



## CODE OF CONDUCT

### INTRODUCTION

- Spectra Project is a U.S.-based organization, which supports LGBTQ minorities of the MENA region. Spectra Project was founded in 2016 based on a commitment to ensure a better life for others by providing access to basic emergency support, health facilities, education and safety.
- Spectra Project is a humanitarian organization. It is non-political and non-religious. Our goal is to improve the lives of minorities, especially the most vulnerable, including people of different sexual orientations, genders, gender expressions and religions/religion sects.
- Spectra Project's work is based on deeply held values and principles. It is essential that our commitment to human rights and humanitarian principles is supported and demonstrated by all members of staff. If any of us fails to act in a way that is consistent with our values and principles, we fail as an organization.
- Our ability to achieve our goals , often in complex and insecure environments, is linked to our reputation. This reputation relies heavily on everyone who works for us upholding and promoting high standards of conduct.
- The basic values of Spectra Project are to observe the laws, customs and traditions of countries worked in or visited. In cases where such laws, customs or traditions contravene the Universal Declaration of Human Rights the latter shall prevail.
- In order to make this Code of Conduct come alive within Spectra Project we must not only apply it individually but also be ready to bring to the attention of relevant management within Spectra Project any potential incident, abuse or concern that we witness or are made aware of.



## **Spectra Project Code of Conduct:**

### **GUIDING PRINCIPLES**

#### **1. I will respect others**

I will respect the basic rights of all humans. Regardless of gender, disability, ethnicity, religion, caste, language, HIV status, sexual orientation and other aspects of identity. I will act fairly, honestly and tactfully to treat people with dignity and respect.

I will not take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe on the rights of others.

#### **2. I will work actively to safeguard human rights**

I will not

- act in any way that breaches Spectra Project policies and procedures.
- withhold information about any current criminal convictions, charges or civil proceedings.

#### **3. I will maintain high standards of personal and professional conduct**

by striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as a Spectra Project representative. I will not behave in a way that undermines my ability to do my job or is likely to bring Spectra Project into disrepute.

I will not

- Engage in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way.
- Exchange money, employment, goods or services for sexual favors.
- Drink alcohol or use any other substances in a way that affects my ability to do my job, or affects the reputation of the organization.
- Be in possession of, nor profit from the sale of, illegal goods or substances.
- Ask for or invite any personal payment, service or favor from others, especially beneficiaries, in return for our help, support, goods or services of any kind.
- Accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others, which have been offered as a result of my employment.
- Enter into any sort of business relationship on behalf of Spectra Project with family, friends or other personal/professional contacts for the supply of any goods or service to Spectra Project or any employment related matters without authorization.
- Use the organization's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography.



**4. I will seek to protect the safety and well-being of myself and others**

By being aware of and complying with local Spectra Project policies and practices and highlighting any areas of concern to management.

I will not behave in a way that causes unnecessary risk to myself or others.

**5. I will protect Spectra Project's assets and resources**

by handling our financial and other resources carefully. I will ensure Spectra Project's resources are not misused and will protect them from theft, fraud and other damage.

I will not release to others any private and confidential information relating to Spectra Project (or for which we are responsible) unless legally required to do so.