IX CONFLICT OF INTEREST

Article 31

In its actions, Partners Serbia strives to prevent situations in which the private interest of an employee or member of the Association would influence or could influence the performance of a job or function in Partners Serbia in a way that threatens or compromises the interests of the Association ("conflict of interest").

Recruitment and engagement of associates

Article 32

Partners Serbia is committed to transparent, objective, and impartial selection and engagement of employees and associates, according to pre-developed and available criteria. Family members of employees and members of Partners Serbia will not have preferential treatment when hiring or engaging in the Association.

Recruitment and appointment to all positions in the Association will be carried out based on the ability and knowledge of candidates and after consideration of all candidates.

Gifts and representation expenses

Article 33

In its activities, Partners Serbia will not give or receive gifts or services that could influence the decision-making, creation of attitudes, or performance of the Association's work.

Travels

Article 34

Official trips of employees and members of Partners Serbia, which are financed by the Association, must be related to the work of Partners Serbia, and will be taken only when necessary.

Private activities of members and employees

Article 35

Members and employees of Partners Serbia cannot be engaged in activities, i.e., perform functions, which are incompatible with the function they perform in the Association or reduce the possibility of proper performance of duties.

Members and employees of Partners Serbia must conduct their private activities in such a way that they do not harm the credibility of the Association.

Political beliefs and activities

Article 36

Political convictions or activities of members and employees of Partners Serbia will not affect the work and political neutrality of the Association.

X SUPERVISION OF THE APPLICATION OF THE CODE AND MEASURES IN CASE OF NON-COMPLIANCE

Supervision

Article 37

Supervision over the implementation of this Code is carried out by a person elected by the Board of Directors.

Measures

Article 38

If serious non-compliance with the Code is determined, the person or authority responsible for supervision may impose the following measures:

1. Warning
2. Termination of the Employment Contract

XI FINAL PROVISIONS

The Code shall enter into force on the eighth day following its publication on the Association noticeboard.



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