

CODE OF CONDUCT

Graines de Paix is an international solidarity organization that is committed to conducts of consideration, non-violence, protection of children and women, respect for their rights and equitable gender representation.

It acts to the utmost in the interest of the individual and more generally of Society.

This Code of Conduct applies to its staff and agents (employees, members, volunteers, subcontractors) in all countries of operation. They are required to sign this document prior to their engagement.

General Principles

Respect of the Law

Graines de Paix will comply with all applicable laws and regulations.

Adoption of high ethical principles

Graines de Paix respects the highest principles of ethical conduct in all of its activities, including the principle of “Do no harm” to its beneficiaries and the communities in which it operates. Through this Code of Conduct, the organization is committed to respecting human rights, children's rights, women's rights, and more generally, the respect and dignity of all. To ensure that its agents (employees, members, volunteers or subcontracting partners) do likewise, it ensures that they sign, respect and enforce this Code of Conduct. Any breach of this Code of Conduct by an agent will result in an appropriate sanction up to and including breach of contract. Criminal proceedings in accordance with national law will be undertaken.

Accuracy of books and records

The integrity of Graines de Paix's accounts constitutes an important guarantee of the credibility of the Organization, which complies with the Swiss GAAP FER 21 accounting standard.

Each agent concerned undertakes to contribute to the accuracy, completeness and punctuality of:

- project accounting
- all statistical and financial information that it communicates.

Conflicts of interest

Grains of Peace expects its agents to serve it without conflict of interest. A conflict of interest is when the personal, professional or financial interests of an agent can influence or appear to influence their objectivity, judgment or ability to act in the best interests of the Organization. As a general rule, it is recommended to avoid any actions or associations that could create embarrassment for the Organization if they were brought to the attention of the public.

Fraud and Corruption

Any agent found guilty of having violated the legislation on fraud and corruption, and the commitments made in terms of fraud and corruption with this Code of Conduct, will have their contract terminated with immediate effect.

Reporting Obligation

In the event of suspicion of an activity or behavior that violates the law or the Code of Conduct, it is the responsibility of the agents to report the facts to the Organization and discuss them with any hierarchical level.

It is the responsibility of the Graines de Paix Management Team to welcome these findings, promote an open exchange and provide constructive responses. It is also responsible for handling complaints and fostering an understanding of the logic of practices, monitoring processes and decisions. No person who reports in good faith a suspected or actual violation of this Code will be subject to disciplinary action, sanction or other threat against their employment. The prohibition regarding retaliation does not in any way prevent the Organization from disciplining an agent if they violate the Code or agents who assist in investigating the reports.

Commitment

I, the undersigned _____, as an Agent of Graines de Paix (employee, member, volunteer or subcontracting partner), hereby undertake to fully respect the beneficiaries and communities with whom I interact, by adopting the following behaviors in all contexts, during and outside working hours:

1. Consideration, caring and empathy

- Give priority to values, attitudes and behaviors that promote peace and the culture of peace.
- Focus on human values in my interactions: by demonstrating respect, consideration and caring. Interact with empathy and with respect for the dignity of each person.
- Promote appeasement, adopt peace reflexes to do so.
- Seek dialogue and convergence.
- Act with integrity, loyalty and honesty.

2. Respect for non-violence

- Reject violence in its multiple forms - physical, psychological, moral.
- Avoid all verbal or physical behavior with the aim or effect of harassing or creating an offensive, hostile or intimidating environment, such as discredit, malicious rumors, slander, humiliation, disinformation and other forms of personal injury.
- Do not utter threats, intimidation or hostile or denigrating acts, or show hostility, contempt or racism towards an individual or a group.

3. Respect for the human person in terms of sexual or sexist type behavior

- Do not express sexist remarks, negative stereotypes, insulting or derogatory jokes.
- Do not subject to or accept to suffer harassment - physical, psychological, sexual, or other behavior prohibited by law in this area.
- Avoid / prevent all unsolicited behavior, such as advances, requests for sexual favors, sexual jokes or allusions, verbal abuse, obscene gestures, subtle pressure for sexual purposes, inappropriate gestures, such as touching, pinching or rubbing insistently against the body of another.
- Do not articulate implicit or explicit promises of preferential treatment or threats concerning an individual's professional situation.

4. Respect for women and their rights

- Ensure equitable representation of women in the training and educational activities carried out by Graines de Paix and in decision-making bodies.
- Take into account gender-specific needs when analyzing situations and designing solutions.

5. Respect for children and youth under 18 and their rights

- Respect fully and at all times the trust placed in me by Graines de Paix to protect children and youth and their best interests.
- Adopt adequate conduct, free from physical and psychological violence, so that children and youth are free from abuse, mistreatment, neglect and any form of discrimination or exclusion.
- Any form of sexual relations with children and young people is strictly prohibited and would automatically result in a breach of contract with the organization as well as a criminal complaint.
- Never inflict humiliating, degrading or exploitative treatment on children or youth, likely to be dangerous for them or harmful to their physical, mental, social and / or spiritual development.
- Never subject children or youth to vexatious treatment such as insulting, shouting, humiliating, making fun, ridiculing, intimidating, threatening, terrorizing or frightening, by gestures, harassing, blackmailing or any other type of situation and action likely to harm them morally.
- Report to my superiors and to the authorities concerned any concerns regarding abuse or mistreatment, potential or actual, inflicted on a child or young person. I am informed that in such a case I am protected and supported by the organization.

6. Fight against fraud and corruption

- Not give or receive gifts, entertainment, business receptions / day-to-day expenses that are out of the ordinary and/or which could be interpreted as an attempt to influence a relationship.
- Not distribute favors, bribes, aimed at influencing an act or a decision in order to obtain, maintain or guide the decision of an authority.
- Not give or receive cash gifts, which are strictly prohibited.
- Not ask or suggest to whomsoever (beneficiaries of Graines de Paix's actions, donors, suppliers or government authorities), a payment or a personal service in return for help or support.
- Not accept large favors or gifts for my work.
- Not falsify documents, not produce or accept false invoices, nor falsely represent any facts.

7. Confidentiality of information

- Guarantee the integrity and protection of the Organization's information: intellectual property, copyright, license agreements, financial data, forecasts, information on staff/compensation, etc.
- Take the necessary measures to protect this information when it is entrusted to me.
- Do not use them for personal purposes and do not reveal them to third parties, including the media, without the approval of persons duly designated by the association.

8. Professional ethics at work

- Report to Graines de Paix management any non-compliance with this Code; discuss internally any problem, complaint, suggestion or observation relating to this Code.
- Do not work under the influence of substances that significantly affect my ability to do my job and to comply with this Code (alcohol or any other substance).
- Do not put me in a situation of conflict of interest.
- Ensure that the missions and objectives of Graines de Paix are not compromised or discredited by my involvement in political, religious or community activities.
- Do not use computers and other information technology for obscene purposes, such as creating / viewing / downloading / distributing pornographic pictures of children
- Do not adopt risky behavior that endangers my health and safety and that of the people working with me.
- Be respectful of the environment and set an example of responsible behavior vis-à-vis the environment for children and young people.
- Manage in full transparency, in a prudent and optimal manner, the resources made available to me by Graines de Paix, including the human resources which are the main capital of the organization.

Signature

I have carefully read the Graines de Paix Code of Conduct and fully understand its context and content. I realize that I am expected to respect at all times the standards of behavior herewith described.

By signing this Code of Conduct, I undertake to aspire to and abide by the conduct it promotes, a prerequisite for my work in the field as an employee, member, volunteer or subcontracting partner for Graines de Paix.

Name : _____

Function :

- Employee Member Volunteer
- Subcontracting partner

Residing : _____

Title or responsibility: _____

Signature : _____

Place : _____ Date : _____