



#### **Proud Lebanon**

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## **Code of Conduct for all Staff and Board members**

### **1. Purpose**

This Code of Conduct sets forth the standards of ethical and professional conduct required of all contracted staff, volunteers, consultants, and representatives of Proud Lebanon (hereinafter collectively referred to as "Staff"). All Staff are personally and collectively responsible for upholding and promoting the highest standards of ethical and professional behavior, and shall at all times refrain from acts of misconduct and respect the organization's standards and the dignity of those whom Proud Lebanon serves.

### **2. Scope of Application**

This Code of Conduct shall apply to all employees, volunteers, consultants, interns, Executive and Advisory board members and any other individuals working for or representing Proud Lebanon.

The Code of Conduct shall take immediate effect and will be signed by all Staff, who are responsible for ensuring compliance.

The Code of Conduct covers the following areas:

- Integrity and Commitment
- Prohibited Conduct
- Disciplinary Procedures
- Sexual Abuse and Exploitation



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### **3. Integrity and Commitment**

Proud Lebanon's work and reputation depends on the performance and conduct of its Staff., who are recruited based on their competence, integrity and commitment to the organization's mandate. Proud Lebanon expects its Staff to:

- Perform all duties with integrity and strive to attain the highest standards of professional responsibility and achievement.
- Maintain unimpeachable standards of integrity in all business relationships.
- Optimize the use of resources and minimize negative environmental impact.
- Foster the highest standards of professional competence among those they are responsible for.
- Respect all people, taking into account their customs, habits, and religious beliefs.
- Value diversity in the workplace and the unique perspectives of persons from different backgrounds.
- Contribute to removing barriers to gender equality and ensure activities account for gender dimensions.
- Positively represent Proud Lebanon;.
- Declare any potential conflict of interest or bias.
- Adhere to duties and obligations set out in contractual agreements with Proud Lebanon.

### **4. Prohibited Conduct**

All staff shall refrain from any acts of misconduct. The following acts are prohibited. Proud Lebanon will consider these acts as misconduct or gross misconduct depending on severity.



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### **4.1 Breaches of applicable Laws, Rules or Regulations**

#### **4.2 Abuse of power**

Abuse of power is defined as the misuse of position or influence for personal benefit or to benefit another person. Any act constituting an abuse of power will be considered gross misconduct. It includes but is not limited to:

- a) Favoritism, nepotism, cronyism, corruption, and bribery.
- b) Harassment, bullying, discrimination, racism or an illegitimate use of authority.
- c) Use of position to legally, financially or morally commit Proud Lebanon without written authorization.
- d) Stealing or misappropriation of funds, property or human resources from Proud Lebanon.
- e) All forms of exploitation and abuse.
- f) All forms of sexual activity with children (persons under 18), including contact and non-contact sexual abuse, regardless of the local age of majority or consent (mistaken belief of a child's age is not a defense).
- g) Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading, compromising or exploitative behavior.
- h) Sexual relationships with those who look to Proud Lebanon for protection or assistance.
- i) Failure to report concerns or suspicions regarding abuse of power.

#### **4.3 Security breaches**

- a) Failure to follow security regulations.
- b) Using or possessing weapons or ammunition while on duty.
- c) Driving under the influence of alcohol or any illegal substances while on duty.



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#### **4.4 Representation Breaches**

- a) Making unauthorized public statements relating to political or security situations.
- b) Improper use of Proud Lebanon's logo or name.
- c) Publishing work, mission-related articles, or research in external publications without prior approval.
- d) Any acts or omissions that could discredit Proud Lebanon.
- e) Disrespect for customs, habits or religious beliefs and to dress appropriately.
- f) Accepting or exercising any public appointment or outside employment without the prior authorization.

#### **4.5 Negligence or Theft**

- a) Negligent treatment of Proud Lebanon's property.
- b) Theft of any kind.

#### **4.6 Slander or Misrepresentation**

Any intentional false and malicious statements, misrepresentation or false accusation against another Staff member or third party.

#### **4.7 Corrupt Business Practices**

- a) Failure to disclose or show full transparency regarding any potential conflict of interest with a supplier, service provider or business partner.
- b) Acceptance of any gifts or favors beyond "token gifts", i.e., pens, trinkets, planners.

#### **4.8 Breach of Confidentiality**

Divulging any confidential information acquired while carrying out duties with Proud Lebanon.



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## **5. Board Member Responsibilities**

In addition to the general provisions of this Code of Conduct, board members (both Executive and Advisory) have the following specific responsibilities:

- a) Act in the best interests of Proud Lebanon, prioritizing the organization's mission and values over personal interests.
- b) Maintain confidentiality regarding sensitive information, including board discussions and decisions.
- c) Disclose any potential conflicts of interest and recuse themselves from discussions and decisions where such conflicts may arise.
- d) Attend board meetings regularly and come prepared to engage in informed discussions and decision-making.
- e) Provide strategic guidance and oversight to ensure Proud Lebanon's long-term sustainability and effectiveness.
- f) F) Serve as ambassadors for Proud Lebanon, promoting its mission and values to external stakeholders.

## **6. Disciplinary Procedures**

### **6.1 Reporting Misconduct**

Staff are expected to report any concerns or suspicions regarding a violation of this Code of Conduct to their line manager or the Executive Director, respecting the confidentiality of all parties.



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## **6.2 Investigation and Disciplinary Action**

- a) Upon receiving a report, the Executive Director may suspend the individual with full pay until a final decision is reached. The Executive Director will ensure that an investigation is conducted promptly.
- b) In the event of any violation of this Code, before any disciplinary decisions are taken, the Staff member shall be informed in writing of the allegations made against them and given three working days to respond.
- c) If a claim is substantiated against a Staff of Proud Lebanon, the Executive Director may at their discretion:
- Issue a written warning and/or place the employee on probation;
  - Terminate the employment contract with immediate effect in accordance with applicable Staff Regulations;
  - Take any other action as set out in the Staff Regulations.
- d) If the claim is deemed unfounded, the staff member's record will be cleared.

## **6.3 Claims for compensation**

Proud Lebanon reserves the right to claim reasonable compensation for damages and costs arising from a Staff member's violation of this Code, including reimbursement for any psycho-medical support if needed. Any disciplinary action taken under these procedures does not preclude further administrative, civil or penal responsibility or action.



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**7. Sexual Abuse and Exploitation**

Proud Lebanon has zero tolerance for any form of sexual abuse or exploitation. This Code of Conduct strictly prohibits any sexual activity with children, exchange of money, employment, goods or services for sex, and sexual relationships with beneficiaries. Staff are obliged to report any concerns or suspicions of sexual abuse or exploitation. Failure to do so may result in disciplinary action.

**8. Awareness and Acknowledgement**

All Staff and board members must familiarize themselves with this Code of Conduct and its purpose. The Code will be incorporated into induction and training programs for Staff and Board members.

Managers have particular responsibilities to maintain an environment that prevents abuse of power and promotes these standards.

This Code of Conduct is an integral part of all employment contracts and conditions of service with Proud Lebanon.

**By signing below, I acknowledge that I have received, read and understood this Code of Conduct. I agree to abide by its terms and conditions as part of my employment, service or board membership with Proud Lebanon.**

16/09/2024

