

# CODE OF CONDUCT

## CODE OF CONDUCT

TNI strives to create an organisational culture and a set of relations based on trust, mutual respect, open communication and high standards for integrity and professional conduct. Ethics are difficult to legislate, thus we place our trust in the moral common sense of our staff, and all representatives of TNI, that they will act within the bounds of the law, behave ethically and with integrity, and serve to uphold and protect the good name and reputation of TNI.

While the primary responsibility for ensuring the mechanisms are in place to ensure the integrity of the organisation lies with the Director and management in the first place, and the Supervisory Board in the second place, everyone within TNI regardless of status or position is expected to abide by the highest standards of integrity.

TNI's Grievance, Disciplinary, Complaints and Whistle-blower policies and procedures provide the principles of how allegations of misconduct will be dealt with, the process by which findings will be made and acted on. Examples of grounds for disciplinary action are contained in TNI's Disciplinary Procedure. Those relevant to this Code of Conduct, include:

- misconduct
- irregularity in respect of financial matters
- irresponsible behaviour, including putting TNI and its reputation at risk
- breaches of TNI's Code of Conduct, or any policies

In this Code of Conduct, we make clear the essential standards of ethical conduct we expect of our staff, including volunteers, interns and third parties contracted to work in the name of TNI. These include:

### 1. TNI does not tolerate discrimination

TNI refuses discrimination in any form. Any form of discrimination expressed against another employee or anyone associated with TNI will be viewed as a violation of TNI policy. Sanctions must be proportional to the offence, but in the most serious cases may be grounds for dismissal.

*See TNI's policy on Discrimination, (Sexual) Harassment and Violence  
See TNI's publicly accessible Complaints Policy*

TNI is an equal opportunity employer. TNI treats its staff fairly. Its Personnel Policies guide the rights and duties of staff and apply equally to everyone.

*See TNI's Personnel policies*

### 2. TNI does not tolerate (sexual) harassment

We believe employees have a right to a working environment safe from unwanted sexual attention, bullying, intimidation or other forms of harassment. We expect our staff to conduct themselves with the same integrity while working with allies and partners. Sexual harassment on the part of a TNI employee will be viewed as a violation of TNI policy. Sanctions must be proportional to the offence, but in the most serious cases may be grounds for dismissal.

*See TNI's policy on Discrimination, (Sexual) Harassment and Violence  
See TNI's publicly accessible Complaints Policy*

### 3. TNI does not tolerate violence



Any physical violence on the part of a TNI employee towards another employee, or anyone associated with TNI, will be viewed as a violation of TNI policy, and in the most serious cases may lead to dismissal.

*See TNI's policy on Discrimination, (Sexual) Harassment and Violence  
See TNI's publicly accessible Complaints Policy*

#### **4. TNI does not tolerate dishonesty, fraud or theft**

We receive grants of public money and work in the public interest, as such we have a responsibility to uphold the highest standards of financial integrity. Our financial policies, including our Fraud and Corruption Policy, are designed to mitigate any risk of fraud, theft or corruption. All withdrawals or payments must be authorized, and all advances must be accounted for in full. There are strict rules against the use of TNI funds for personal purposes, this being deemed a serious violation of policy and being subject to disciplinary measures. All staff are expected to be honest in submitting claims for reimbursement, and any dishonesty shall result in disciplinary measures. Staff may not accept personal gifts of significant value which may be intended or construed as a bribe. TNI will recover any losses from any person found to have committed fraud, whether they are staff or not. The integrity and completeness of financial reports is both TNI policy and a legal requirement. Our financial transactions are recorded in a correct, accurate and honest manner. The Director is responsible for the integrity of the reporting, and TNI's financial accounts are audited externally to meet this responsibility.

*See TNI's Financial Policies and Procedures, and particularly the policy on Theft, Fraud and Corruption  
See TNI's Whistle-blower Policy in respect of serious irregularities  
See TNI's publicly accessible Complaints Policy*

Staff are expected to surrender any honoraria they may receive from external people or organisations while performing as a representative of TNI. Failure to do so will be considered a disciplinary offence.

*See TNI's Personnel Policy in respect of Reimbursements and Honaria*

Staff are expected to be conscious of potential conflicts of interest, and to declare these openly and recuse themselves from any decision that might result in a conflict of interest.

*See TNI's Financial Policies and Procedures, and particularly the policy on Theft, Fraud and Corruption*

#### **5. TNI believes in the right to privacy**

We respect the dignity and privacy of our colleagues.

*See TNI's Personnel Policy in respect of privacy*

Any personal documentation about anyone in our organization and anyone we work with is kept in a secure place to protect their privacy. This includes all documentation kept in personnel files, and copies of passports.

*See TNI's IT Policy, particularly the section on personal data*

Grievance and disciplinary procedures are conducted confidentially. Any breach of confidentiality is considered a disciplinary offence.

*See TNI's Grievance and Disciplinary policies with regard to the confidentiality of proceedings  
See TNI's Whistle-blower policy with regard to confidentiality of proceedings and protection of identity*

We respect the privacy of our subscribers and web visitors.

*See TNI's Privacy Policy published on its website*

We respect the dignity and privacy of external parties who complain about the misconduct of a TNI employee or other representative of TNI.

*See TNI's Complaints Policy published on its website*



## 6. TNI does not tolerate plagiarism

When TNI cites or uses other people's work, TNI will always reference and source it. Where TNI republishes content, TNI will seek permission or follow the conditions of the license under which it is published. Plagiarism or license infringement will be viewed as a violation of TNI policy, and in the most serious cases may lead to disciplinary action.

*See TNI's Publications Policy with regard to use of other people's work  
See TNI's Complaints Policy publicly available on our website*

## VALUES

The work of TNI, the mechanisms for governance, as well as the conduct expected of everyone in or associated with or contracted by TNI, is guided by our [values](#). These are elaborated in our Vision, Mission, Values statement published on our website. We state that we believe in: **Justice, Equity, Democracy, Peace, Sustainability, Innovation, Cooperation, Non-sectarianism and Relevance.**

Each of these values is pertinent to the internal culture of TNI as well as reflective of the vision for which TNI works.

**Justice** – we believe in justice as part of our vision and are consistent with this value in the way we handle internal grievances and disciplinary action. This includes the right to information about how to process a grievance or complaint, the right to fair hearings, the right to privacy and confidentiality in these proceedings, and a belief that any sanctions should be proportional to offences.

*See TNI's Grievance and Disciplinary Policies and Procedures*

**Equity** – we believe that all people are born equal and we reject discrimination in any form. We apply these principles internally too. TNI is an equal opportunity employer. TNI treats its staff fairly. Its Personnel Policies guide the rights and duties of staff and apply equally to everyone.

*See TNI's Personnel policies*

TNI refuses discrimination in any form. Any form of discrimination expressed against another employee or anyone associated with TNI will be viewed as a violation of TNI policy.

*See TNI's policy on Discrimination, (Sexual) Harassment and Violence*

*See TNI's Complaints Policy accessible on the website*

**Democracy** – we believe everyone has the right to a say on how they are governed and we practice this principle internally through being as transparent and consultative as possible on policies adopted. Our commitment to transparency extends to publishing who funds us, reporting on our internal organisation in our published annual reports, and subjecting our accounts to external audits made available on our website.

*See TNI's Annual Reports*

**Peace** – TNI is committed to non-violence. We work to this end in our programmes, as well as practicing this principle in the way we relate with each other. Any physical violence on the part of a TNI employee towards another employee, or anyone associated with TNI, will be viewed as a violation of TNI policy, and in the most serious cases may lead to dismissal.

*See TNI's policy on Discrimination, (Sexual) Harassment and Violence*

*See TNI's publicly accessible Complaints Policy*

**Sustainability** – TNI believes in the duty and responsibility of all citizens to sustain life on earth. While our programmes work to this end, we also practice this value within our own organisation by minimising our carbon footprint through travel, by choosing products and suppliers consistent with this value, and by investing in renewable energy generation for our own needs and actively reducing energy consumption.

*See TNI's Office, Building and Procurement policies; travel guidelines*



**Innovation** – TNI believes in confronting difficult and thorny subjects head on, and developing insightful and innovative ways to analyse old problems as well as to put forward new solutions. We encourage a similar approach to dealing with internal problems and developing new strategies for the organisation. TNI values robust and open debate as an important means of innovation, though always conducted with respect and in keeping with our value of non-sectarianism.

*See TNI's Strategic Plan 2016-2020*

**Cooperation** – TNI believes that partnership and cooperation are essential to building a better world. Our partnerships are structured as mutually respectful, horizontal relationships of cooperation. We act wherever we can and in line with our mission as a resource, and seek to build cooperative relations rather than enter into competitive relations with (potential) allies.

*See TNI's Partner Policy*

**Non-sectarianism** – TNI is a progressive, non-partisan, non-sectarian organisation. . We accommodate many progressive political tendencies within TNI. TNI is not aligned with any particular political party or tendency. Everyone in the organisation is expected to separate personal political affiliations from their duties as a TNI employee or representative. TNI values robust and open debate conducted with respect for the political differences reflected and welcomed within TNI, and in a spirit of comradeship in respect of allies and others with whom we cooperate.

*See TNI's Articles of Association*

*See TNI Partner Policy*

**Relevance** – In our work of bridging academia and socially engaged actors, we believe learning is a two-way process and that analysis and proposals must be grounded in real life experiences and social struggles to be relevant. This guides our relations with partners and the research TNI conducts.

*See TNI Partner Policy*

**This Code of Conduct and these values form part of TNI's Integrity System and is part of the terms and conditions of employment.**

27 February 2020

