

I. Introduction

The Accountability Lab's capacity to further its mission is dependent upon its network of stakeholders upholding and promoting the highest standards of ethical and professional conduct. Staff members, accountpreneurs, civil society partners and any other individuals representing the Accountability Lab are responsible for maintaining the ethical standards stated below. This Code of Conduct aims to establish a clear standard of integrity to protect the people with which we work.

II. Respect and Dignity

- I will respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion, family status, sexual orientation, or disability.
- I will always act in a manner that ensures the best interests of the people in the communities in which we work.
- I will communicate and consult with others openly and collegially, and I will seek to resolve differences and solve problems peacefully and transparently when they arise.
- I will do my utmost to support the Accountability Lab's efforts to make power-holders accountable, and I will keep myself informed about the Accountability Lab's policies, objectives and activities.

III. Personal and Professional Conduct

- I will strive to uphold the highest standards of competence, efficiency and integrity in my professional life. I will demonstrate truthfulness, dedication and honesty in my actions. I will not engage in racist, discriminatory or gender insensitive conduct.
- I will set an example of honest and accountable leadership. I will not abuse the power and influence that I have by virtue of my position. I will never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with those I work with or serve.
- I will observe local laws, will meet all my legal and financial obligations, and will not seek to take personal advantage of any privileges or immunities that have been conferred on me in the interest of Accountability Lab.
- I will not perform any duties under the influence of alcohol or illegal intoxicants.
- I will be patient, respectful and courteous to all persons with whom I deal, including colleagues, beneficiaries, local leaders and government representatives, representatives of operational and implementing partners.

IV. Conflicts of Interest

- I will work to serve the mandate, objectives and values of the Accountability Lab and ensure that personal views, behavior and beliefs- including political and religious convictions- do not adversely affect official duties or activities performed on behalf of the Accountability Lab.



- I will not engage in any activity or transactions or acquire any position that is incompatible with or detracts from the proper performance of my duties, or that might harm the reputation or credibility of the Accountability Lab.
- I will resist any undue pressure or influence from politicians and other power-holders.
- I will maintain open, fair, and transparent procedures and practices with regard to appointment, recruitment, hiring, and procurement. Family members, and friends and organizations with which I or my families or friends are associated, will not be given preferential treatment.
- I will not use relationships developed through my work with the Accountability Lab to solicit or obtain favors or improper benefits in my private life. I will not accept any gift that may influence or be perceived to influence the exercise of my function or the performance of my duties.
- In my work, if a conflict arises between my personal interests and the interests of Accountability Lab or other stakeholders, I will disclose such conflict and resolve it in a transparent manner.

V. Financial and Material Resources

- I will not receive or provide bribes or “kick-backs” of any kind.
- I will safeguard and make responsible use of the information and resources to which I have access by reason of my involvement with the Accountability Lab.
- I will ensure that the Accountability Lab’s human, financial and material resources are used efficiently and effectively, and are used for no purpose other than for the advancement of the Lab’s objectives.

VI. Information and Information

- I will respect the privacy of others when dealing with personal information, and will not use any confidential information or materials to further a private interest. I will obtain permission to use others’ photos and information, and will ensure that they are fairly and accurately represented.
- I am responsible for maintaining records in a responsible manner. Information that may be considered illegal, offensive or inappropriate must under no circumstances be processed, downloaded, stored or disseminated.

I understand that I am obliged to learn and abide by these standards and to report any misconduct. Failure to adhere to any of these provisions may result in cancellation of any association with the Accountability Lab or even legal action.

Signature: _____

Date: _____

Name: _____