

Particip Code of Conduct

Foreword

The *Particip Code of Conduct* lays down our ethical principles and provides a binding guideline for our internal staff in our headquarters in Freiburg as well as our branch in Brussels to work to the highest professional standards.

The *Particip Code of Conduct* ensures that Particip's staff works in accordance with Particip's ethical principles at all times. Further, all service contracts signed by freelance experts include a Code of Conduct section in order to ensure the same high ethical standards to all freelance experts contracted by Particip for short- or long term assignments worldwide.

The *Particip Code of Conduct* is based on internationally recognised guidelines and models, such as the UN Global Compact Principles.

Ethical Principles

Particip's work is based on the following principles of ethical behaviour. We therefore provide our services under terms and conditions that meet these principles.

- **Compliance**

We obey the laws and regulations in the countries we operate in, and accept responsibility for our actions worldwide. We commit ourselves to comply with internationally proclaimed human rights in accordance with the UN Universal Declaration of Human Rights and to observe the national laws in all countries where services are provided. Equally, we fully respect the political, cultural and religious practices prevailing in the country of operation.

- **Equality & Fairness**

We fully abide by the principles of equality and non-discrimination against anyone regardless of gender, skin, colour, religion, culture, age, disability or national origin. All business partnerships are fair and transparent and based upon mutual respect.

- **Anti-corruption**

We understand corruption as one of the biggest obstacles for development. We therefore do not give or accept any promises, favours, gifts or remuneration from or to any source external to Particip. Equally, Particip will neither tolerate nor accept any abuse of entrusted power for private gain. We are fully aware of our corporate responsibility that development funds have to be used responsibly and take high ethical considerations into account.

- **Transparency**

We see transparency as an essential principle of our work. We therefore see it as our duty to act visibly, predictably and comprehensibly.

By signing the *Particip Code of Conduct* the signatory obligates himself and herself to accept and adhere to Particip's ethical principles.

In case a signatory considers that one of Particip's ethical principles is not being complied with, he or she may report in confidence their concerns and violations of the *Particip Code of Conduct* to Particip's internal person of trust. No employee or freelance expert will suffer adverse consequences for reporting any disregard of Particip's ethical principles.

The *Particip Code of Conduct* will be issued along with all Particip staff's contracts and staff member will be expected to comply with it and to report any failure to comply directly to Particip's internal person of trust. Particip encourages all freelance experts, associates and partner companies to comply with *Particip's Code of Conduct*.