



CODE OF CONDUCT

Introduction

ARTICLE 19 is a global force for freedom of expression with offices and partners around the world. We create and facilitate campaigns, provide legal and policy expertise and representation to those who require it and share our knowledge to enable others to take action.

Employees, interns, consultants, and Board members of ARTICLE 19 are personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct. We shall therefore, at all times and in all circumstances, respect the organisation's values and refrain from any acts of misconduct which could bring disrepute to the organisation.

ARTICLE 19 Vision: A world where all people can speak freely, actively participate in public life and enjoy media freedom without fear, censorship or persecution.

ARTICLE 19 Mission: To promote, protect, develop and fulfill freedom of expression and the free flow of information and ideas in order to strengthen global social justice and empower people to make autonomous choices.

ARTICLE 19 Values

Integrity; Collaboration; Diversity; Transparency; Accountability

Integrity

We provide objective and professional analysis and high standards of expertise

I will:

- understand and put first the interests of the organisation; promote and adhere to ARTICLE 19 policies and positions in order to achieve our common goals;
- fulfil my duties and obligations responsibly;
- always act in a way that is professional and that deserves and retains the confidence of all those with whom I have dealings;
- improve my performance and update my skills and knowledge and seek advice when I do not know
- be open to change and respond flexibly to new challenges.

Collaboration

We work in collaboration with colleagues within the organisation and our partners as part of a global community of activists

I will:

- work with colleagues and partners fairly, promptly and sensitively to the best of my ability;
- treat all colleagues as valued members of ARTICLE 19;
- respect and utilise existing expertise both internal and external to the organisation;
- endeavour to understand the work of other colleagues in ARTICLE 19 and our partners;
- respect policies, procedures and deadlines and identify ways to strengthen co-operation, teamwork and learning;
- be supportive of others, acknowledge their contributions and celebrate our collective achievements;
- provide appropriate guidance, advice and support to others to fulfil our common goals.

Diversity

We respect and celebrate diversity

I will:

- respect and value others, without discrimination on the basis of gender, age, race, ethnicity, national origin, religion, sexual orientation, disability or any other grounds;
- **promote and uphold equal opportunity**
- respect and be sensitive to an individual's cultural and ethnic background
- value debates, differences in opinions and new ideas;
- foster innovation and creativity.

Transparency

We respect openness and honesty

I will:

- be clear and fair in my decision-making and prioritisation of resources and efforts;
- ensure that people are fully informed about my work and decisions that affect them;
- help others to make informed decisions;
- communicate with openness, clarity and honesty;
- build and strengthen trust and participation through direct and regular discussions.

Accountability

**We are fair and accountable in our relationships with each other and all those we work with.
We perform our duties in good faith and efficiently and we take responsibility for our actions.**

I will:

- undertake to be impartial in my work;
- provide accurate, high quality and timely reports of activities;
- admit my mistakes and take prompt remedial action;
- disclose all dealings which might cause a conflict of interest and take steps to resolve this conflict;
- carry out my obligations responsibly, ensuring that funds and other resources are used efficiently;
- only accept funding that does not compromise the organisation's independence and ability to address issues freely, thoroughly and objectively.
- commit to the principles of sustainable development and seek to reduce the environmental impact of my actions.

II. IMPLEMENTATION

1. Getting familiar with the Code of Conduct

- ARTICLE 19 Management will actively encourage an internal dialogue on the Code of Conduct, provide guidance for staff and ensure that policies and procedures are consistent with this Code.
- Copies of the Code will be provided to each employee, intern, consultant and Board member at induction and will be published on our web site.
- The Code will be annexed to all contracts of employment and must be agreed to and signed by each employee, intern, consultant and Board member.
- Each staff member will be assessed annually on the Code as part of his or her performance review.
- There will be an annual review of the Code and evaluation of its impact on ARTICLE 19. The review will be led by the Senior Director of Finance and Operations.

2. Raising an Issue

- Concerns about an interpretation, application or suspected non-compliance with the Code should be brought, without fear of reprisal, to the attention of staff representatives, Human Resources Adviser, Line Manager, other managers and/or the Executive Director. In many cases, it may be possible to rectify matters informally.
- Anyone approached about a suspected case of non-compliance has the responsibility to address the issue confidentially, and to attempt to understand the facts. He/she may facilitate a meeting between the parties for resolution.
- Another option is to discuss the the Code directly with individual/s who are not complying with the Code. The purpose of the conversation would be to make him/her aware of the Code and of what is required.
- Possible outcomes of the informal process include but are not limited to: clarification of points of view; clearing up misunderstanding; an apology for and/or acknowledgement of a possible violation; a commitment not to re-offend etc.
- If the situation cannot be resolved informally then the matter should be pursued formally using ARTICLE 19's Grievance Procedure, as outlined in the UK staff Terms and Conditions (Articles 19 and 20).

3. Whistleblower Protection

- Reporting serious misconduct is the duty of all in order to uphold the code of conduct
- Before making a complaint, people must exercise due care in order not to harm ARTICLE 19, the working environment, colleagues or other concerned people unnecessarily
- Whistle blowing can take place anonymously, although the whistle blower should be mindful that the case will be harder to investigate if ARTICLE 19 is unable to ask follow-up questions
- The focus will be on the reported incident and not on the whistle blower
- The breach will be followed-up on and investigated as thoroughly and confidentially as possible. The whistle blower's identity shall be protected.