

Towards Transparency's Code of Conduct

TT's practical guidelines

As a National Contact of Transparency International (TI), Towards Transparency (TT) is committed to respecting the following guiding principles:

1. Staff relations

- a. Treating each other and those with whom we work with respect and consideration, being sensitive to our diversity, including in terms of cultural background, gender, region, religion, disability, family status, sexual orientation, etc.
- b. Communicating and consulting with each other openly and collegially and in a manner that assists each of us to fulfill our duties and responsibilities faithfully and efficiently.
- c. Respecting the privacy and private lives of our colleagues when dealing with personal information.
- d. Undertaking to ensure adequate consultation with any staff member before making any decision, which may impact upon that staff member.

2. Personal Integrity

Conflicts of interest

In our work, conflict may arise between our personal interests and the interests of TI/TT or other stakeholders. We will disclose such conflict and resolve it in a transparent manner, in the interest of TI/TT.

Anti-corruption

- a. We require integrity and fair practices in all aspects of our activities and we expect the same standards of those with whom we have relationships.
- b. We do not tolerate corruption and prohibit bribery in any form, whether direct or indirect. This includes facilitation payments.

Gift and Entertainment

There are a variety of customs concerning the giving and receiving of gifts in different cultures. As the acceptance of a gift may appear to create an obligation, we will avoid giving or accepting gifts, favours and gratuities in connection with official duties as required by the following policies:

- a. We will not accept or give directly or indirectly any discount, gift, entertainment (invitations to dinner, cultural events, tourist visits, etc.), or favours (referred to as gifts) that may influence or be perceived to influence the exercise of our function, or the performance of our duties or our judgments.
- b. All gifts with the value of less than VND 500,000 will be reported and handed over to TT for TT's use.;
- c. All gifts from a value of VND 500,000 or more will be refused.

Private Activities and Private Properties

- a. We will not engage in any activity or transactions or acquire any position or function, whether paid or unpaid, which is incompatible with or detracts from the proper performance of our duties, and that may bring TT as a whole into disrepute.
 - b. We will so arrange our private affairs so as not to engage in any activity that might impair the credibility of TT by giving the impression that TT is fostering individuals, public or private institutions which behavior is perceived as not being in accordance with TT's values.
 - c. We will not use TT business relationships to solicit or obtain favours or improper benefits in private life.
 - d. We will not allow our political affiliations and/or activities to unduly influence or interfere with the political neutrality that is the hallmark of the TI movement.
-

- e. We do not tolerate corruption and prohibit bribery in any form, whether direct or indirect including facilitation payments.

Remuneration

TT staff are not allowed to receive any kind of remuneration offered for public speaking, writing for a publication or a media appearance, if TT organizational information is involved or the appearance is a result of the individual's employment or association with TT

Post employment

We will not allow our actions and decisions in the course of our work to be improperly influenced by the prospect of future employment with others.

Transparency and Confidentiality

- a. We will be as open as possible about all decisions and actions we take, taking however into account the need for confidentiality in some situations.
- b. We will treat information obtained in the service of TT with confidentiality, when information or materials may enhance a private interest. This obligation continues after the staff's separation from TT.

Financial Transparency

We will provide and publish audited financial statements, including sources of funding (in accordance with the terms of donors' grants).

Financial Independence

We will not accept funds that might impair the independence or reputation of the organization to pursue its mission. We will:

- Accept resources only from donors who share our anti-corruption objectives.
- Not accept resources granted under condition or structured in such a way that TT refrains from independent action, pursues activities inconsistent with its mission, or refrains from pursuing activities consistent with its mission.

Environmental Responsibility

We are committed to reducing the environmental impact of TT, within all our operations (such as refusing the use of plastics in our workshops). We will strive to integrate and apply environmental values into our decision-making processes and in our relationships with external partners and the movement.

Guidance on this Code of Conduct

Regarding any questions concerning this Code of Conduct, staff should seek guidance from the Finance and Administration Manager and/or their line manager at any point.

I have read, understood and accept the above rules of conduct and agree these rules being a condition of employment by Towards Transparency

Employee name:

Employee Signature _____

Place and date _____