



AFRICAN-EUROPEAN PARLIAMENTARIANS INITIATIVE

CODE OF CONDUCT

Approved by the Management Board on 19th April 2021

1. What this Code of Conduct covers

In keeping with its vision and values, AEPI is committed to maintaining the highest degree of ethical conduct amongst those representing the organisation, both internally and externally. This includes its leadership, Members and all consultants hired to execute work in AEPI's name. This Code of Conduct details AEPI's expectations and forms part of an agreement made with anyone representing AEPI. Breaches of the Code of Conduct are grounds for termination of a working relationship.

Whilst recognising that local laws and cultures differ considerably from one country to another, AEPI is an International association, and therefore the Code of Conduct is developed from international and UN standards. AEPI representatives are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

All those representing AEPI should:

1. Uphold the integrity and reputation of AEPI;
2. Adhere to AEPI's principle that there is no room for intolerance, harassment or discrimination of any kind as they are the expression of an elementary lack of respect. This principle allows no exception and is to be applied at all levels and under all circumstances. No discrimination shall be tolerated relating to nationality, religion, race, gender or age. Furthermore, any form of harassment, moral or sexual, will not only be prohibited but actively tracked and eliminated. AEPI considers that it is not enough to avoid discrimination or harassment; it is essential to build a relationship based on respect;
3. Deal with others in a transparent and honest way. Not only to inform but also to listen and to engage in dialogue;
4. Avoid any conflict of interest.
5. Be responsible for the use of any information, assets and resources to which they have access by reason of their participation in the WFD activity.
6. Uphold confidentiality as appropriate.

Reporting procedure in the case of Illegal or Unethical Behaviour

AEPI engages with people to represent the organisation as far as possible with sound character and judgment, whom we trust will act responsibly. However, there may be times when we need to raise concerns about behaviour that we believe violates AEPI's values and standards.

If there is a problem or if one of the representatives observes illegal or unethical behaviour, this firstly must be discussed between each other and the President should be alerted of the situation. The discussion should provide the possibility to reach a solution for the problem raised for which parties should make a concerted effort. Should a solution not be realised the President will table the issue for discussion to the Management Board.

Sanction

Should one of the above principles of the AEPI Code of Conduct be violated, the President will make a record of it which will be communicated with the person(s) involved and recorded.

All people representing AEPI need to sign this Code of Conduct.

2. Code of Conduct Standards

Whilst representing AEPI I will:

- Treat all people fairly with respect and dignity;
- When working in an international context or travelling internationally on behalf of AEPI, I will be observant of all local laws and be sensitive to local customs;
- I will seek to ensure that my conduct does not bring AEPI into disrepute and does not impact on or undermine my ability to undertake the role for which I am hired;
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances whilst representing AEPI;
- Not engage in abusive or exploitative conduct;
- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence;
- I will not exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- I will not engage in sexual relationships with beneficiaries of assistance since they are based on inherently unequal power dynamics;
- I will not engage in any commercially exploitative activities with children or vulnerable adults, including child labour or trafficking;
- I will not physically assault a child or vulnerable adult;
- I will not emotionally or psychologically abuse a child or vulnerable adult.

2.1 Ensure the safety, health and welfare of all AEPI representatives

- I will adhere to all legal and organisational health and safety requirements in force at my location;
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines;
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.

2.2 Be responsible for information, assets and resources to which I have access whilst hired by AEPI

- I will ensure that I use AEPI International assets and resources entrusted to me in a responsible manner and will account for all money and property;
- I will not use AEPI International IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism;
- I will not use AEPI International IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material, including but not limited to pornography or depictions of child abuse.

2.3 Perform my duties and conduct my private life in a manner that prevents conflict of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of AEPI International;
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within AEPI, to any person with whom I have a financial, personal, family (or close intimate relationship) interests;
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons who have been offered time as a result of my employment with AEPI.

2.4 Uphold confidentiality

- I will exercise due care in all matters of official business and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.

Signed by.....

..... Date:.....