



**CENTER FOR PROMOTION OF SUSTAINABLE
AGRICULTURAL PRACTICES AND RURAL
DEVELOPMENT**



Code of Ethics and Professional Conduct

Skopje, 2011

The Code of Ethics and Professional Conduct of CeProSARD is adopted at a session of the Council of the association and is fully accepted by all members of the Council.



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PREAMBLE

"CeProSARD" is committed to improving the quality, transparency, efficiency and solidarity of the activities of the civil society organizations and their interactions, and therefore is defining and adopting a "Code of Ethics and Professional Conduct".

The "Code of Ethics and Professional Conduct" is a set of core principles, operational principles and standards for streamlining the activities and management of the organization. The adoption and implementation of the internal code provides not only an ethical ground for the organization, but it also serves as a statement to different entities, donors and the public that the organization seriously understands the importance of maintaining high standards in its operation.

The Code is designed to be used as a control mechanism and a catalyst for the discussion of employees in the organization, when consideration, thinking and analysing the key principles, standards and ways of implementing the services and activities of the organization. The Code also forms the basis for self-certification of the organization.

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1. VALUES SHARED BY THE EMPLOYEES AND MEMBERS OF "CEPROSARD"

Respect for universal human rights and the rights of all citizens regardless of gender, ethnicity and racial origin, religion and belief, disability, age, sexual orientation and social origin; development of plural and participative democracy, sustainable socioeconomic development and cultural prosperity; social cohesion; social security and solidarity; and respect for differences and non-violence.

1.1. Respect for universal human rights

1.1.1. Human rights

We will respect and promote human rights and freedoms guaranteed by international conventions and standards.

1.2. Respect the dignity and integrity of each individual, ethnic group and culture

1.2.1. Respect

Within our activity, and especially in our mutual communication and communication with the public, we will respect the values, the ethical principles, the religious and ethnic determination of all the people with whom we cooperate, in accordance with the basic principles of human rights. At the same time, we will not support activities that directly and harm a particular group or individual.

1.3. Equality and acceptance of diversity

1.3.1. Impartiality

In our actions we will promote and apply an unbiased and fair attitude towards everyone, regardless of gender, ethnicity, racial origin, religion and belief, disability, age, sexual orientation and social background.

1.3.2. Tolerance

We will strive for tolerance and respect of diversity between people.

1.3.3. Working with marginalized groups

Our programs and platforms will encourage and facilitate the participation of groups and individuals who feel discriminated on grounds of gender, ethnicity and racial origin, religion and belief, disability, age, sexual orientation and social background.

2. INDEPENDENCE

2.1. Autonomy

As a civil organization, we are independent and independent in our work. We will cooperate with state bodies, donors and other stakeholders on the principle of equality, in accordance with our statutory goals and commitments.

2.2. Independence

We will foster and encourage the principle of independence from governmental and other state institutions, both at central and local level. We also undertake that within the agreed projects with the donors we will adhere to the principle of independence of the business.

2.3. Donations

We only accept donations that come from donors whose goals are in line with (or are not in conflict with) our goals, mission and vision and which do not jeopardize our independence and integrity.

3. NON-PROFIT AND NON-PARTISAN ACTION

3.1. Non-profit

The basic principle of action of CSOs is their non-profitability. As a civil organization, we will strictly obey the legal provisions that determine our diversity from other stakeholders in society.

3.2. Non-party actions

As a civil organization, we will not engage in political activities, nor will we use our own assets and means to achieve the goals of political parties. We will not participate in election campaigns and will not raise funds for election campaigns and financing of political parties. We will strictly adhere to avoiding the links between the leaders of the organizations with membership in the executive and management bodies of the political parties, and we will not set party goals in our programs and projects.

4. GOOD MANAGEMENT

4.1. Documents

We are committed to possessing documents that clearly define our mission, vision, basic goals, programs and structure of management

4.2. Clear internal organizational structure

We are committed to establishing and practicing organizational structure of a clear division of executive management, to apply precise internal control mechanisms and to establish methods for resolving possible conflicts of interest.

4.3. Conflict of interests

We are committed to adopting principles that prohibit conflict of interest between managers, employees and volunteers in organizations.

4.4. Non-discrimination

We are committed to promoting equality of gender, ethnic or racial origin, religion or belief, disability, age and sexual orientation in hiring, employment, training and professional development and career advancement of staff.

4.5. Treatment of employees

We undertake to have a clearly defined attitude towards employees and establish regulations regarding employees and volunteers, payment of contributions and fees. We will protect the rights and safety of our employees and volunteers in accordance with legal regulations.

5. PUBLICITY, RESPONSIBILITY, TRANSPARENCY AND ACCOUNTABILITY

5.1. Openness to the public

We will be open and responsible in the work with the institutions of the Republic of Northern Macedonia, central and local authorities, our partners from different communities, donors and all other stakeholders. We will

regularly inform the public about our work and the sources of our financial resources.

5.2. Reporting

We will promote a proactive reporting approach and our program and financial reports, as well as the assessments of our activities will be available to all stakeholders.

5.3. Trust

We will promote the need and importance of strengthening mutual trust towards the public, as well as our activities and priorities.

5.4. Honesty

We will avoid messages to the public that encourage the development of prejudice and intolerant behavior or encourage any kind of hatred in society.

5.5. Commitment

In our activities towards the public, we will make sure that we do not generalize and hide the reality and responsibly refer to the problems and dilemmas that we face.

6. COMMUNICATION, COORDINATION AND COOPERATION

6.1. Communication, coordination and cooperation

We commit ourselves to encourage mutual understanding and respect, encourage greater dialogue and give particular importance to the exchange of experiences between us and other civil society organizations.

6.2. Helping

We are committed to providing solidarity, support and assistance to other organizations, if we are able to do so.

6.3. Defamation

We will not disrupt or deny the work of other organizations, nor will we make false or misleading statements to other parties and organizations.

6.4. Partnership

We will build the partnership on the basis of a common vision and goals for the development of the domestic civil society, respecting mutual support and solidarity.

6.5. Documents

Partnerships will be supported by mutually signed documents that will demonstrate the consent of partners about the role, purpose, expectations and responsibility of the partnership.

6.6. Mutual competition

If we find ourselves in a situation of mutual competition and competition, the same will be based on the emphasis on our own positive activities and successes, and not on the negation of the activities and the activities of other signatory organizations of this Code.

6.7. Conflict

The partners will agree on how to resolve their conflicts on the basis of a fair and unbiased relationship.

7. FINANCIAL SUSTAINABILITY

7.1. Providing income

Providing income will be done in an honest way and without pressures. We will clearly and accurately describe the identity, goal, program and real needs in terms of what we can do and fulfill. In the process of fundraising, we will respect our mission.

7.2. Intentions

We will use the donations in the manner provided for when applying for a donation, ie in the manner prescribed in the donor contract.

7.3. Funding from political parties

We undertake not to obtain financial resources or other material benefits from political parties.

7.4. Donors

Donors will be adequately recognized for their contributions in accordance with the donor's will and policy. Donors must have access to information about their donations.

7.5. Fiscal responsibility

We will promptly and consistently follow and apply the fiscal rules of operation specified in the legislation of the Republic of Northern Macedonia.

7.6. Abuse

We commit ourselves to taking open and decisive measures against those members of the organization who are about the unlawful appropriation of property or manipulation of the financial situation of the organization.