



GII Code regarding social values (CrSV)

The Global Impact Institute explicitly takes the social value statements of the British Council as the fundament, guidance and inspiration for its own Code regarding social values (forthwith called CrSV).

The CrSV describes general principles which apply to all our staff worldwide and must be adhered to unless local law restricts this in some way.

Our code of conduct

This code of conduct aims to provide guidance for all GII members as to what our philosophy is regarding work, cooperation and interaction amongst members and with the outside world.

1. All GII members hold the other members in highest regard and treat each other with the greatest respect.
2. The GII and its members strive for excellence regarding the quality of our work. This means that every proposal, bid, report or other delivery is produced with the highest level of engagement and effort in order to produce the best possible result.
3. All GII members adhere to the highest standards of ethical conduct in evaluations and any other work produced. This explicitly excludes any faking or tweaking of results, any unethical methods in evaluation, any plagiarism or other conduct considered unethical both in academic as well as other professional contexts. In this respect, all GII members adhere to the code of conduct for research as published by the World Health Organisation in 2017 (<https://www.who.int/about/ethics/code-of-conduct-responsible-research.pdf>).
4. The GII members acknowledge that each of us in general pursues their own business with no interference from the institute or other members.
5. The GII and its members nevertheless agree to avoid competing with each other in a call for tender or equivalent procedures. Therefore, we all aim at informing each other in case we intend to submit a bid or offer for a proposal, also to allow for cooperation and mutual benefit.
6. Members of the GII agree to avoid offering competing bids or offers against GII itself, to the effect that engagements with other organisations are, if possible, made known to the GII and the other members so that the GII can decide whether to still go for a competitive bid or offer.
7. The GII and its members regard it a substantial advantage to be able to draw on the complementary competences of the other members in the case of projects, proposals or offers. Wherever possible, and if a cooperation seems fruitful, useful and financially viable, it is favourable that the GII and its members try to join forces.
8. Despite these efforts, the GII explicitly states that each member is absolutely free to choose partners outside the GII if such cooperation is considered more beneficial or more successful.
9. All GII members agree to communicate about each other and the GII only in favourable and positive ways. The value of a GII membership lies mainly with the reputation which is considered substantially larger as the reputation of each of us individually and therefore is considered a shared common value.
10. The GII is fully committed to the well-being of its members. It has a zero-tolerance policy regarding oppression, racism, and discrimination by gender, race, or any other aspects. It takes explicitly the Action Note PPN 06/20 of the British Council (<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachme>

Our principles

For all the following principles, we provide adequate and appropriate resources to implement these principles and ensure they are communicated and understood. We also review them annually and, where necessary, adapt or change them.

1. Equality, diversity and inclusion

Equality, diversity and inclusion are integral to our work. This means we commit to ensuring that there is no discrimination on the basis of any of the following: age, disability (including HIV/AIDS status), gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Working effectively with equality, diversity and inclusion is an essential part of our self-understanding. We are committed to ensuring that there is no unjustified discrimination in the recruitment, retention, treatment, training and development of staff on the basis of age, disability, gender including transgender, HIV/AIDS status, marital status including civil partnerships, pregnancy and maternity, political opinion, race/ethnicity, religion and belief, sexual orientation, socio-economic background, spent convictions, trade union activity or membership, work pattern, having or not having dependants, or on any other grounds which are irrelevant to decision making.

We aim to abide by and promote equality legislation. We follow both the letter and the spirit of the law in this area. We try to avoid unjustified discrimination which we recognise is a barrier to equality, diversity, inclusion and human rights.

We are committed to:

- ensuring we have effective policies, strategies, procedures and processes and that we encourage behaviour which promotes equality, encourages diversity and contributes to an organisational culture that is inclusive, including in the delivery of our programmes and services.
- ensuring that there is no unjustified discrimination in its recruitment, selection, performance management or other processes
- undertaking equality screening and impact assessments of policies and functions
- treating individuals with whom it works with fairness, dignity and respect
- playing its part in removing barriers and redressing imbalances caused by inequality and unjustified discrimination.

We require all GII members as well as subcontracted staff to ensure their behaviour is consistent with this policy. We also require that clients, customers, subcontractors, and partners are made aware of this policy and operate within it.

2. Legal compliance

We are committed to complying with the law of the Czech Republic as the home of the Global Impact Institute. Furthermore, all members as well as subcontracted staff commit to comply with the law in their respective country. This is a fundamental principle and all GII members as well as subcontractors must follow it in all our dealings and behaviours.

3. Cooperation and public trust

As per our code of conduct, we believe that behaving with integrity helps build trust and confidence and enhances our reputation. Therefore, we must never abuse or harm our members, customers, clients, partners, associates or any member of the public.

When dealing with everyone whether that be customers, clients, partners, subcontractors, members and others, we aim to act in accordance with our values and relevant policies. The way those values are put into practice depend upon the relationship we have with the person we are dealing with and our relevant policies but will include treating people fairly, competing fairly, taking the time and trouble to understand what others require and providing them with a professional response which deals with their specific requirements.

We aim to always treat people in accordance with our values and as a global organisation show respect for local cultures and customs.

4. Health and safety, safeguarding

We should make every reasonable effort to ensure the health and safety of everyone who works for us, wherever they may be working, and comply with local law. This includes visitors, partners, contractors, members and others using our premises or involved in our work as well as our own health and safety.

We acknowledge our duty of care to ensure a safe place to work and visit for our staff, customers and visitors. We will, where reasonably practicable, follow relevant UK laws and standards, as well as ensuring local legal compliance.

Health and safety is everyone's responsibility as well as being a particular responsibility for all levels of management. The GII expects everyone to be aware of their role in workplace safety.

We aim to ensure that all members and subcontractors foster an attitude of good practice and co-operation to achieve high standards of health and safety.

We are committed to:

- achieving and maintaining good standards of health and safety practice
- monitoring and reviewing its health and safety systems and procedures or those of the premises on which it is located to ensure their suitability, adequacy and effectiveness
- ensuring all members play their part in meeting the health and safety standards
- enabling members to comply with the health and safety standards
- ensuring that those contracted to the GII are aware of, and satisfactorily discharge, their health and safety roles and responsibilities.

The GII has a responsibility to protect children (although usually not a group we work with in our projects), young people and vulnerable adults who engage in activities with us from abuse, harm, exploitation and neglect, and to create a safe environment for them. This includes the prevention of illegal exploitation of people for personal or commercial gain. Members managing our relationships with third party subcontractors have an important role in ensuring those third parties comply with safeguarding policies.

We are committed to:

- complying with relevant Czech and international laws and standards and ensuring local legal compliance
- valuing, respecting and listening to children (although usually not a group we work with) and adults
- minimising and managing situations where abuse could occur, through maintaining strong protection systems and procedures including planning, risk assessment and safeguarding systems
- sharing safeguarding best practice and information regarding safeguarding concerns with relevant parties, maintaining confidentiality so far as possible and involving children and adults where appropriate
- taking action and investigating suspected abuse proportionately and appropriately.

We require all members and subcontractors to ensure their behaviour is consistent with this global policy statement. We also require that clients, customers, and partners are made aware of this global policy statement and operate within it.

5. *Information management and confidentiality*

Wherever appropriate we are be proactive in sharing necessary information in support of the Czech government's transparency agenda. We must also meet our legal obligations to provide certain information to the general public on request. We believe that information must be appropriately protected and used. We must not share confidential information or material with anyone who is not entitled to that information whether they are inside or outside the GII. We must properly protect private, personal and sensitive information relating to all who work with, for and on behalf of us from wrongful disclosure, modification or destruction. We must use GII systems responsibly and appropriately. This includes controlling access and avoiding inappropriate use of the GII's software, internet and email. These requirements cover information held in physical or electronic form and on any system, including those provided by the GII and our subcontractors and suppliers (including free public Cloud services and chargeable Cloud services). We select service providers for email, cloud services and survey software as well as other software according to, among other criteria, their adherence to the GDPR and privacy standards in and of the EU.

The GII is committed to:

- adhering to and upholding the GDPR
- performing privacy impact assessments to protect the privacy and rights and freedoms of its customers, members and relevant wider stakeholders
- protecting the confidentiality, integrity, availability and resilience of the information it collects, stores, transfers and processes in accordance with Czech and European law and international good practice, and to meeting its legal requirements and contractual obligations
- explaining why it needs personal information, only asking for the personal information it needs and only sharing personal information within the GII and with other organisations as necessary or where the person concerned has given their consent
- clearly and openly communicating to its customers, members and relevant wider stakeholders the purposes for processing their personal information, including the legal bases for processing and limiting the purposes to only what has been communicated or where there is a legal obligation
- allowing people to exercise their rights in respect of the personal information it holds on them, including the right to complain if they believe their information has been mishandled
- not keeping personal information for longer than necessary
- taking measures to protect the rights and freedoms of individuals whose personal information may be transferred to countries with differing data protection laws
- ensuring that actual or suspected breaches of information security are reported and investigated
- assessing the maturity of its information security controls annually
- applying these standards to its supply chain and delivery partners.

6. *Reputation as our key value*

GII members are free to express themselves in any way on any media if it is not directly related to the GII. However, when acting as a GII member or in a situation where we are clearly affiliating ourselves with the GII,

- we never behave at work, in public or online in a manner that may damage the GII's reputation
- we respect our fellow members' right to express their views, but they must do so in a responsible, inclusive and respectful manner which is not detrimental to the GII's reputation
- we should not make statements on any subject that may damage the reputation of the GII or cause a loss of confidence in the GII. This applies whether we are making comments about the GII itself, or organisations or people associated with the GII
- we should also take care not to compromise the GII's position of political impartiality

These principles apply, whether we are making comments on behalf of the GII in an official capacity or in a personal capacity. They apply to all media, including social media.

Only the managing director is officially authorised to talk to the media on behalf of the GII and may do so at his free will. If a member wishes to speak on behalf of the GII, they contact the managing partner and agree on format, content, and role.

Follow internal guidance on making public statements and on using and managing British Council social media channels.

7. Financial management, accountability, use of funds, anti-fraud

The GII obeys to all Czech and European laws with regard to financial management and accountability. It uses an external accounting firm for all communication with the Czech tax authorities.

When the GII is involved in any aspect of managing resources or assets, or processing or recording financial transactions, we must behave ethically and keep complete and accurate records of decisions and transactions.

All GII members as well as any subcontractor guarantee that – if involved in a project of the GII - they adhere to their national and otherwise applicable laws with regard to financial management and accountability.

We must not abuse, mispend, misappropriate, defraud or pursue any personal or private matter in the use of our funds and resources.

All grants and funding from government and non-government sources must be used in line with the conditions that apply to them.

We commit to:

- operating effective internal controls that safeguard, channel and record resources as intended and support the achievement of its charitable objectives
- using its resources efficiently, economically and effectively
- ensuring propriety* and regularity** in its use of public funding
- giving timely, transparent and fair accounts of its use of resources
- conducting all its activities in a fair and reasonable manner which avoids negative impact upon competition
- carrying out its activities in compliance with all applicable Czech and international competition laws
- ensuring its activities do not jeopardise its reputation and brand
- developing an anti-fraud culture across the organisation
- seeking to minimise the opportunities for fraud, bribery and corruption
- having effective systems, procedures and controls in place to enable the prevention and detection of fraud, corruption and bribery
- ensuring that its members and subcontractors are aware of the risks of fraud, bribery and corruption and understand their obligations to report any actual or suspected incidents of fraud, bribery or corruption
- taking all reports of fraud, bribery and corruption seriously, and investigating them proportionately and appropriately
- meeting its obligations to report any incidents of fraud, bribery and corruption to appropriate external authorities.

Any member that is being convicted of fraud, bribery or corruption by an official court is automatically expelled from the GII.

8. Conflict of interest

We must avoid any activities that are in conflict or competition with our cultural relations work or would prejudice it.

All GII members have the right to engage in any project with any other partner, also if this is in direct competition with the GII. However, if a member declared interest and willingness to engage in a bid of the GII, it then also abstains from engagement in any competitive bid. Should a member have had access to information that belonged to the GII before engaging with a competitor – due to some unforeseen coincidence – they guarantee to not share such info with said competitor.

9. *Environment*

We

- understand and manage our environmental impacts, risks and opportunities arising from our activities
- develop objectives and practices to continually improve our environmental performance
- continually aim to improve our environmental performance and monitoring, reviewing and reporting progress against our objectives
- communicate our environmental goals and performance to relevant internal and external stakeholders and taking into consideration the views of our interested parties, customers and stakeholders
- ensure compliance with Czech and European environmental legislation and the relevant SDGs of the United Nations.