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Arab NGO Network for Development
شبكة المنظمات العربية غير الحكومية للتنمية

CODE OF CONDUCT

Vision

The Arab NGO Network for Development envisions the emergence of safe, productive, and democratic societies in the Arab Region working in mutual solidarity, where human dignity, freedoms, and political, economic, social, and cultural rights are preserved within the framework of the rule of law and institutions, and where peace, security, and stability prevail. It believes in societies run through civil governments and by representative democratically elected parliaments, which are characterized by the existence of recognized and institutional participatory mechanisms, enabling civil society forces and citizens to participate effectively in public policy. These societies must be open to other cultures and communities, interacting with them, and committed to international law and the human rights system.

Mission

The Arab NGOs Network for Development is an independent, democratic, civic organization aiming to enhance citizen participation, bolster the role of civil society organizations, and promote the values of democracy and respect of human rights and sustainable human development in the Arab region. ANND is committed to the Universal Declaration of Human Rights, people's dignity and freedoms, respect of diversity, equitable distribution of resources, safeguarding cultural heritage in the region, and implementing the developmental priorities of local communities, in the framework of a fair global order.

Code of Conduct

Introduction:

This Code of Conduct and Professional Ethics aims to ensure the commitment of all Arab NGO Network for Development (ANND) workers to the principles of human rights; the rules of good governance and integrity; the prevention of exploitation, infringement of rights, abuse of power, and all forms of harassment, fraud, corruption, and similar practices contrary to professional ethics. This Code of Conduct applies to all ANND workers, advisors, and consultants in all professional capacities. It includes all full- and part-time workers with a functional link to ANND, members of ANND's Coordination Office, and volunteers performing any type of task for ANND or representing ANND in any kind of forum.

ANND's Coordination Office and Executive Office are obligated to publish and disseminate the principles herein and inform all concerned individuals of the content of the code, its relevance, and methods for practical implementation during their assignment at the organization. ANND's

reporting and complaint mechanism shall be adopted to report any violation to this code of conduct, and hence ensure an appropriate environment for all workers to file these complaints safely and without fear of unfair retribution.

Respect for Human Rights

- ANND shall respect the human rights and dignity of all individuals in all its activities. It shall not partake in any harmful behavior, expression of insults, verbal abuse, harassment, or defamation.
- ANND shall respect the rights of its employees and workers with regards to wages, benefits, leave, and compensation per the laws in force in the country and international decent work standards.
- To implement the principle of equality in Article 23 of UDHR (Right to Work), in addition to Article 2 (Equality) and Lebanese Law 2000/220, ANND shall be committed to providing appropriate opportunities for hiring Persons with Disabilities.
- ANND shall not permit or engage in child labor or forced labor.
- ANND shall not take any action considered discriminatory and based on nationality, race, color, age, sex, religion, creed, marital status, place of birth, wealth, physical trait, mental or physical disability, political opinion, sexual orientation, gender expression, or similar characteristic.
- ANND staff and workers shall devote their official working hours to perform the duties and responsibilities of their jobs and shall not partake in any action that might jeopardize their official duties. Workers must perform their duties and assigned tasks in a professional, honest, and impartial manner, using their full capacities and working to serve ANND's aims and fulfill public interest.
- ANND staff and workers shall have the right to form a union to protect their rights in their relationship with the Executive Office and Coordination Office, as a participatory mechanism in ANND's work.

Cooperation

- ANND shall maintain high professional and ethical standards in its cooperation with other organizations. It shall participate in the dissemination of knowledge in a manner that does not infringe on the rights of organizations or individuals whenever possible in the greater public interest.

Diversity

- ANND shall be committed to Human Rights principles. It shall respect diversity in its work, practices, and within the framework of organizational and programmatic documents governing its work. It shall cooperate with organizations and individuals who share ANND's principles and goals, regardless of political, religious, cultural, or ethnic affiliation or any form of disagreement, as long as they share similar values and principles regarding common issues.

Constructive Communications

- ANND shall provide communications channels for the public to enquire about its activities.
- ANND shall be committed to a clear communications policy with its members, staff, and other stakeholders.
- Regarding work with children, activities involving children, and social media activities, ANND and its staff shall be committed to the following conditions. They shall receive written or verbal consent from a parent/guardian when photographing children individually; while focusing on a child in a report; when their names are mentioned; when their faces are clear and identifiable; or when they can be identified in a photo or video. In the event of accidental photographing or in an urgent situation where the consent of a parent/guardian cannot be obtained, due diligence shall be taken to avoid the recognition of the child in the information provided.

Community Service

- Throughout its activities, ANND shall demonstrate responsible behavior and express real concern about the environment, individuals, and society in a manner that contributes to their benefit.
- Based on its social responsibilities, ANND shall strive to coexist harmoniously with local communities where it operates and resides. It shall develop programs to contribute to community activities in various fields such as the environment, education, and social welfare.

Ethical Behavior

- ANND shall not neglect any form of harassment or inappropriate behavior. It shall expect all workers and staff, regardless of tasks, positions, or administrative divisions, to treat each other with all due respect, kindness, appreciation, professionalism, and respect of the ANND's protection policy.

Signing the Code of Conduct

- All employees, consultants, coordinating office members, and every national association or network member of ANND shall read and comprehend the content of the Code of Conduct. By putting their signature, they shall be subject to the consequences of violating any of the principles and regulations mentioned above. ANND shall add to any contract signed with an institution or an individual to perform specific work a clause indicating that the contractor is committed to respecting the principles of professionalism, human rights, non-discrimination, professional engagement, and ANND's protection policy during the execution of tasks.