



CODE OF CONDUCT

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INTRODUCTION

We believe that Code of Conduct opens the possibility for ERA - LGBTI Equal Rights Association for Western Balkans and Turkey to become a better and more open organization – through dedicated efforts of all those who are part of the organization, through an open debate, and always with mutual respect. ERA - LGBTI Equal Rights Association for Western Balkans and Turkey is, according to its basic commitment, an organization which is dedicated to the public interest and the common good. In addition to that, ERA - LGBTI Equal Rights Association for Western Balkans and Turkey wants to work in a society which is becoming more and more just and open. That is why we want to establish clear code of conduct, as a guideline

for everyday work, and which will be in accordance with proclaimed vision, mission and values we respect.

Basic principles

Responsible management

Competence

The members of the Steering Board, employees and associates of the Regional LGBT Association for Western Balkans and Turkey possess appropriate knowledge and abilities required to fulfill their duties in a competent and unbiased manner. The members of the Steering Board and employees' work performance and the assessment of work are regulated by the internal Work Regulations and Working Procedures and Policies of the Steering Board.

Information-based decision making

ERA - LGBTI Equal Rights Association for Western Balkans and Turkey Steering Board members, employees and associates perform their duties through regular, open and conscientious communication, consultations and discussions. They possess complete and precise information which are necessary for decision-making, performing duties and tasks.

Good business practice

Good business practice implies: responsible and transparent acting; respecting previously established working rules, procedures and agreements; conscientiousness and objectivity in decision making; appreciation and respect of decisions made by majority rule.

Independence

ERA - LGBTI Equal Rights Association for Western Balkans and Turkey is completely independent when it comes to decision making. At the same time, ERA - LGBTI Equal Rights Association for Western Balkans and Turkey Steering Board members, employees and associates cooperate and exchange information with all parties of interest for the work of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey.

Volunteering

Volunteers who devote their time and efforts are especially important to ERA - LGBTI Equal Rights Association for Western Balkans and Turkey. ERA - LGBTI Equal Rights Association for Western Balkans and Turkey pays special attention to make volunteers feel part of the organization and to participate in the processes important to the organization.

For its participation in the work of the Steering Board, members do not receive financial compensation, but in this way they voluntarily give their contribution to achieving goals and development of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey.

Business responsibility practice

ERA - LGBTI Equal Rights Association for Western Balkans and Turkey commits and obliges to:

- rule of law in the country we work in by respecting laws, regulations and international agreements that are implemented in Republic of Serbia;
- the public by means of openness and complete transparency regarding our goals, activities, finances and work in general;
- all our partners (donors, associates, beneficiaries) through constant dialogue, clear communication and respect of all obligations.

Transparency

ERA - LGBTI Equal Rights Association for Western Balkans and Turkey work is completely transparent and the data are made public via available mass media including the Internet presentation. ERA - LGBTI Equal Rights Association for Western Balkans and Turkey is required to give clear information on request to each citizen about its work through the annual report which truthfully and responsibly presents the work of the organization. Transparency refers to all aspects of work:

- goals and activities of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey, including vision, mission, values, programs and other activities that the organization performs;
- the process of decision making defined by clear procedures, regulations and criteria;
- ERA - LGBTI Equal Rights Association for Western Balkans and Turkey financial management which is completely public, including donor list, incomes and outcomes and independent audit reports.

Conflict of interest

ERA - LGBTI Equal Rights Association for Western Balkans and Turkey has a clearly defined conflict of interest policy which is public, and all the Steering Board members, employees, volunteers and other persons related to the organization are required to respect that policy. Nobody who is in any way included in the work of the organization is allowed to receive gifts, hospitality or services that can influence decision making process.

Relationship towards resources entrusted to us

It is our responsibility to respect the public confidence we enjoy, by using ERA - LGBTI Equal Rights Association for Western Balkans and Turkey resources efficiently and effectively. In order to achieve that, we are trying to be:

Efficient

ERA - LGBTI Equal Rights Association for Western Balkans and Turkey uses the resources entrusted to us efficiently, trying to make the most of available resources. Salaries in ERA - LGBTI Equal Rights Association for Western Balkans and Turkey are in line with standards of similar regional and international non-profit organizations in the Republic of Serbia, and operating expenses are kept to a minimum necessary for efficient functioning.

Effective

ERA - LGBTI Equal Rights Association for Western Balkans and Turkey develops a long-term operating strategy, and takes responsibility for decisions it makes. The Steering Board and employees have mechanisms by means of which they monitor and report about ERA - LGBTI Equal Rights Association for Western Balkans and Turkey operating effects.

Relationship with people and partners

We recognize the importance of relationships with coworkers and partners in the workplace, employees, volunteers and donors. Our work with others is characterized by:

- Openness. We try to be honest, open and to respect all people who work with us.
- Integrity in implementation of proclaimed values. Vision, mission and respect for the values determined within the organization are reflected through structure, work procedures and regulations, relationships with partners and public promotion.
- Independence. ERA - LGBTI Equal Rights Association for Western Balkans and Turkey has independence in decision-making process. Decisions about ERA - LGBTI Equal Rights Association for Western Balkans and Turkey operating and program activities are made by its relevant bodies, independently of political, financial or any other influences.

CONFLICT OF INTEREST POLICY

Conflict of interest

The purpose of discretion and conflict of interest policy is not only to prevent actual and potential conflicts of interests, but also all situations which could lead to conflict of interest.

Conflict of interest among the Steering Board members, employees and volunteers must be prevented or, if necessary, corrected to the greatest possible extent. ERA - LGBTI Equal Rights

Association for Western Balkans and Turkey bears in mind that members of the Steering Board can be active in organizations, institutions or companies. With regard to that, an equally important purpose of conflict of interest policy is ensuring that the organization is informed about relationships and activities of the Steering Board, employees and other associates within the organization's activities. The final purpose of this policy is to prevent diminishing the integrity and reputation of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey.

Definitions:

1. The notion of "responsible person" implies any member of the Steering Board, any employee (full-time and part-time), as well as any associate and volunteer of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey.

2. The notion of "staff member" implies any employee, associate, volunteer of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey.

3. The notion of "family member" implies a spouse/partner, child, child's spouse/partner, brother/sister, parents, brother/sister's spouse/partner of the responsible person.

4. The notion of "related body corporate" implies any legal entity, government agency or an international organization in which the responsible person or his/her family member has financial interest or is in the role of investor/director, employee, consultant, agent etc.

5. The notion of "contract or transaction" implies any type of agreement or relationship implying buying and selling of goods, services or rights of any kind about which there is a receipt of loan or donation, establishing any kind of monetary relationship or establishing any kind of employment or consulting relations. A charitable pledge or donation to ERA - LGBTI Equal Rights Association for Western Balkans and Turkey are not considered a contract or transaction.

6. The notion of "Conflict of interest" implies any kind of benefit, intention or interest of the responsible person, his/her family member or related body corporate which is or can be in conflict with interest, intention or plans of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey.

Basic provisions

1. Organizational coherence. Each responsible person is required to provide the co-chairs of the Steering Board with complete information regarding the activities of related corporate bodies that are a) financed by ERA - LGBTI Equal Rights Association for Western Balkans and Turkey, b) of interest to financing of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey, a) similar, competing or conflicted to the goals of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey.

2. Contracts and transactions. Each responsible person is required to provide the co-chairs of the Steering Board with complete information regarding any current or planned contract or transaction where the responsible person, his/her family member or related body corporate participates which can lead to the conflict of interest.

3. Compensation to the Steering Board members. ERA - LGBTI Equal Rights Association for Western Balkans and Turkey will not pay compensation to any member of the Steering Board unless the Steering Board approves such compensation. (This does not stand for compensation of travel expenses made for the organization's purposes or volunteering of the Steering Board).

4. Outside employment. While they are on the status of employees or associates of ERA - LGBTI Equal Rights Association for Western Balkans and Turkey, employees and associates are not allowed, without the approval of the executive directors, to engage into/have directly or indirectly, whether in their own name or in other sense, business, employment, periodical employment or actively participate outside ERA - LGBTI Equal Rights Association for Western Balkans and Turkey, during the period of their employment in ERA - LGBTI Equal Rights Association for Western Balkans and Turkey.

5. Discretion. Each responsible person is required not to disclose any confidential or sensitive information regarding ERA - LGBTI Equal Rights Association for Western Balkans and Turkey business. Moreover, the responsible person is not allowed to disclose or use such information personally or on behalf of a family member.

Procedures and legislation

Reporting

Under the obligation of legal and professional liability, each responsible person is required to inform the Steering Board in writing about all important information he/she possesses or is acquainted with, and related to any kind of potential or actual conflict of interest and any kind of consequence that conflict of interest may lead to. Each responsible person is required to submit the annual written report and keep it up to date in case of new events. Each responsible person is required to put a lot of effort into providing the Steering Board with full and timely information about actual or potential conflict of interest.

Voting and establishing a quorum

A responsible person is free to address the Steering Board or to speak at a meeting of the Steering Board, but cannot be present during a discussion or decision making process regarding any Articles related to the potential or actual conflict of interest of the responsible person, his/her family member or related body corporate. A written report will be produced, stating the beginning and duration of every session.

Responsibilities

Each contract or transaction where conflict of interest is possible must be prohibited except in case that the Steering Board determines, after establishing the fact of the matter that the contract or transaction is in the best interest of ERA- LGBTI Equal Rights Association for Western Balkans and Turkey and essential to the organization and that the organization could not reach more favorable agreement with understanding of the given situation.

Conflicting relations and activities

The Steering Board is required to critically measure the statement on conflict of interest of each responsible person. If the co-chairs determine that there is conflict of interest that needs to be resolved, the responsible person is required to eliminate conflict of interest. If conflict of interest fails to be resolved in a satisfying manner, the Steering Board has the power to take measures and eliminate, or otherwise solve the existing of potential conflict of interest.