

# **Ethical policy**

## **1. Preamble**

The ethical policy of the National Environmental Center of Ukraine (NECU) was developed in accordance with the norms of the Declaration on Human Rights, the current legislation of Ukraine, norms and principles of business ethics. The policy does not describe all possible situations that a member of NECU may encounter, but it contains basic principles of conduct for members and employees of NECU.

## **2. Goals and objectives of the Policy**

To establish corporate standards of ethics of behavior and interaction of members and employees of NECU and to regulate the actions of NECU members and NECU employees in a difficult ethical situation or in a conflict.

## **3. Scope of the Policy**

The policy contains the rules of conduct for all members and employees of NECU.

The policy regulates the rules of internal communication between members, as well as the rules of business communication with NECU business partners, state authorities and other counterparties.

The provisions of the Policy apply to all structures and subdivisions of NECU.

## **4. Corporate values**

### **Mutual respect**

We take into account each other's personal boundaries and interests, see and recognise our virtues, notice and take into account individuality, adhere to a high socio-cultural standard of communication and interaction. We promote the creation of a friendly environment based on respect for everyone and focus on working together to achieve a common result.

### **Trust**

We build relationships that allow each of the participants to be confident in the decency, openness and honesty of each other. We share common values and understand trust as a willingness to meet the criteria, follow the rules and policies adopted by the NECU. We build trust by consistent behavior, making it conform to our commitments, promises and words.

### **Professionalism**

We consider it necessary to systematically and effectively carry out activities to achieve the goals of NECU in accordance with the commitments undertaken and to be responsible for the obtained result. We are ready to admit failures and take responsibility for them. We are able to find motivation and

continue to work further, to invent new ways, approaches, to look for solutions to implement tasks and achieve goals.

## **Knowledge**

We value and promote the continuous process of self-development of NECU members, thanks to which a person realises himself, improves his/her personal qualities, progresses intellectually, thus making the most important contribution to the development of NECU and to the development of society.

## **5. Principles of corporate ethics of NECU**

NECU recognises the principle of the rule of law in all spheres of its internal and public activities.

NECU builds relations with all its members and employees on the principles of respect for human rights, dignity of the individual, creation of equal opportunities, honesty, objectivity and conscientiousness.

NECU builds dialogue and mutual relations with local and international communities, state authorities and local self-government bodies on the basis of openness, honesty, conscientiousness, partnership and cooperation.

NECU is not a subject of political and religious activities.

NECU is fully aware of its responsibility to society, actively initiates and participates in the development and implementation of socially significant projects and considers such activities as an inseparable part and a prerequisite for achieving its strategic goals.

## **6. Principles of corporate ethics of a member of NECU**

### **6.1. Relations with NETU**

A member of NECU builds its relations with NECU on the principles of loyalty, conscientious observance and implementation of NECU policies. NECU members are the foundation of NECU's reputation. Therefore, it is necessary to realise that any unethical or anti-social actions harm the reputation of NECU.

A member of NECU takes a proactive position in matters of ethics and membership, informs the governing bodies of NECU about known cases of violations of the Ethical Policy.

A member of NECU reports potential reputational risks for NECU as a result of personal activity in any field of activity, including those not related to membership in NECU.

A member of NECU protects the reputation of NECU, speaks respectfully about NECU and its members both inside and outside NECU.

A member of NECU participates in NECU social projects.

## **6.2. Relations between NECU members**

Relations and cooperation are built on the principles of mutual respect, mutual assistance and benevolence.

A member of NECU supports a friendly atmosphere in NECU that is tolerant of diversity of opinions.

A member of NECU is correct in his statements and behavior towards other members of NECU, as well as towards guests, speakers and employees.

A member of NECU refrains from non-constructive and unargued criticism of colleagues, shows tact for justified criticism.

A member of the NECU resolves conflict situations in a correct manner, involving only participants and witnesses of the conflict in the consideration of the dispute, avoids evaluative judgments and argues his position in the conflict with facts.

A member of the NECU observes the rules of etiquette in all types of interactions, does not violate the regulations of meetings and gatherings, does not distract attention with irrelevant information at work meetings, online communications or on the phone.

A member of NECU apologises, including publicly, for improper behavior.

A NECU member does not share contacts and personal information of other NECU members without the prior permission of the owner of the contact.

A NECU member shares his expertise, ideas and capabilities with other NECU members upon request.

A member of NECU does not conduct aggressive marketing and does not impose its products/services either in personal contact or online.

## **6.3. Relations between NECU and the Counterparty**

Members and employees of NECU have the right to enter into relations with the Counterparty on behalf of NECU only within the limits of their authority.

In their relations with Counterparties, NECU members and employees must be guided by the principles of respect and honesty, the priority of NECU interests, objectivity and economic expediency.

## **6.4. Confidentiality and non-disclosure of information**

Members and employees of NECU maintain the confidentiality of information and materials of all internal communications known to them, except for public ones.

Members and employees of NECU should not disclose information about counterparties, except in cases where the disclosure of such information is regulated by law.

## **6.5. Social activities of NECU members**

Members and employees of NECU may engage in any political, religious and social activities not prohibited by law.

Members and employees of NECU should not use the name of NECU, financial, material or any other resources of NECU to carry out their political, religious or social activities.

## **7. Conflict of interest**

NECU members and employees must avoid situations in which the personal interest of a NECU member or employee may influence the decision-making process and, thus, harm the financial or reputational interests of NECU, prevent NECU from solving tasks or achieving goals.

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