

APPROVED
by Minutes No. 22
of General Meeting
of Charitable Organization
“Charity Foundation “EAST-SOS”
of December 16, 2024
Executive Director
_____ Yuliia KRASILNYKOVA

CODE OF CONDUCT
OF CHARITABLE ORGANIZATION
“CHARITY FOUNDATION “EAST-SOS”

Kyiv, 2024

1. Purpose

The purpose of this Code of Conduct (hereinafter referred to as the “Code”) is to establish a shared value system, ethical norms, and conduct standards to be observed by members of the management bodies of the Charitable Organization “Charity Foundation “EAST-SOS” (hereinafter referred to as the “CO “CF “EAST-SOS” or the “Organization”), employees, volunteers, engaged professionals, and other persons acting on behalf of the Organization. The Code sets out the principles of ethical conduct in interactions with beneficiaries, donors, partners, and any other persons who interact with the Organization in any way.

2. General Rules of Conduct

Respect for Honor and Dignity: Respect the honor and dignity of persons you interact with while performing your duties.

Responsibility for Actions: Perform your duties in good faith and responsibly, avoiding actions that could harm the Organization's reputation.

Respect for Diversity: Show respect for the beliefs, worldviews, customs, and rules of others, regardless of their race, nationality, sex, sexual orientation, gender identity, religious, or political beliefs. Tolerance and inclusion are fundamental to the Organization's activities.

Adherence to Safety Rules: Adhere to generally accepted safety rules (including information security, psychological safety, and physical safety, etc.), especially in cases where there is a risk of threat to life. Contribute to preventing risks to your life and health, as well as the lives and health of others. Protecting life and health is the highest priority.

Refraining from Obtaining Improper Benefits: It is prohibited, while performing your duties, to take any actions aimed at obtaining improper benefits, such as incentives, advantages, money, goods, works, and/or services. It is prohibited, while performing your duties, to take any actions that contradict the principles of the Organization.

Use of the Organization's Symbols: Adhere to the rules for using the Organization's logos and symbols. Their use must comply with corporate standards and be approved in writing by the department responsible for the Organization's communications.

Compliance with Legislation: Strictly adhere to the provisions and principles enshrined in the Constitution of Ukraine, as well as the provisions of other applicable national and international legislation.

Ethical Use of Visual Materials: The use of photo and/or video materials that violates the shared value system and ethical norms established by this Code is prohibited. Photographing and filming military and critical infrastructure facilities is prohibited.

Self-Care: Take care of your physical and mental health, including adequate rest and recovery.

Prohibition of Narcotic Substances and Gambling: The consumption, possession, or distribution of narcotic substances, as well as participation in gambling in any form, is prohibited during the performance of duties.

3. Prevention of Harassment, Gender-Based and Sexual Violence, Sexual Abuse and Exploitation

Refraining from Harassment: Any form of harassment, whether verbal or physical, that degrades, offends, or discredits a person based on race, nationality, political views, religion, sex, sexual orientation, or gender identity is prohibited.

Refraining from Gender-Based and Sexual Violence: Any conduct of a sexual nature or gender discrimination that degrades, offends, or discredits a person is prohibited.

Refraining from Sexual Abuse and Exploitation: Any form of sexual abuse and exploitation that degrades, offends, or discredits a person is prohibited.

Harassment, gender-based or sexual violence, sexual abuse and exploitation are gross violations of this Code and constitute grounds for termination of employment and any cooperation.

4. Child Protection

Child Protection. All forms of child exploitation and any sexual acts against persons under the age of 18 are prohibited. For more information on child protection, please refer to the Child Protection Policy of the CO “CF “EAST-SOS”.

5. Confidentiality

Information Protection. Disclosure of the Organization's confidential information obtained in the course of its activities is prohibited. Confidential information is subject to disclosure only with the appropriate permission of the Head of the Organization or in cases provided for by Ukrainian law.

Publications and Communications: Prior to publishing any materials relating to the Organization's activities, obtain prior written permission from the Organization's Communications Department. When communicating through media outlets or social media platforms, do not use any materials that may adversely affect the Organization's reputation.

6. Use of Equipment

Use of the Organization's Equipment: Use the Organization's equipment solely for the performance of your duties, adhering to all technical requirements and internal instructions. Ensure careful and correct operation and handle each device with care to avoid damage or premature wear. Remember that the durability and efficiency of the equipment depend on its responsible use. If any malfunctions are detected or maintenance is required, immediately notify the responsible specialists in accordance with the Organization's internal procedures.

7. Incident Reporting

If a violation of the Code of Conduct is detected or there is suspicion of misconduct, the incident must be reported immediately by sending an email to **compliance@east-sos.org** or by filling out an anonymous form on the internal website (portal). The report should include details of the incident, including the time, place, persons involved, and any other facts that may help to clarify the circumstances.