

# Code of Conduct

*Rasheed (TI-JO) capacities to reinforce the involvement of the Jordanian citizen in anti-corruption activities, protect public, private and local governance institutions against corruption depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct. The Rasheed (TI-JO) staff is personally and collectively responsible for maintaining these standards and expected to act in accordance with the principles and values stated in Rasheed (TI-JO) Internal Regulations and this Code of Conduct.*

*This Code of Conduct applies to all Rasheed (TI-JO) staff: international and national staff, trainees, volunteers, interns and anyone representing Rasheed (TI-JO) as well as members of Board of Directors and General Assembly members. Whether signed or not, the Code shall automatically form an integral part of all Rasheed (TI-JO) contracts of employment and conditions of service for everyone.*

*It is recognized that Rasheed (TI-JO) work often puts staff in positions of power in relation to own staff and our beneficiaries. Staff has an obligation not to abuse this power. This Code of Conduct is intended to serve as a guide for all staff in how to uphold the ethical foundation of the Rasheed (TI-JO) views and actions. It also aims to help staff to ensure that we protect the community we work with and that our work does not put the people of concern at greater risk.*

**As members of Rasheed (TI-JO), we are “ambassadors” and will be seen as the organization’s representatives both during and outside working hours.**

**The Rasheed (TI-JO) Code of Conduct is a binding document:**

**If you fail to adhere to any of the provisions set out in this document you can face disciplinary action, dismissal or even legal action.**

**You are obliged to read and fully understand the content of the document.  
If you have any questions please ask your supervisor for clarification.**

**You have a duty to report any breach of this Code to your supervisor or through Rasheed (TI-JO) established reporting mechanisms. Rasheed (TI-JO) staff also have a duty to inform beneficiaries and others with whom Rasheed (TI-JO) is working of the Code of Conduct that Rasheed (TI-JO) staff must adhere to, including how and to whom they can report any misconduct or failure committed by Rasheed (TI-JO) staff.**

**All reports and concerns will be properly considered and treated with discretion. Rasheed (TI-JO) will take all necessary steps against any form of retaliation suffered by staff or others reporting possible breaches of this Code.**

**If you are a manager, you will have particular responsibilities to set a good example and to create a working environment conducive.**

## **1. Ethical Principles of the Code**

When making decisions and taking actions, a Rasheed (TI-JO) member must follow the ethical principles set out in this Code.

The principles of ethical behavior, as defined in the Code, are the basis for forming the organizational culture and ideology of Rasheed (TI-JO).

### **Rasheed (TI-JO) Vision**

Jordan anchored with a national integrity system.

### **Rasheed (TI-JO) values**

Transparency, Accountability, Integrity, Solidarity, Courage, Justice, and Democracy.

### **Rasheed (TI-JO) Mission**

- To reinforce the involvement of the Jordanian citizen in anti-corruption activities, protect public, private and local governance institutions against corruption.
- To support the anti-corruption movement by effectively addressing global and regional issues, through the advocacy work and by collecting and providing information and knowledge on corruption and good governance and through innovative products and tools that help in curbing corruption.
- To enhancing the efficiency and independence of control agencies specialized in the area of anti-corruption, strengthen the integrity of the legislative and judicial authorities

**The principles of ethical behavior of a Rasheed (TI-JO) member are:**

- 1) professionalism
- 2) legality
- 3) honesty and integrity
- 4) independence
- 5) responsibility
- 6) balance
- 7) objectivity
- 8) political neutrality
- 9) transparency and accountability

### **Professionalism**

Every Rasheed (TI-JO) member constantly cares about his / her competence, professional honor and dignity. He / she diligently and conscientiously performs his / her duties, promotes Rasheed (TI-JO) authority and builds public confidence in it.

## **Legality**

In his / her activities, the Rasheed (TI-JO) member adheres to the constitutional principles of the rule of law and legality. In exercising powers and authority, the member shall act in the manner prescribed by law and within his competence, take timely and effective measures to eliminate violations of the law, regardless of the subject of their commission.

## **Honesty and Integrity**

Rasheed (TI-JO) member does not use influence measures such as threats, blackmail, bribery, deception, does not use complex material or personal circumstances of others or other unlawful measures to achieve their professional or personal goals; respects the rights, freedoms, legitimate interests, honor, dignity, reputation and feelings of the persons with whom he / she interacts in the performance of his / her duties.

## **Independence**

In the performance of his / her duties within the scope of his / her authority, a Rasheed (TI-JO) member shall be independent of any influence, pressure or interference with his / her professional activity, except as provided by applicable law.

## **Responsibility**

The Rasheed (TI-JO) member, in the performance of his / her duties, is personally responsible for his / her decision, action or inaction.

## **Balance**

The Rasheed (TI-JO) member strives for the achievement of fair engagement with the rights and freedoms of the individual and the general interests of society.

## **Objectivity**

When performing his / her duties, a Rasheed (TI-JO) member is guided by objective facts (evidence) and impartial professional conclusions.

### **Political Neutrality**

The Rasheed (TI-JO) member does not allow the influence of political interests on actions and decisions, and refrains from publicly displaying political views and sympathies within the scope of Rasheed (TI-JO) activities.

### **Transparency and accountability**

When making decisions and taking actions, a Rasheed (TI-JO) member takes into account that information about his / her activity is public and can be made available to the public, except of the cases determined by the current legislation of Jordan and Internal Regulations.

*Standards of Ethical Behavior of a Rasheed (TI-JO) Member determine the style of professional behavior and determine the mechanism of decision making, based on the principles of professional ethics of the Rasheed (TI-JO) member and the requirements of the current legislation of Jordan.*

## **2. Personal and Professional Conduct**

2.1. Rasheed (TI-JO) members shall uphold the integrity of Rasheed (TI-JO) and their personal and professional performance will always be based on a non-racist, non-discriminatory and gender sensitive conduct.

2.2. Rasheed (TI-JO) members shall undertake not to abuse the power and influence that they have by virtue of their positions over the lives and well-being of staff members and other persons. They shall never request or receive any service or favor from staff members or other persons in return for protection or assistance. They shall never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with staff members or other persons.

2.3. Rasheed (TI-JO) members shall observe local laws, meet all their legal and financial obligations, and not seek to take personal advantage of any privileges or immunities that have been conferred on them in the interest of Rasheed (TI-JO).

2.4. Rasheed (TI-JO) members shall uphold the highest standards of competence, efficiency and integrity in their professional life. They shall demonstrate truthfulness, dedication and honesty in their actions.

2.5. Rasheed (TI-JO) members shall be patient, respectful and courteous to all persons with whom they deal including colleagues, beneficiaries, local leaders and government representatives, representatives of operational and implementing partners, donors and other NGO and INGO colleagues.

2.6. Rasheed (TI-JO) members shall dress in a manner appropriate to the assignment and the cultural setting.

2.7. Rasheed (TI-JO) members shall act in conformity with all Rasheed (TI-JO) instructions and policies.

### **3. Empowerment, Capacity Building and Exchange of Experience**

3.1. Rasheed is interested in building the capacity of its members as it is important to have intellectual capital with the skills and abilities to effectively and efficiently achieve its goals. In this regard Rasheed (TI-JO) members shall:

- a) Use their abilities and knowledge for capacity building of Rasheed (TI-JO), expanding opportunities and training other colleagues in Rasheed (TI-JO), when necessary;
- b) Be willing to improve work efficiency and benefit from the experience and resources available to Rasheed (TI-JO) in the best possible ways;
- c) Ensure the distribution of information among staff members;
- d) Work on improving and assessing the needs of partners and integrate them into the proposed plans and projects, each in accordance with its competence;
- e) Use the experience and knowledge of local and / or international partners at any level;
- f) Be constantly expanding the range of researchers, consultants, and experts, with whom Rasheed (TI-JO) works, in order to expand local expertise to ensure honesty and transparency;
- g) Provide support and assistance to researchers or stakeholders, who seek help from Rasheed (TI-JO).

### **4. Staff Relations**

4.1. Rasheed (TI-JO) members shall treat each other and those with whom we work with respect and consideration, being sensitive to the diversity, including in terms of cultural background, gender; region; religion; disability; family status; sexual orientation, etc.

4.2. Rasheed (TI-JO) members shall communicate and consult with each other openly and collegially and in a manner that assists each of them to fulfill their duties and responsibilities faithfully and efficiently.

4.2. Rasheed (TI-JO) members shall respect the privacy and private lives of their colleagues when dealing with personal information.

4.4. Rasheed (TI-JO) members shall undertake to ensure adequate consultation with any staff member before making any decision, which may influence upon that staff member.

## **5. Personal Integrity**

### **5.1. Conflicts of Interest**

5.1.1. Rasheed (TI-JO) members shall perform their official duties and conduct their private affairs in a manner that avoids conflict of interest, thereby preserving and enhancing public confidence in Rasheed (TI-JO).

5.1.2. Rasheed (TI-JO) members shall work to serve the mandate, objectives and values of Rasheed (TI-JO) and ensure that personal views, behavior and beliefs, including political and religious convictions, do not adversely affect official duties or activities performed on behalf of Rasheed (TI-JO).

5.1.3. Rasheed (TI-JO) members` actions shall be free of any consideration of personal gain, and they shall resist any undue political pressure in decision-making. Rasheed (TI-JO) members shall neither seek nor accept instructions regarding the performance of their duties from the government or from any authority external to Rasheed (TI-JO); any potential conflict of interest with a supplier, service provider, or business partner (such as family relations or shareholding) must be disclosed.

5.1.4. Rasheed (TI-JO) members shall not accept any honor, decoration, favor gift or remuneration from any authority; nor shall they accept these from any other source external to Rasheed (TI-JO) without prior authorization, except for minor token items of appreciation.

5.1.5. Rasheed (TI-JO) members shall not engage in any outside occupation or employment without prior authorization. They shall not accept supplementary payments or subsidies from a government or any other source.

5.1.6. Rasheed (TI-JO) members shall not assist private persons or companies in their undertakings with Rasheed (TI-JO), where this might lead to actual or perceived preferential treatment. They shall never participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interests may arise. They shall act in conformity with all Rasheed (TI-JO) policies, guidelines and instructions.

5.1.7. Rasheed (TI-JO) members shall not receive or provide bribes, including kick-backs of any kind.

### **5.2. Staff Recruitment / Non-preferential Treatment of Family and Friends**

5.2.1. Appointments to all positions will be made on merit, regardless of gender, region, religion, disability, family status, sexual orientation, etc. Rasheed (TI-JO) is committed to open, fair, and transparent appointment, recruitment, hiring, and procurement procedures and practice.

5.2.2. Family members and friends with which Rasheed (TI-JO) members are associated will not be accorded preferential treatment.

5.2.3. If hiring or contracting with members of the immediate families of Rasheed (TI-JO) staff or the Board of Directors or General Assembly members, that is a partner, parent, child or sibling, Rasheed (TI-JO) will follow carefully the guidelines set out in the recruitment policy to ensure non-preferential treatment.

5.2.4. To manage potential conflicts of interest, Rasheed (TI-JO) will disclose such connections with potential applicants or candidates of whom Rasheed (TI-JO) is aware. Rasheed (TI-JO) members shall recuse themselves from any recruitment or contracting process where they have a conflict of interest. Rasheed (TI-JO) will ask shortlisted candidates to declare such relations with Rasheed (TI-JO) members or with the Board of Directors or General Assembly members. Rasheed (TI-JO) will not allow situations in which close family relatives or partners are in a direct reporting relationship to one another.

### **5.3. Anti-corruption**

5.3.1. Rasheed (TI-JO) requires integrity and fair practices in all aspects of its activities and expects the same standards of those with whom it has relationships.

5.3.2. Rasheed (TI-JO) does not tolerate corruption and prohibit bribery in any form, whether direct or indirect. This includes facilitation payments, which are bribes and must not be made.

### **5.4. Gifts and Entertainment**

5.4.1. As the acceptance of a gift may appear to create an obligation, Rasheed (TI-JO) members shall avoid giving or accepting gifts, favors and gratuities in connection with official duties as required by the following policies:

a) Rasheed (TI-JO) members shall not accept directly or indirectly any discount, gift, entertainment, or favors (referred to as gifts) that may influence or be perceived to influence the exercise of their function, or the performance of their duties or their judgments.

b) All gifts between the value of 20 and 100 JOD shall be registered as provided in the next paragraph, and all gifts from a value of 100 JOD or more shall be reported to Rasheed (TI-JO) Executive Director and Chairperson of the Board of Directors in order to decide whether to register it under Rasheed`s (TI-JO) name, otherwise it must be refused.

c) Registration Process: All gifts will be reported to the supervising officer and recorded on a document managed by the Executive Director and that is available to all Rasheed (TI-JO) members.

## **5.5. Travel and TI Property**

5.5.1. Official travel undertaken by Rasheed (TI-JO) shall be directly related to the work of the Rasheed (TI-JO), and shall be undertaken only when necessary. Only economical and bona fide travel expenses shall be reimbursed. Only economy airfare shall be paid, unless otherwise decided by the Executive Director in accordance with guidelines set by the Board of Directors.

5.5.2. Rasheed (TI-JO) members shall ensure that Rasheed (TI-JO) resources will be used effectively. Assets under staff control will be used for no purpose other than for the advancement of Rasheed's (TI-JO) objectives.

5.5.3. When private travel is added onto Rasheed (TI-JO) related travel, Rasheed (TI-JO) members shall notify the Executive Director before the trip and shall meet any extra costs that this may entail.

## **5.6. Private Activities and Private Property**

5.6.1. Rasheed (TI-JO) members shall not engage in any activity or transactions or acquire any position or function, whether paid or unpaid, that is incompatible with or detracts from the proper performance of their duties, and that may bring Rasheed (TI-JO) as a whole into disrepute.

5.6.2. Rasheed (TI-JO) members shall so arrange their private affairs as not to engage in any activity that might impair the credibility of Rasheed (TI-JO) by giving the impression that Rasheed (TI-JO) is fostering individuals, public or private institutions, whose behavior is perceived as not being in accordance with Rasheed's (TI-JO) values.

5.6.3. Rasheed (TI-JO) members shall not use Rasheed (TI-JO) business relationships to solicit or obtain favors or improper benefits in private life.

5.6.4. Rasheed (TI-JO) members shall not allow their political affiliations and / or activities to unduly influence or interfere with the political neutrality that is the hallmark of the Rasheed (TI-JO) movement.

## **5.7. Remuneration**

5.7.1. Where Rasheed (TI-JO) members receive any remuneration for public speaking, writing for a publication or a media appearance, and Rasheed (TI-JO) organizational information is involved or the



appearance is a result of the individual's employment or association with Rasheed (TI-JO), then the remuneration will be paid directly to Rasheed (TI-JO). However, the Executive Director may decide to forward such honorarium, partly or entirely, to the respective person.

## **5.8. Post-Employment**

5.8.1. Rasheed (TI-JO) members shall not allow their actions and decisions in the course of their work to be improperly influenced by the prospect of future employment with others.

## **5.9. Transparency and Confidentiality**

5.9.1. Rasheed (TI-JO) members shall be as open as possible about all decisions and actions they take, taking into account the need for confidentiality in some situations.

5.9.2. Rasheed (TI-JO) members shall treat information obtained in the service of Rasheed (TI-JO) with confidentiality, when its nature calls for it or when this is explicitly requested, and shall not use any such information or materials to further a private interest. This obligation continues after the staff's separation from Rasheed (TI-JO).

## **5.10. Financial and Material Resources**

5.10.1. Rasheed (TI-JO) members shall safeguard and make responsible use of the information and resources to which they have access by reason of their employment with Rasheed (TI-JO).

5.10.2. Rasheed (TI-JO) members shall handle Rasheed's (TI-JO) financial and material resources with the utmost care, safeguard these at all times against theft or other damage, keep and maintain them properly, and ensure that unauthorized and unethical use of Rasheed (TI-JO) funds or private misuse does not occur.

5.10.3. Rasheed (TI-JO) members shall conduct all official duties with integrity, free from any taint of dishonesty or corruption, including not engaging in any act of favoritism, nepotism or bribery. This includes not accepting from any external source without authorization, any honor, decoration, gift, remuneration, favor or economic benefit which is more than a "token gift".

5.10.4. Rasheed (TI-JO) members shall not use office's, Rasheed's (TI-JO) property or knowledge gained from functions with Rasheed (TI-JO) for private gain, financial or otherwise, or for the private gain of any third party, including family, friends or those they favor.

5.10.5. Rasheed (TI-JO) members shall exercise due care in all matters of official business, and not divulge any confidential information about persons of concern to Rasheed (TI-JO), colleagues and other work-related matters.

5.10.6. Rasheed (TI-JO) members shall protect, manage and utilize Rasheed`s (TI-JO) human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed.

## **5.11. Media, Information and IT**

5.11.1. Rasheed (TI-JO) members shall ensure that portrayal of individuals and their circumstances is fairly represented in terms of their capacities and vulnerabilities. All efforts must be made to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories.

5.11.2. Although Rasheed (TI-JO) has an open and positive attitude towards the media, Rasheed (TI-JO) members shall refrain from making comments to the media or to journalists on behalf of Rasheed (TI-JO) without prior agreement with the Executive Director and/or Chairperson of the Board of Directors.

5.11.3. Rasheed (TI-JO) members shall be aware that journalists are to be considered as such also after working hours. Rasheed (TI-JO) members shall clarify their role and refer to the media spokesperson before passing on information other than general information on Rasheed (TI-JO) mandate and programs, when meeting journalists in informal settings.

5.11.4. Rasheed (TI-JO) members shall be responsible for maintaining electronic files and archives in a responsible manner. Information that may be considered illegal, offensive or inappropriate must under no circumstances be processed, downloaded, stored or disseminated.

5.11.5. Rasheed (TI-JO) members shall not issue statements to the press or other agencies of public information or submit articles, books or other material for publication if such act relates to the activities or interest of Rasheed (TI-JO) without prior approval from the Executive Director and/or Chairperson of the Board of Directors.

5.11.6. Rasheed (TI-JO) members shall be committed to, both while working for and after leaving Rasheed (TI-JO), not to reveal any confidential information they have obtained while working for Rasheed (TI-JO) to any third party. They shall be aware that the breach of professional secrecy both while employed and after leaving the organization, might lead to a claim for compensation and / or prosecution.

## **5.12. Criminal and Unethical Activities**

5.12.1. Rasheed (TI-JO) members shall have no involvement in criminal and unethical activities, activities that contravene human rights, or activities that compromise the image and interest of Rasheed (TI-JO).

5.12.2. Rasheed (TI-JO) members shall neither support nor take part in any form of illegal, exploitative or abusive activities.

5.12.3. The only situations where a Rasheed (TI-JO) member might be exempted of repercussions due to breaching these regulations will be in a situation, where there is a life threatening situation, and all other options have been left out / explored. Any claim to have utilized this clause, will be thoroughly investigated to clarify the circumstances.

## **5.13. Safety, Health and Welfare**

5.13.1. Rasheed (TI-JO) members shall promote the safety, health and welfare of all Rasheed (TI-JO) staff as a necessary condition for effective and consistent performance.

5.13.2. Rasheed (TI-JO) members shall remain aware of and comply with instructions designed to protect their health, welfare and safety. Rasheed (TI-JO) members shall always consider the safety of staff in operational decisions.

5.13.3. Rasheed (TI-JO) members shall follow the set safety and security regulations / procedures for the area of operation. Any breaches should be reported, and staff, who becomes familiar with colleagues that do not comply and put their own or others safety in jeopardy, shall have an obligation to report this to the Executive Director.

5.13.4. Rasheed (TI-JO) members shall have made themselves familiar with the Rasheed (TI-JO) security policy, and shall conduct their work accordingly, bearing in mind that common sense always prevail, and each situation is dealt with individually.

## **5.14. Working Environment**

5.14.1. Rasheed (TI-JO) members shall treat their colleagues fairly, with courtesy, dignity and with respect for different customs and cultures.

5.14.2. Rasheed (TI-JO) members shall not under any circumstances carry out any harassment act.

5.14.3. Rasheed (TI-JO) members shall contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.

5.14.4. Rasheed (TI-JO) members shall seek to resolve differences and solve problems when they arise.

## **6. Raising an Issue / Whistleblower Protection**

6.1. Any concerns about an interpretation, application or suspected violation of the Code that Rasheed (TI-JO) members or other stakeholders are not comfortable rising directly with staff concerned should be brought to the attention of the Executive Director. If the issue cannot be resolved between the complainant and the Executive Director, then the matter may be brought to the attention of the Board of Directors. If it is felt inappropriate to raise the issue with the Executive Director first, the matter may be brought directly to the attention of the Board of Directors.

6.2. Concerns may be raised in person or email through established secure and confidential mechanisms.

6.3. No one shall be discriminated against or disciplined or reprimanded for reporting concerns or requesting guidance concerning the Rasheed (TI-JO) Code of Conduct whether or not the concerns are established as valid or substantiated.

**Date: 27 February 2021**

**Member's name in capital letters:**

**Jamal Al Salah**

Signed.....

Signed.....

**(on Behalf of the Rasheed TI-JO)**