

Annex 1

Code of Conduct and Anti-Corruption Policy

Project Titel

Orientshelfer e.V. Project Number: **ABC12345**

Contract Partner:

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Please refer to the table “Definitions of Groups and Persons referred to in this Document” on the page after the signature page that describes all persons and groups who are mentioned in this policy and who are affected by its provisions.

1. Introduction

OrientHelfer e.V. is committed to the best practice and quality of work. Adherence to this Code of Conduct and Anti-Corruption Policy and to our other policies is essential to maintaining and furthering our reputation of fair and ethical practices among Beneficiaries, Donors, OH Members, the OH Team, Contract Partners and Third Parties. It is the responsibility of each one of us to comply with all applicable laws and regulations, provisions of this Code of Conduct and Anti-Corruption Policy, and related policies and procedures.

This Policy is aimed at guiding the OH Team, OH Members, Contract Partners and Third Parties and must be considered together with OrientHelfer e.V.'s

- Anti-Terrorism and Anti-Money Laundering Policy.
- Safeguarding Policy
- Social Media Policy.

The purpose of OH's Code of Conduct and Anti-Corruption Policy (henceforth referred to as "Code of Conduct" or "this Policy") is to provide clear standards of behavior that are expected from OH Members, the OH Team, Contract Partners and Third Parties, as well as all civil society organizations, NGOs, networks, alliances, and stakeholders, involved in OrientHelfer e.V. projects.

Any behavior breaching the rules and regulations of this Code of Conduct may result in immediate termination of the contractual agreement with OrientHelfer e.V. Whilst recognizing that laws and cultures differ considerably from one country to another, this Code of Conduct is based on international legal standards, universal principles of codes of conduct and basic human rights pursuant to the provisions formulated in the Universal Declaration of Human Rights, the UN Convention on Rights of the Child, and the UN Convention on Elimination of All Forms of Discrimination Against Women. Furthermore, OrientHelfer e.V. promotes the protection of all vulnerable minorities who are facing discrimination due to their religious beliefs or sexual orientation and identity.

2. Standards of Conduct

The OH Management and Legal Representatives, the local Contract Partners and their Experts, Specialists and Managers are obliged to ensure that all parties acting on their behalf will refrain from any kind of unacceptable behavior and that they will comply with the following standards:

- Highest standard of personal and professional conduct.
- The Code of Conduct applies at all times, both inside and outside of work and OH Members, the OH Team, Contract Partner Teams and Third Parties must ensure that their behavior during and outside of work supports OrientHelfer e.V.'s good reputation.
- All people must be treated with respect and dignity. Any form of discriminative behavior based on race, gender, religion, social status, national or ethnic origin, age, disability, sexual orientation, and others are unacceptable.

Regarding child protection, OH Members, the OH Team, Contract Partner Teams and Third Parties agree that they:

- Don't hit or otherwise physically assault or physically abuse children.
- Don't engage in any physical/sexual relationship with a child (any person below the age of 18). Mistaken belief around a child's age is not an excuse.
- Don't develop relationships with children which could in any way be deemed exploitative or abusive.
- Don't use language, make suggestions, or offer advice, which is inappropriate, offensive, or abusive.
- Don't behave in a manner which is or can be perceived as inappropriate or sexually provocative.
- Don't have children with whom they are working stay overnight at their home unsupervised.
- Don't spend excessive time alone with children away from others.
- Don't do things for children of a personal nature that they can do for themselves.
- Don't act in ways intended to shame, humiliate, belittle, insult, or degrade children, or otherwise perpetrate any form of emotional abuse.

OH Members, the OH Team, Contract Partner Teams and Third Parties must observe local laws and cultural norms and behave in a culturally sensitive manner, if the rules of local laws do not contradict international legal standards, universal principles of codes of conduct and basic human rights.

OH Members, the OH Team, Contract Partner Teams and Third Parties must always use appropriate language, appear, and dress in a way corresponding to their position and given situation to underline a respectable and positive perception of OrientHelper e.V.

3. Honesty and Fair Dealing

OH Members, the OH Team, Contract Partner Teams and Third Parties commit to maintaining the highest levels of integrity and fairness. When failing to negotiate, perform or communicate in good faith, OrientHelper e.V.'s reputation and the confidence of its Members and Donors may be at stake. Duties must be always exercised honestly and fairly. Taking advantage of anyone through misrepresentation, manipulation, concealment, abuse of privileged information, or other unfair business practices is strictly prohibitive.

4. Neutrality

OH Members, the OH Team, Contract Partner Teams and Third Parties must fulfil their duties in a neutral and apolitical manner, in accordance with locally applicable law, legitimate instructions and ethical rules relating to their roles.

5. Impartiality

In the context of their professional roles and/or their activities OH Members, the OH Team, Contract Partner Teams and Third Parties must act in accordance with the law and must ex-

ercise their discretionary power in an impartial manner, taking into consideration only relevant circumstances.

6. Ensuring Trust of Stakeholders

OH Members, the OH Team, Contract Partner Teams and Third Parties have a duty to always behave in a way that reflects and upholds OrientHelper e.V.'s values of integrity and impartiality thus contributing to strengthen the trust of all stakeholders in OrientHelper e.V.'s integrity and impartiality.

7. Political or Public Activity

- Subject to respect of international human rights, OH Members, the OH Team, Contract Partner Teams and Third Parties must ensure that their personal participation in political activities or their involvement in public or political debates does not affect the confidence of stakeholders, international, national, or local authorities, or OrientHelper e.V.
- In exercising their duties, OH Members, the OH Team, Contract Partner Teams and Third Parties must not use their resources for political purposes.

8. Corruption and Conflicts of Interest

Any kind of corrupt or fraudulent behavior is unacceptable. OH Members, the OH Team, Contract Partner Teams and Third Parties must avoid any situation where personal interests could conflict with the interests of OrientHelper e.V.

8.1. Corruption

Corruption is the abuse of entrusted power for one's own advantage and/or the advantage of other individuals or entities. This includes offering, giving, demanding, or receiving financial or material gifts, loans, rewards, services, provisions, or any other advantage from/to a third person as incentive to achieve something which is dishonest, illegal, or breaching confidence within the framework of contractual relations.

8.2. Acceptance of Advantages

It is the policy of OrientHelper e.V. to prohibit OH Members, the OH Team, Contract Partner Teams and Third Parties from soliciting any advantage from others – individuals or entities – having business dealings with the organization. Members of the OH Team or Contract Partner Teams who wish to accept any advantage from anyone should seek special permission from their Managing Director prior to acceptance.

- Any gifts and services offered voluntarily to members of the OH Team or Contract Partner Teams in their official capacity are regarded as gifts to the organization and they must not be accepted without permission. Members of the OH Team and Contract Partner Teams must decline the offer if acceptance thereof could affect their objectivity in conducting OrientHelper e.V.'s business or could induce them to act against the interests of the organization or lead to complaints of bias or impropriety.

- The following gifts are acceptable by a blanket permission from the Management Director of Orienthelfer e.V.: Gifts of nominal value below 50 USD/EUR – such as a plaque presented to a member of the OH Team or Contract Partner Teams for being the guest speaker of a seminar, whose refusal to accept would be considered impolite or offensive – may be accepted by the intended recipient.
In other circumstances, members of the OH Team or Contract Partner Teams must ask the Managing Director of Orienthelfer e.V. in writing for permission to accept a gift. Each request must be carefully considered by the Managing Director of Orienthelfer e.V. Proper records of these requests must be kept, including the name of the requestor, the occasion of the offer, the nature and estimated value of the gift, and the outcome (i.e., whether permission to keep the gift has been granted or whether other instructions have been made, such as disposal of the gift. Possible ways of disposal of such gifts are listed below.)
- There is, however, no restriction on the acceptance of advantages, in private capacity of a member of the OH Team or Contract Partner Teams, from any person who does not have any official dealings with the organization. In case of doubt, the intended recipient should refer the matter to the Managing Director of Orienthelfer e.V. for advice and instruction.
- Although “entertainment” is an acceptable form of business and social behavior and is not considered an “advantage”, a member of the OH Team or Contract Partner Teams must not accept lavish or frequent entertainment. Entertainment refers to hotel stays, trips, and event invitations (e.g., soccer games, concerts) from persons with whom Orienthelfer e.V. has official dealings (e.g., Contract Partners such as Implementing Partners and Suppliers etc.), so that they will not be placed in a position of obligation to the giver. Entertainment does not mean food and/or drink provided for immediate consumption on the occasion (during meetings, lunch, and dinner invitations at standard restaurants) and any other entertainment (e.g., live music in restaurant) provided at the same time.

Ways to dispose of gifts presented to a member of the OH Team or Contract Partner Teams in official capacity:

- If the gift is of perishable nature (e.g., food or drink), it may be shared among office colleagues or during an activity organized by Orienthelfer e.V. or the Contract Partner.
- If the gift is a useful item, it may be donated to a charitable organization, to Orienthelfer e.V. or the Contract Partner.
- If the gift is of historical or other interest, it may be donated to a library or museum.
- If the gift is suitable for display (e.g., a painting, vase, etc.), it may be retained for display in the recipient’s office or elsewhere within the premises of Orienthelfer e.V. or the Contract Partner.
- If the value of the gift does not exceed 50 USD/EUR, it may be used by Orienthelfer e.V. or the Contract Partner as a lucky draw prize during an internal social event.

If the gift is a personal item below the value of 50 USD/EUR, it may be kept by the recipient.

8.3. Conflict of Interest

The OH Team, Contract Partner Teams and Third Parties have a duty to avoid any conflict of interest. In case such a situation is or might be likely to happen, the OH Team, Contract Partner Teams and Third Parties must bring this fact as soon as possible to the attention of Orienthelfer e.V.'s Managing Director for further consultation. Failing to do so may result in disciplinary measures or adjustments, in worst cases even termination of the contractual agreement.

It is not possible to describe every potential conflict of interest, but some situations that could cause a conflict of interest include:

- Doing business directly or indirectly with family members or close friends and relatives.
- Having a family member in a direct or indirect reporting line.
- Having a business or family relationship with Contract Partners with whom Orienthelfer e.V. cooperates.
- Taking a second job or managing one's own business. This can include fundraising for other associations or hiring one's own company for project work for Orienthelfer e.V.
- Furthermore, Orienthelfer e.V. considers application for a political office a conflict of interest.
- Giving any kind of advantage to persons with whom one has a personal relationship when seeking employment, applying for grants, or negotiating contracts.

Further Situations of Conflicts of Interest:

- A member of the OH Team or Contract Partner Teams takes part in the selection of Third-Party suppliers or contractors and one of the bidders under consideration is a family member, relative or close friend.
- A member of the OH Team or Contract Partner Teams has financial interest in a company which is being considered as Orienthelfer e.V.'s Third-Party supplier of goods or services.
- A member of the OH Team or Contract Partner Teams accepts frequent or lavish entertainment or expensive gifts from Orienthelfer e.V.'s Third-Party suppliers or contractors.
- A member of the OH Team or Contract Partner Teams serves as a member of Orienthelfer e.V.'s recruitment or promotion board, and one of the candidates under consideration by the board is a family member, relative or close friend.
- Members of the OH Team or Contract Partner Teams holding a public position who misuse their public position for personal gains or in favor of relatives or friends are liable to disciplinary action or even prosecution. Examples of misuse include a member of the OH Team or Contract Partner Teams responsible for the selection of Third-Party suppliers giving undue favor or leaking tender information to his relative's company to secure the contract for the latter.

9. Fraud

Fraud is the intentional misrepresentation or concealment of an act for the purpose of inducing another person to act upon it to his or her detriment. Fraud, in this context, includes also any activity engaged in for the purpose of individual gain, where that gain is detrimental to Orienthelfer e.V., the Contract Partners or Third Parties.

Fraud includes, but is not limited to, the following when engaged in for the purpose of personal gain and/or organizational detriment:

- Misappropriation or inappropriate use of funds, supplies, or other assets.
- Forgery or alteration of a check, bank draft, or any other financial document.
- Forgery or alteration of any other document or record belonging to Orienthelfer e.V.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiting from insider information of organizational activities.
- Using or disclosing any kind of information for personal gains or to the detriment of Orienthelfer e.V.

The OH Team, Contract Partner Teams and Third Parties must be familiar with the types of fraud that might occur within their area of responsibility and be alert to any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to the Managing Director of Orienthelfer e.V.

Failure to report suspicions can be more damaging than reporting what turns out to be justified or appropriate.

10. Safeguarding

All actions and interactions of OH Members, the OH Team, Contract Partner Teams and Third Parties must be guided by fairness and honesty. All people must be treated with dignity and respect and OH Members, the OH Team, Contract Partner Teams and Third Parties must never engage in any humiliating, degrading, or exploitative behavior.

OH Members, the OH Team, Contract Partner Teams and Third Parties assure that they:

- **Do** always follow the rules of this Code of Conduct and the related policies during and outside of working hours.
- **Do** stay aware of the risks related to (sexual) harassment, exploitation, and abuse.
- **Do** take measures to minimize risks for vulnerable groups, especially children.
- **Do** ensure that when dealing with vulnerable groups, especially children, a second adult/staff is always present or within reach ("two-adult rule" or "open-door").
- **Do** create, foster, and maintain a safe, supportive, collaborative, and positive environment free from all forms of violence or threats thereof.
- **Do** take action to support and protect individuals when concerns of abuse arise.
- **Don't** ignore or dismiss the risks related to (sexual) harassment, exploitation, and abuse.
- **Don't** engage in any speech, behavior, or actions with Beneficiaries or colleagues that could be construed as harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.

- **Don't** use their power to harm or exploit others, especially those with less power, and avoid causing harm to vulnerable groups.
- **Don't** engage in a relationship with a person in need of help or protection that is sexual or physical in nature or based on emotional abuse or exploitation.
- **Don't** make virtual contact (e.g., by email, via social media, etc.) with children, vulnerable persons, and project Beneficiaries from Orienthelfer e.V. and members of its Contract Partner Teams and Third Parties.

11. Criminal and Illegal Activities

Taking part in or supporting any illegal or criminal activities is unacceptable. This principle does not apply to activities designated as illegal by state authorities if such activities are expressions to promote basic human rights.

Any kind of abuse or exploitation of children or adults and any activities contravening basic human rights are prohibited. Furthermore, any other inappropriate behavior or action that might jeopardize Orienthelfer e.V.'s reputation must be avoided.

In case OH Members, the OH Team, Contract Partner Teams or a Third Party are subject to criminal prosecution they are obliged to inform the Managing Director of Orienthelfer e.V. immediately.

Direct or indirect support of terrorism or any cooperation with sanctioned entities is prohibited.

12. Handling of Classified or Proprietary Information

OH Members, the OH Team, Contract Partner Teams and Third Parties are not allowed to disclose any classified or proprietary information to anybody without prior consultation with and consent by the Managing Director of Orienthelfer e.V. Classified and proprietary information includes but is not limited to:

- Confidential internal data of Orienthelfer e.V. (e.g., information regarding applicants, team members, salaries, donations received),
- confidential data regarding Donors (e.g., names of Donors, funding amount, project funded),
- confidential data regarding the Contract Partner Teams,
- confidential data of Beneficiaries,
- confidential data regarding Third Parties,

unless the information has already been made public by Orienthelfer e.V. or the party involved.

OH Members, the OH Team, Contract Partner Teams and Third Parties who have access to or are in control of such information must always ensure adequate safeguards to prevent its abuse or misuse. Examples of misuse include the disclosure of information in return for monetary rewards or immaterial favors, or the use of information for personal interests or advantages. Any unauthorized disclosure of any personal data may result in a breach of

the German data protection regulation DSGVO which could lead to termination of the Co-operation Contract or employment contract and possible criminal prosecution.

13. Property of Orienthelfer e.V.

OH Members, the OH Team, Contract Partner Teams, and Third Parties with access to any property of Orienthelfer e.V. must ensure that it is carefully treated and properly used solely for the purpose of conducting Orienthelfer e.V.'s business. Misappropriation of Orienthelfer e.V.'s property for personal use or resale is strictly prohibited.

14. Compliance with this Policy

It is the personal responsibility of all OH Members, the OH Team, Contract Partner Teams, and Third Parties to understand and comply with this Policy.

In carrying out their daily work, all OH Members, the OH Team, Contract Partner Teams, and Third Parties in supervisory and management functions (i.e., Managers, Experts and Specialists) must ensure that all individuals and entities acting on their behalf understand and comply with the standards and requirements stated in this Policy.

Name of Signatory	
Name of the Organization	
Project Number Funding Partner	
Budget Line	

If I have a complaint or concern relating to a breach of this Policy, I understand that I should report it immediately to my superior line manager or to the Managing Director of Orienthelfer e.V., Ms. Dunja Springer, via dunja.springer@orienthelfer.de or feedback@orienthelfer.de. If I do not feel comfortable reporting to this person (for example if I feel that the report will not be taken seriously, or if that person is implicated in the concern), I understand that I may report my complaint or concern to any other appropriate member of the OH Team.

I hereby certify that I have read and understood this Policy and that I will adhere to its provisions.

Place, Date

Signature

Definitions of Groups and Persons referred to in this Document

(sorted alphabetically)

Term	Definition Explanation
Beneficiaries / Program Participants	Beneficiaries / Program Participants are usually individuals – children, adults, elderly people with or without disabilities – who directly receive goods or services from Orienthelfer e.V. and/or its Contract Partners.
Contract Partner	Contract Partners are signatories of a contractual agreement with Orienthelfer e.V. – typically Implementing Partners, Suppliers or Service Providers who will be named as such. If specific individuals working with the Contract Partner are addressed, they will be named accordingly, such as “Contract Partner Staff” or “Contract Partner Management.” The entire team of the Contract Partner will be referred to as “Contract Partner Team.”
Donors	Donors are individuals or entities donating funds or goods.
Funders	A donor can also be referred to as “funder”: Funders are typically organizations / institutions granting funds based on a contractual agreement, stipulating specific conditions, such as intended use of funds, reporting guidelines and sanctions.
IP	is the abbreviation for “Implementing Partner”
IP Project Staff	IP Project Staff includes all individuals who are involved in the realization of project activities on behalf of the Implementing Partner and <u>who are listed in the project budget</u> .
IP Team	IP Team refers to the team of the Implementing Partner and includes all individuals of the Board, Management and Staff as well as Freelancers, Volunteers and Interns who are acting on behalf of and/or under the name of the Implementing Partner. When only certain individuals of the IP Team are concerned or addressed in parts of this document, they will be referred to accordingly, i.e., IP Board Members, IP Executive Management, IP Managers, Specialists and Experts, etc.
OH	is the abbreviation for “Orienthelfer e.V.”
OH Members	OH Members (the abbreviation for “Members of Orienthelfer e.V.”) pay a modest annual membership fee after applying for membership. In most cases, OH Members are not actively involved in the implementation of projects and the daily work of the OH Team (Members who are actively involved in a project, are considered volunteers). Members have certain rights and duties, such as electing and discharging Orienthelfer e.V.’s President and his deputy.

Term	Definition Explanation
OH Team	OH Team refers to the team of Orienthelfer e.V. and includes all individuals of the Board, Management and Staff as well as Freelancers, Volunteers and Interns who are acting on behalf of and/or under the name of Orienthelfer e.V. When only certain individuals of the OH Team are concerned or addressed in parts of this document, they will be referred to accordingly, i.e., OH Board Members, OH Management, OH Staff, etc.
Service Providers	Service Providers can be Contract Partners <u>or</u> Third Parties of any contractual agreement. Service Providers are individuals, organizations or other entities who provide services of any kind to Orienthelfer e.V., the Contract Partner and/or any organization affiliated with the implementation of a project in return for payment or free of charge.
Stakeholders	Stakeholders are individuals or groups, with or without a legal status who directly or indirectly, voluntarily, or involuntarily contribute to, participate in or benefit, in any way, from the actions, projects and activities of Orienthelfer e.V. and/or one of its Third Parties and/or one of the Contract Partners of the Orienthelfer e.V. network.
Suppliers	Suppliers can be Contract Partners <u>or</u> Third Parties of any contractual agreement. Suppliers are individuals, organizations or other entities who provide goods of any kind to Orienthelfer e.V., the Contract Partner and/or any organization affiliated with the implementation of a project in return for payment or free of charge.
Third Party	A Third Party is affected by and/or involved in the implementation of a project but is <u>not</u> a signatory of a contract (Contract Partner) or any other cooperation agreement. Depending on the type of document – such as a contract and/or related annexes – Third Parties include service providers, suppliers, consultants, subcontractors, and/or other individuals or professionals hired for the implementation of the project as well as any individual or professional employed by an entity that carries out missions for Orienthelfer e.V. or the Contract Partner.