



Coalition for Integrity and Accountability – “AMAN” Code of Conduct

Introduction to the Code

The Code of Conduct of the Coalition for Integrity and Accountability – “AMAN” was first adopted by the General Assembly in December 2005, with the aim of embedding the values of integrity, transparency and accountability in the Coalition’s work and regulating the professional and ethical conduct of all staff, volunteers and members of the Coalition’s bodies.

As the Coalition’s work expanded and its institutional experience grew, alongside developments in the legislative and institutional environment for combating corruption in Palestine, the Code was reviewed and updated in September 2010 by a team of staff members to keep pace with recent developments, including the enactment of the Anti-Corruption Law and the establishment of the Anti-Corruption Commission in June 2010, and the subsequent strengthening of national anti-corruption frameworks.

In line with the Coalition’s approach to institutional development and the promotion of good governance, the Code underwent further revisions to ensure its alignment with international best practices in the areas of integrity, transparency and civil society work. The current version of the Code was approved by the Coalition’s Board of Directors in December 2021, and includes clear provisions that promote a safe and respectful working environment free from all forms of discrimination, harassment or exploitation, including sexual harassment, exploitation and abuse, in line with the principles of preventing sexual exploitation, abuse and harassment.

This Code aims to guide the professional and ethical conduct of all those associated with the Coalition’s work, to promote a culture of integrity and accountability in performance, and to ensure respect for the values of justice, equality and transparency in all the Coalition’s activities and programmes.

Article (1) Scope of the Code

- a. All members of AMAN’s General Assembly and Board of Directors, as well as AMAN’s staff and consultants, are required to sign this Code; this obligation extends to volunteers and paid consultants working with AMAN.

- b. The Code of Conduct aims to define and standardise ethical and professional standards for the performance of members of AMAN's governing bodies and executive team, setting out the rules of conduct and best practices they must follow whilst carrying out their duties, whether in the provision of services to citizens, their relations with the public, or their relations with partners and institutions with and donors, or in their internal relations. The Code is based on the principle of self-commitment to these standards, which are grounded in the values of integrity, the principles of transparency, and systems of accountability.
- c. Consequently, this Code contributes to standardising the desired professional conduct of all Coalition members and staff, thereby promoting integrity, transparency and accountability and ensuring an environment free from corruption.

Coalition for Integrity and Accountability (AMAN)

The Coalition for Integrity and Accountability (AMAN) was established in 2000 on the initiative of a number of civil society organisations working in the fields of democracy, human rights and good governance, as a civil society movement seeking to combat corruption and promote a system of integrity, transparency and accountability in Palestinian society. In 2006, the Coalition was granted full membership of Transparency International, to which it adheres to the movement's guiding principles and actively promotes its objectives and activities within the Palestinian context. The Coalition focuses its efforts on the people, as anti-corruption efforts will only succeed and bear fruit through their broad involvement, particularly since the fight against corruption seeks to achieve their well-being and sustainable development, for which corruption is one of the most significant obstacles. The Coalition follows a comprehensive and sustainable approach based on partnership and cooperation with all relevant parties and stakeholder groups, with the aim of enhancing transparency in Palestinian institutions of all kinds, enforcing the law, and ensuring citizen participation in governance and the management of the Palestinian state's resources.

Vision: A Palestinian society free from corruption.

Mission: To mobilise and rally community efforts to advocate for the protection of Palestinian society from corruption and to influence the adoption of principles of transparency, values of integrity and systems of accountability within Palestinian institutions, within the framework of the national integrity system and in accordance with laws, conventions, best practices and administrative and financial rules.

Strategic Objectives:

1. Civil society organisations and the media are engaged in strengthening the national integrity system and anti-corruption efforts.

2. Exposing corruption and corrupt individuals and preventing them from escaping punishment within the framework of national anti-corruption plans and international anti-corruption conventions.
3. The working environment of local authorities is immune to corruption and responsive to public accountability.
4. AMAN implements its strategy and fulfils its commitments to Transparency International.

Article (2)

Objectives of the Code

This Code aims primarily to establish the necessary foundation for the ethical standards of those working for the Coalition, ensuring respect for and awareness of their rights and duties, and to instil the values and ethics of integrity, transparency and accountability, and to foster job satisfaction among the Coalition's staff in the pursuit of integrity and accountability. Integrity is a value upheld by the Coalition's staff, who strive to apply it with conviction and dedication.

Article (3)

Obligations of the AMAN Board of Directors

As members of AMAN's Board of Directors, we undertake the following:

1. To work and cooperate with all individuals, groups, institutions, profit and non-profit organisations, and governmental and international bodies committed to the fight against corruption, without favouritism, bias or discrimination, whilst taking into account the policies and priorities set by the Coalition's governing bodies.
2. To be open, honest and accountable in our relationships with all parties we work with, and with one another. We shall strive to carry out our duties with honesty, integrity and efficiency.
3. We shall not be biased towards any political or sectarian group, nor shall we be prejudiced on the grounds of race or gender.
4. We reject corruption in all its forms with courage and clarity wherever such cases are identified. It should be noted that we do not seek to defame or publicly expose individual cases of corruption without conclusive evidence.
5. We strive to adopt principled positions based on objective grounds, professional analysis and high-level research, drawing on credible experts and academics
6. We accept funding only if it does not affect our ability to address our issues freely, efficiently and objectively
7. We undertake to provide our partners with accurate technical and financial reports on our various activities, within the specified deadlines.
8. We undertake to respect and promote respect for fundamental rights and public freedoms, foremost among which are the rights to assembly, freedom of expression and access to information

9. In our recruitment policy, we will strive to ensure balanced and diverse representation of staff, paid consultants and volunteers in terms of gender, religion and ethnicity.
10. We will communicate and consult effectively with civil society organisations in the process of developing and implementing policies and activities that affect them.
11. We will endeavour to deal with all requests received from colleagues and partner civil society organisations fairly and as quickly as possible
12. We will operate in accordance with AMAN's policies and regulations, as approved by the General Assembly, which determine whether or not to accept funding if it would jeopardise the Coalition's independence and objectivity or affect its operations and objectives.
13. We undertake to respect the privacy of beneficiaries and not to use their data for purposes other than those for which the AMAN Coalition works.
14. We undertake to disclose our financial accounts.

To this end, the AMAN Coalition will:

1. Accept financial resources from donors who share AMAN Coalition's commitment to the fight against corruption.
2. Ensuring a balanced mix of funding sources from the private sector, the public sector, charitable organisations and members' contributions.
3. Not accepting any financial assistance or donations that carry specific restrictions or conditions that could affect AMAN's independence:
 - Compel us to carry out activities that conflict with AMAN's objectives
 - prevent AMAN from carrying out activities consistent with its objectives
 - Require us to violate Palestinian laws and regulations
 - Involve any condition of a political nature.

Article (4)

General Definitions

AMAN Coalition Code of Conduct: A set of ethical and guiding principles aimed at ensuring integrity, transparency and accountability in the work of AMAN Coalition staff.

Transparency: Providing reliable and up-to-date information regarding activities, procedures and policy decisions, and ensuring that beneficiaries, the public, relevant official bodies and donors have access to this information, which must be sufficient, clear, easy to understand and provided by the pre-determined deadline.

Integrity: A set of values relating to honesty, trustworthiness and dedication to work, a commitment to avoiding conflicts of interest, and a focus on the public interest.

Accountability: The existence of mechanisms for reporting on the use of the organisation's resources and for those in charge to take responsibility for their decisions or for failing to achieve the organisation's objectives and vision.

Conflict of interest: A situation in which a person or group of people in a position of power, responsibility or authority within the organisation is in a position to exploit that position for personal gain, the benefit of their family, friends, or other organisations with which they are associated.

Sexual harassment: Sexual harassment is unwelcome conduct of a sexual nature, encompassing a range of acts from minor infringements to serious harassment, which may include verbal innuendoes and even sexual acts; sexual harassment is considered reprehensible by all standards.

Discrimination: Any distinction, exclusion, restriction or preference based on race, colour, descent, national origin or gender which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life.

Article (5)

General Principles of the Code of Conduct for AMAN Staff

Principle No. (1): Compliance with applicable Palestinian laws and regulations and adherence to international standards:

- a. Members of the Board of Directors, staff, paid consultants and volunteers of the Coalition shall respect and apply the provisions of the laws and their implementing regulations, as well as any legal annexes and instructions attached thereto, in particular the laws set out below.
 - The Amended Palestinian Basic Law of 2005
 - Law No. 1 of 2000 on Civil Society Organisations and Institutions
 - Labour Law No. 7 of 2000
 - Anti-Corruption Law No.

- b. AMAN employees are required to familiarise themselves with the organisation's internal regulations, administrative and financial systems, the Employee Handbook and the Code of Conduct, and to adhere to and be guided by them at all times whilst carrying out their daily duties.

Principle No. (2): Partnership in Ownership and Work:

The Coalition believes that the best guarantee for achieving its objectives lies in the full participation and engagement of the widest possible range of partners in order to reach the goal on which everyone agrees. The Coalition is committed to facilitating the integration and participation of individuals and institutions from all sectors of Palestinian society, and is also committed to building and developing relationships with partners, funders and other key stakeholders in a way that contributes to enhancing the Coalition's effectiveness, impact and the success of its programmes. Accordingly, it is incumbent upon its staff to:

- Ensure the widest possible participation in all projects, programmes and activities implemented by the Coalition.
- Develop effective and successful partnerships wherever possible with local and international organisations, as well as with individuals and stakeholders.
- Represent the organisation appropriately in all engagements, whether local or international, to project a positive image of the Coalition and gain greater credibility.
- To represent the organisation appropriately at all conferences, meetings and workshops, whether local or international, to project a positive image of the Coalition and gain greater credibility.

Principle No. (3): Empowerment (including capacity building and exchange of expertise):

AMAN plays a key role in capacity building amongst its Palestinian partners, as it believes that a partnership with various parties leads to all partners taking ownership of the programme. Accordingly, AMAN staff are committed to the following:

a. Internally:

- Welcoming new colleagues in a spirit of cooperation and support, and providing them with assistance.
- Harnessing all the skills and knowledge of each staff member for the benefit and empowerment of other colleagues in the organisation, and training them where the need arises.
- Committing to continuously improving professional competence and making the best use of the expertise and resources available to AMAN.
- Ensuring the circulation and flow of information amongst staff

b. Externally:

- Ensuring participation and commitment to any assignments, provided they fall within the employee's skills, in activities that seek to build and strengthen the capacities of any of AMAN's partners across all sectors.
- Working to identify and assess partners' needs and integrate them into proposed plans and programmes, each according to their area of expertise.
- Leverage the expertise and knowledge available among partners at all levels.
- Expand the network of researchers, consultants and experts with whom AMAN works, with the aim of deepening and broadening local expertise in the fight against corruption.
- Ensuring the distribution and dissemination of information to all partners and individuals.
- Provide support and assistance to researchers or interested parties who request the Coalition's help. Receive partners, researchers and auditors, and deal with them with respect, courtesy and friendliness, ensuring that their enquiries are answered without complaint or resentment.

Principle No. (4): Integrity and Accountability:

The struggle to promote the concepts of accountability, integrity and transparency in society will be reflected in all aspects and internal working systems of the Coalition, as the highest standards of good governance, leadership and sound management will lead to the establishment of an excellent institutional framework within the Coalition's own structure. This will ensure the delivery of well-designed programmes that are monitored, evaluated and reported on in accordance with the highest standards. Accordingly, staff are committed to:

- Comply with the provisions of this Code, in addition to full adherence to the regulations and laws referred to in Principle One.
- Managing resources in the most prudent manner possible and achieving the best value for money at the lowest cost ("sound management")
- Disclosing any relationships the employee may have with any service providers and avoiding conflicts of interest.
- Taking responsibility for their duties, accepting accountability for them, and carrying out without hesitation or delay all that is required by such accountability.
- Respecting the correct administrative and hierarchical structures in all the employee's activities
- Not exploiting one's position or the information obtained by employees to gain personal benefit or cause harm to any adversary.

Principle No. (5): Efficiency and Effectiveness:

- a. Employees shall adhere to the principles of good governance and employ the best methods in managing available resources, rationalising and developing them to serve the Coalition's objectives.

- b. They shall also maintain the confidentiality and privacy of all information and databases relating to beneficiaries.
- c. Staff shall base their interventions and proposals on AMAN's accumulated experience and achievements, and shall ensure that these are put to good use and encouraged.
- d. Staff, in general, and particularly those whose work requires it, ensure they consult reference books, agreements and reports issued by AMAN or other organisations, particularly Transparency International, and seek to benefit from them.
- e. Staff members are committed to continuous development and keeping abreast of the latest developments, as well as acquiring any additional skills required by the interests of the work.

Principle No. (6) Initiative and Innovation:

The AMAN Foundation employs a number of working methods and approaches to ensure the best possible outcomes from its programmes. Accordingly, staff are committed to:

- a. Submit constructive proposals that serve to achieve the coalition's objectives
- b. Participating actively in periodic and strategic reviews of the Foundation's programmes and interventions
- c. Maintaining innovation and creativity in the implementation and/or development of programmes and activities
- d. Respecting and communicating the views or suggestions of stakeholders familiar with AMAN's work, whether they are volunteers, consultants or interested individuals
- e. Respect and professionalism in presenting AMAN's interventions, drawing lessons and learning from them

Principle No. (7): Sustainability and Continuity:

The Coalition will apply the above foundations and principles to ensure the sustainability and continuity of its work, particularly the design and implementation of its programmes and the validity of its internal operating system. In doing so, AMAN operates with a full awareness of the need to design programmes that leave a lasting and profound impact for the benefit of Palestinian society.

AMAN also seeks to ensure that the design of its internal operating systems and the mechanisms for implementing these systems are carried out in a manner that guarantees the diversification of its funding sources, and to foster community engagement to ensure the continuity of its activities, as well as to ensure the sustained achievement of the desired outcomes. All staff members contribute to this through the entirety of their work, and staff members contribute to achieving sustainability according to their respective job roles.

Principle No. 8: An environment free from sexual harassment and racial discrimination

AMAN is committed to creating a safe environment for its staff and service users, in which all service users are treated with respect and dignity, AMAN prohibits any practices or policies involving threats of violence, sexual exploitation or sexual harassment, or verbal or psychological harassment or abuse.

Article (6)

General Rules of Conduct for AMAN Staff

- a. I shall ensure that I perform my duties with accuracy, honesty, dedication and impartiality, free from any personal considerations that may compromise my role
- b. I shall devote my official working hours to performing my duties, and maintain the same standard of performance outside official working hours if the interests of the business so require
- c. I shall conduct myself in accordance with the values of integrity and carry out all duties required by the nature of my work and imposed by laws and regulations
- d. I shall strive to develop my scientific and practical abilities and competence, and seek to acquire the necessary skills and information that enable me to carry out the required and expected tasks and comply with regulations
- e. I shall refrain from keeping in my personal possession the originals of any documents, reports, records or correspondence relating to the department, or copies thereof, and from using them for my own purposes
- f. I shall refrain from accessing documents, papers and records that do not fall within my remit, unless authorised to do so by the relevant officer and/or competent authority in accordance with established procedures.
- g. I shall ensure that I do not conduct myself in a manner that undermines or compromises the dignity of my position.
- h. When carrying out an official assignment, I shall ensure that I use the most efficient and cost-effective means of travel available.
- i. I undertake to report the results of my participation in official duties to my immediate supervisor or any other official in the chain of command
- j. I shall ensure that I do not exploit my position for personal, family or party interests, or for financial gain, nor shall I accept any gift, reward, grant or commission, whether directly or through an intermediary, whilst performing my duties.
- k. I undertake to comply with the institution's administrative and financial regulations should I wish to work, whether for remuneration, on behalf of any other party.
- l. I shall inform the relevant authority in my department of any conflict of interest that may arise whilst performing my duties; I shall not have any direct or indirect interest in external agreements, tenders or contracts relating to the department's work, or in appointment or assessment decisions
- m. I shall observe and comply with all procedures relating to payments, contracting and procurement with all service providers, and I accept responsibility for the integrity of the services provided, provided they fall within the scope of my job duties.
- n. I undertake to respect my colleagues and be prepared to work as part of a team, communicating and consulting with one another, helping each other to carry out our duties and responsibilities with sincerity and high professionalism, whilst respecting the privacy and personal lives of my colleagues.

- o. I shall make the best use of the resources and funds entrusted to me and/or at my disposal solely to achieve the objectives of AMAN and within the scope for which they are intended, and I shall refrain from using them for purposes unrelated to work.
- p. I shall take care of the organisation's assets and resources and ensure they are used in the best possible way to preserve them.
- q. I take responsibility for all my professional duties, accept accountability, accept the objective outcomes, and commit to implementing them without delay.

Article (7)

Compliance with the provisions of the Code

I acknowledge that I have read the provisions of this Code, and that any breach of any provision or obligation contained herein entitles AMAN Coalition to impose disciplinary sanctions against me, as provided for in the Labour Law or any regulations or instructions issued by the Board of Directors or Executive Management of AMAN Coalition.

I hereby sign in accordance with the rules.

Employee's name: _____

Job Title: _____

Date: ___/___/_____