

Code of Ethics & Conduct

Article 1:

This Annex regulates the values and standards of the association, the founding members of its assembly, and all personnel engaged in working for Information Network & Active Citizenship INAC and elbasanion media.

Ethics:

Article 2

The values of transparency, integrity and accountability shall be upheld. Thus, we shall

- undertake to be open, honest and accountable in our relationships with everyone we work with and with each other;
- provide accurate and timely reports of our activities to our stakeholders;
- be honest and impartial in dealing with our stakeholders;
- give priority to the common interests of the people;
- declare our position wherever a conflict of interest arises;
- exercise responsibility, accountability, and trustworthiness;
- not mismanage assets or abuse privileges;

Article 3

The values of independence, courage and responsibility shall be upheld. Thus, we shall

- refrain from any involvement in political processes, business affairs and disputes of and between any third parties that goes beyond responsible and objective journalistic enquiry;
- be democratic, politically nonpartisan and nonsectarian in our work;
- only accept funding that does not compromise our ability to address issues freely, thoroughly and objectively, and that does not undermine our independence and identity;
- maintain our autonomy and resist conditionality that may compromise our principles;
- promote a culture of self-appraisal and conduct regular performance evaluation to monitor our activities;
- be open to constructive change and continuous improvement;
- promote the use of local resources and contributions from the diaspora community.

Article 4

We shall strive to create the fullest benefits and impact to all through our programmers and projects. Thus, we shall

- provide equal access to the benefits of our projects, irrespective of age, gender, nationality, religion, ethnicity, or political affiliation;
- continuously improve the quality of our projects and strive to fulfill unmet needs;
- base the positions we take on sound, objective and professional analysis and high standards of research;

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- promote public engagement and education, build the capacity of beneficiaries, and make them aware of their rights and obligations;
- plan, design, implement, monitor and evaluate our programmers and projects by involving stakeholders;
- promote sustainable projects and a sense of ownership among beneficiaries;
- make our actions fruitful to the community and be relevant to their needs and priorities.

Article 5

The values of good governance and internal democracy shall be upheld. Thus, we shall

- base all our decisions on facts and logic;
- avoid domination and bureaucracy, by creating a favorable climate for internal democracy;
- respect agreements and policies shared with network organizations;
- develop effective and relevant organizational policies, procedures and systems;
- allow our stakeholders to have access to our project progress reports and financial statements;
- abide by our written statutes and by-laws that define our mission, objectives and organizational structures.
- observe a culture of written agreements for all important administrative, operational and financial matters;
- maintain proper financial procedures and accounting systems to regulate our financial practices;
- promote internal capacity building and training;
- portray our public image in a professional manner

Article 6

A spirit of respect, solidarity, participation and cooperation shall be maintained. Thus, we shall:

- value the culture, tradition, values, dignity and identity of our members, personnel and communities;
- maintain anti-discrimination and harassment policies;
- maintain mutual respect and consideration among members and personnel;
- communicate and consult with each other openly and collegially and in a manner that assists each of us to fulfil our duties and responsibilities faithfully and efficiently;
- strive for balanced and diverse representation on our governing bodies.
- exchange ideas and experiences with other members and partners;
- encourage sharing of information and resources;
- encourage teamwork, a spirit of cooperation, reciprocity and collaboration among members, personnel and stakeholders;
- consult actively with members in the development and implementation of policies and activities that have an impact on them;
- respond to all requests from members fairly and expeditiously;
- avoid duplication of efforts and discourage unhealthy competition;
- promote capacity building between and among members;
- resolve our conflicts amicably and avoid open confrontations;
- cooperate in fund raising and lobbying on behalf of the association and members;

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- learn from each other and maintain a culture of dynamic organizations.

Article 7

A sense of justice shall guide our work. Thus, we shall:

- exercise and promote fairness and equity in all our activities when dealing with communities, partners and general public;
- be guided by the principles of the universal declaration of human rights;
- honour and promote the rights of the disadvantaged;
- respect and encourage respect for fundamental rights and freedoms

Code of Conduct:

Article 8

The interests of INAC must be protected at all times and its image preserved.

Article 9

Members of the INAC shall pay due care and attention to the needs and interests of its beneficiaries. Where relevant, information on them shall be kept confidential.

Article 10

All INAC (elbasanion) is considered confidential, except for reports explicitly produced for the public or other third parties, or required by legal authorities and contracting parties.

Information on the INAC and elbasanion can only be disclosed to the public by authorized persons.

No misinformation shall be spread about the INAC, nor information disseminated with the intention to harm the interests or image of INAC (elbasanion)

INAC personnel shall not use business or confidential information for personal interest.

Article 11

Personnel shall maintain a professional approach during all contacts with beneficiaries and other third parties.

Any personal relationships with INAC personnel, beneficiaries or other relevant third parties shall be declared, where necessary to guard against conflict of interest.

Article 12



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Criticism of the business of other organizations in front of third parties shall be avoided whenever possible. Such criticism shall never be made maliciously.

Article 13

At all times, personnel shall serve as a positive example to their peers and subordinates, as well as to beneficiaries and other relevant third parties.

Article 14

Responsibility for the INAC is in the chain of command, and must be respected at all times.

Article 15

Personnel shall ensure acceptance of this code by all further associates, consultants, etc involved in INAC work.

Persons in management positions shall treat all staff equally and distribute tasks based on job descriptions and contracts, as well as on results achieved. Staff shall be praised and rewarded for success, and warned for mistakes, within the procedural framework.

Article 16

Personnel shall only accept tasks they are fully able and qualified to accomplish.

All personnel shall observe working hours; accomplish tasks to the best of their knowledge; produce appropriate activity reports; observe guidelines referring to their tasks; and take all available steps to improve themselves professionally.

Article 17

All personnel are obliged to take proper care of INAC premises, equipment and office materials, paying special attention to the handling of technical equipment.

Article 18

Personnel shall refuse any offer of compensation or financial benefit from beneficiaries of third parties that is not an integral part of a budget or contract agreed by the responsible member of staff.

Non-discrimination:

Article 19

This policy regulates the maintenance of a safe work environment from all forms of discrimination. All applicants have equal employment opportunities and all employees have the equal opportunity for promotion in their respective fields of work.

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Article 20

INAC offers equal opportunities to all its employees and applicants regardless of their race, skin colour, sex, religion, age, marital status, disability, veteran status or national background in: recruiting, employing, appointing, transfer, promotion, demotion, training opportunities, dismissal, concluding service, salary, evaluation, benefits, compensation and other personnel measures.

Article 21

The INAC shall not discriminate against any employee or applicant because of his/her disability, regardless of the position applied for.

Article 22

Any person, employee or applicant who believes that he has been discriminated against should appeal to the relevant staff member or organizational body. Appeals can be delivered in written form or in person. The appellant will be advised of every investigation, measure of solution.

Article 23

The INAC shall not tolerate any sort of discrimination and shall undertake necessary measures, including dismissal, against any person proved to be in violation of this policy;

Article 24

INAC shall not discriminate against any person for standing up or pressing charges for illegal employment or discrimination, testifying, aiding or participating in any form of investigation, procedure or hearing related to employment procedure.

Sexual Harassment Policy:

Article 25

Sexual harassment shall not be tolerated in the INAC.

For the purposes of this policy, "harassment" is defined as visual, verbal, or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or which creates an intimidating, hostile or offensive work environment.

"Sexual harassment", is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature with the same purpose or effect. This may include:

- Abusive names, insults, bad jokes or discrediting comments, unwanted sexual advances, invitations, or comments;
- Suggestive stares, making sexual gestures, displaying derogatory and/or sexually suggestive objects or pictures;
- Assault, impeding, or blocking movements, or any unwanted touching or physical contact directed at an individual's sex or any other protected status;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, offers, or employment benefits in return for

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sexual favors, or making threatening reprisals after a negative response to sexual advances; and
- Retaliation for reporting or threatening to report harassment.
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 - Sexual advances by an official who is in a position to influence the career or employment conditions of the recipient of such attentions shall result in immediate termination, following the necessary investigatory procedures.

Article 26

Any employee who harasses another shall be subject to disciplinary procedure, including warning, suspension or dismissal. All persons who harass are responsible to the law.