

KIOS Code of Conduct for Grantees

This Code of Conduct serves as an ethical framework guiding KIOS Grantees in fostering accountability and safeguarding. It outlines the core values upheld by KIOS and underscores the importance of adhering to these principles. Understanding the significance of this document and the consequence of any breach is essential.

By signing this Code of Conduct, you commit on behalf of your organisation to uphold its principles, ensure its effective communication to all staff members of your organisation, and take the necessary steps to implement it within your operations.

1. Integrity

The organisation is committed to maintaining the highest standards of integrity in its operations. It will ensure that its professional conduct aligns with the values and policies of KIOS and complies with all applicable national laws and regulations. The organisation will uphold the principles of impartiality and equality in all its activities. Additionally, it will ensure that its relationships and behaviour remain free from any form of exploitation, abuse, or corruption.

2. Human Rights and Non-Discrimination

The organisation is committed to upholding the principles of the Universal Declaration of Human Rights and integrating them into its work and decision-making processes. It will respect the rights and dignity of every individual, adopting a zero-tolerance approach to discrimination, harassment, abuse, or any form of degrading treatment based on origin, ethnicity, religion, gender, age, language, physical or mental ability, sexual orientation, socioeconomic status, marital status, or any other grounds.

The organisation will ensure equal treatment and opportunities for all individuals, promote diversity and inclusion, and create an environment that is accessible and welcoming to everyone, both in its operations and programming. These principles will be upheld in all organisational activities, including hiring practices, partnerships, and programme delivery.

In situations where local norms conflict with fundamental human rights as described in the Universal Declaration of Human Rights, the organisation will strive to uphold internationally recognised human rights principles.

3. Prevention of Sexual Abuse, Exploitation and Harassment

The organisation will take all possible measures to prevent any form of sexual abuse, exploitation or harassment (SEAH) involving individuals of any age within its operations. It will actively work to prevent all forms of abusive behaviour, including sexual offences or harassment (whether physical, verbal, or non-verbal). This includes but is not limited to a) raising awareness of the importance of preventing and responding to SEAH among staff and Board members as well as any other affiliates, and b) informing beneficiaries about their rights regarding SEAH as well as whistleblowing mechanisms and any other means for reporting suspected or actual incidences of SEAH.

If the organisation suspects or becomes aware of any sexual abuse, exploitation or harassment within its operations, the matter must be investigated without delay. All such cases should also be reported to KIOS without delay.

The investigations should take a 'do no harm' approach. The organisation must ensure the confidentiality of details regarding the suspected or actual incident on a 'need to know' basis in order to minimise any further harm to the victim/survivor and to avoid compromising the investigation. Victims and survivors of SEAH should be provided with appropriate support and protection. Support for the victim/survivor shall not be dependent on whether an investigation has been completed or not. The organisation must ensure zero tolerance for retaliation against victims/survivors or whistleblowers for reporting allegations of SEAH made in good faith.

4. Environment

The organisation is committed to environmental sustainability and will consider the environmental impact of all its actions. It will prioritise environmentally friendly choices in procurement and other work-related decisions, including selecting travel and accommodation options. Additionally, the organisation will strive to adopt energy-efficient practices in its operations.

5. Transparency and Anti-Corruption

The organisation will not misuse its position of power for the personal benefit of its representatives (e.g. when selecting beneficiaries). It will neither accept nor offer bribes, gifts, or hospitality in exchange for favours or preferential treatment. Any gifts received from partners must be of reasonable value, and under no circumstances will the organisation accept monetary gifts.

The organisation commits to transparency by informing KIOS of any personal interests or potential conflicts of interest (e.g. family relations or shareholding) that could affect its work or decision-making. Additionally, the organisation will notify KIOS of any criminal charges it has faced in the past or may face during the funding period.

The organisation will actively contribute to the prevention of unethical or criminal activities and will promptly report any such incidents to KIOS.

6. Digital and Physical Security

The organisation will ensure the confidentiality of sensitive information related to the individuals it serves, particularly where the disclosure of such information could result in adverse consequences for those individuals. It will handle all confidential and sensitive information with the utmost care, regularly assessing both physical and digital risks, as well as the security measures in place to safeguard such information.

The organisation will comply with local data protection regulations and adhere to the European Union General Data Protection Regulation (GDPR) when processing personal data. It will only collect and retain personal data when it is necessary, with the explicit consent of the subject and solely for the intended purpose. Personal data will be stored safely and shared only when necessary for the implementation of the grant. Any actual or suspected data breaches will be promptly reported to KIOS.

7. Consequences of Breaching the Code of Conduct

KIOS Grantees are bound by the Agreement of Cooperation to follow the Code of Conduct on a daily basis. Any breach will be addressed with consequences depending on the nature of the issue and may result in the termination of the partnership.

8. Reporting Misconduct

KIOS encourages all persons to report any suspected or actual misconduct to KIOS through the Whistleblowing mechanism available on its website ([Reporting fraud and abuse](#)). All reports are handled with discretion and confidentiality. KIOS takes this Code of Conduct seriously and expects the same of all employees and partners.

By signing this on behalf of my organisation, I confirm that I have read and understood the principles of this Code of Conduct, and I hereby agree to comply with them. I commit on behalf of my organisation to uphold the principles outlined in this Code of Conduct, ensure its effective communication to all members of my organisation, and take the necessary steps to implement it within my organisation's operations. I understand that failure to comply with the Code of Conduct may result in the termination of the partnership with KIOS.

Authorised signature:

Name:

Organisation:

Function:

Date and place: