



Core Values of ICLEI e.V.

ICLEI e.V. (ICLEI World Secretariat) always strives for the highest standards of compliance, diligence, integrity, transparency, accountability, and equal opportunity. It firmly stands against any form of corruption, bribery, harassment, conflict of interest, favoritism, and discrimination. This document presents the intrinsic values that the organization upholds and requires its staff to adopt.

Compliance, integrity, diligence

Compliance and due diligence is defined by acting in accordance with established guidelines or specifications. ICLEI e.V. shall comply with both its own set of regulations and government legislation (national and international laws). As ICLEI e.V. employees, all staff shall comply with ICLEI e.V. regulations, office rules and laws in Germany at any time, as stated in their contracts.

Most important sections in overarching German laws in this area are:

- § 3 Grundgesetz (German constitution),
- § 2 Allgemeines Gleichbehandlungsgesetz (general act on equal treatment),
- § 75 Betriebsverfassungsgesetz (works constitution act)

Integrity means following generally accepted moral or ethical convictions and doing the right thing in all circumstances. Having integrity means you would do nothing that demeans or dishonors you or the organization. Having integrity also means doing the right thing in a reliable way.

Anti-corruption, bribery, conflict of interest

ICLEI e.V. expects all of its employees to meet the highest standards of professional integrity and ethical conduct in all aspects of fulfilling its mission and their duties. This includes avoiding any corrupt or fraudulent practices, including but not limited to any offer, gift, or payment, consideration of benefit of any kind, which would or could be construed as an illegal or corrupt practice. Bribery occurs when you offer, pay, seek or accept a payment, gift or favor to influence a business outcome improperly or fail to prevent bribery.

ICLEI e.V. expects its employees to scrupulously avoid conflicts of interest between the interests of the organization on the one hand and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

ICLEI e.V. employees may not use their position, influence, confidential information, or organizational assets for personal gain, or that of family members and other third parties (individuals or organisations) that they are associated with. Furthermore, employees should manage their personal and business affairs so as to avoid situations that might lead to a conflict, or even suspicion of a conflict, between self-interest and duty to their organizations, partners, and colleagues.

Anti-Favoritism, accountability, transparency

ICLEI e.V. aims to ensure effective supervision and positive morale in the workspace, to contribute to transparent management processes and to avoid breach of confidentiality. That said, creating or maintaining circumstances in which favoritism or the perception thereof, conflicts of interest or bias shall be avoided for the sake of transparency, accountability, and efficiency of office management and operations. This policy must be considered when allocating tasks (e.g. subcontracts, procurement, audits, recruitment, evaluation, promotion and/or transferring procedures) to staff or external experts (individuals or organisations), or while allocating staff to certain teams.

Particularities: ICLEI e.V. may inquire about the interpersonal relationships during the recruiting process and/or during the term of employment/subcontract to determine the appropriateness of the working relationship under this policy. Candidates and staff shall disclose to HR any familial or otherwise personal relationships with other staff. If employees are or become involved with one another or have a familial connection, they shall not/continue report to one another, shall not





be/remain of significantly different rank whilst on the same team and shall not be/remain of significantly different rank when in a senior management position. Staffing and contract decisions must all be based solely upon qualifications, objective criteria and performance of the employees and where applicable seniority.

Anti-Harassment

It is the policy of ICLEI e.V. that every person has the right to be treated with dignity and respect and to be free from all forms of harassment in the workplace. All forms of harassment e.g. offence, humiliation or creating an intimidating, hostile environment, are contrary to the high standards of conduct required of all staff members. Staff members shall observe common courtesy and considerate behavior towards each other regardless of rank or contractual status.

Sexual harassment at work is defined as any unwanted conduct of a sexual nature in the workplace or in connection with work, which, in the reasonable perception of the person concerned, is used as a basis for a decision which affects that person's employment or professional situation, or creates an intimidating, hostile or humiliating work environment for that person.

ICLEI e.V. has established a Group of Trust made up of members of the Works Council, HR and others which can be consulted in case of harassment.

Equal Opportunity&Employment Policy and Gender equality plan

ICLEI e.V.'s employment policy is geared to ensure that the organization hires employees without regard to their race, color, religion, national origin, citizenship, age, gender, marital status, socio-economic background ancestry, ethnic origin, citizenship, creed (religion/beliefs), family status, physical and mental capabilities, language, social origin, record of offences or sexual orientation.

ICLEI e.V.'s policy is that applicants for employment and internal candidates for career progression within ICLEI e.V. are considered solely on the basis of their relevant qualifications and competencies.

ICLEI e.V. enforces inclusive, equitable and rightful treatment of all persons and will act in a respectful manner towards any individual.

ICLEI e.V. fully applies the principle of equal treatment for all genders. This also includes, for example, the salary grid (grade, steps) and promotions (career development).

ICLEI e.V. monitors personnel data of its employees on gender equality including internal reporting on gender equality and as a basis for future decision making.

Enforcement

In order to ensure that these values are upheld by all employees, mechanisms have been established to safeguard against any deviation from any element of the core values described above. These range from ICLEI e.V internal policies (e.g. for hiring, promotion/career development, sexual harassment), committees that provide a safe space (e.g. Works Council, Group of Trusts), and safe and confidential access to Human Resources and Senior Management.

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