



# **CODE OF CONDUCT**

## **Introduction**

ProLocal is an association of citizens established in Bitola in 2009 in order to improve the development processes. According to the Statute, ProLocal is a voluntary and non-profit, non-partisan and non-governmental association that works to improve the living conditions of citizens and overall sustainable development of the society. ProLocal bases its work on good international practice, guided by the principles of democracy and inclusion. ProLocal operates in various fields while generating ideas and practical solutions for promoting the development of local communities, local governance, decentralization, regional development, citizens participation, rural development, development of sustainable tourism. ProLocal includes over 15 experts from the above areas working on various projects funded by domestic and foreign donors.

This Code of Conduct sets out the basic standard of conduct expected of all staff and the organisation's policy on matters like acceptance of advantages and declaration of conflict of interest by staff in connection with their official duties. This Code also applies to temporary or part-time staff employed by the organisation.



## **Our Core Values**

The following fundamental values build the basis for our behavior towards our employees and our contractual partners, while providing our services to our stakeholders.

### **Respect**

We respect all people and promote equal rights. We make no differentiation with respect to gender, ethnic origin, religion, culture, education, social status, disability, age, sexual orientation, family status, political values or nationality. All actions or statements that put individuals at a disadvantage, humiliate or ridicule them, are regarded as acts of discrimination and therefore not tolerated.

### **Partnership-based Cooperation**

Our cooperation with partners and target groups is fair, reliable and based on transparency, trust, honesty and mutual respect. We stand for a constructive approach in conflict management.

### **Integrity**

We protect privacy, intellectual property and business sensitive data.

Our partners share confidential information with us. We have an obligation to respect and preserve this information entrusted to us, unless disclosure is specifically authorized or legally required.

### **We avoid conflicts of interest**

We immediately reveal conflicts of interests and resolve them in a manner that is objectively verifiable by and understandable to all parties involved.

### **We do not tolerate any forms of corruption, bribery and fraud.**

**We do not accept, nor do we hand over gifts or other advantages** (money, loans, rewards, reduced prices or fares etc.) from or to partners, companies, collaborators and public officials.

### **Procurement**

We strive to ensure procurement based upon the best quality of goods and services for our stakeholders and Organization itself complying with donor rules and procedures set in grants contracts. Each procurement must follow market research, evaluation of comparable offers and award of contract by an selection commission.

### **Compliance with the Law**

We comply with all laws applicable to our activities in North Macedonia and in the respective partner countries in regards to projects over the borders. On behalf of Pro Local we perform our duties in a transparent and ethical manner. If a law conflicts with a policy in this Code of Conduct, we comply with the law; however, if a local custom or policy conflicts with this Code of Conduct, we comply with the Code.

### **Compliance with the Code of Conduct of National and International Donors**

All individuals working for Pro Local under the projects financed by National or International Organisations, must additionally comply to the Code of Conduct of the respective Organisation, which forms an integral part of Contracts of grants or employment under respective project and only if that Code is in line with Pro Local Code of Conduct.

### **Contractual Partners and Stakeholders**

We conduct our duties within a network of contractual partners, as well as governmental and non-governmental stakeholders and actors in the private sector.

In principle, we call on all our contractual partners and stakeholders to uphold the basic values of this Code, irrespective of whether a written agreement exists or not. Compliance with the Code ensures ours, our contractual partners' and our stakeholders' reputations. We expect our contractual partners to ensure that their stakeholders along the network comply with this Code and additional standards, certificates and labels.

For our contractual partners, the Code or parts of it may be included in our mutual written agreement.

### **Anti-Corruption**

We work against corruption in all its forms, including extortion and bribery.

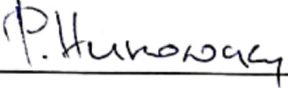
### **Reporting Violations**


Our partners and stakeholders are to report any suspected violations of this Code, regulations and laws.


To enable a prompt assessment and the implementation of appropriate corrective action, the informant may not report anonymously. Nevertheless, protection and confidentiality are guaranteed by the independence of the appointed and instructed contact person a Pro Local Supervisory Board member, a lawyer, Mr. Borce Dimitrovski, 00389 75 420049, [borce.dimitrovski@gmail.com](mailto:borce.dimitrovski@gmail.com), Advokatsko Drustvo Dimitrovski Bitola, Ruzveltova 17, local 3, 7000 Bitola, <http://dimitrovski.mk/>.

Founding assembly of ProLocal agrees to this code of conduct:

• Emilia Gjeroska \_\_\_\_\_ 

• Rubin Nikoloski \_\_\_\_\_ 

• Vladimir Velichkovski \_\_\_\_\_ 

• Natasha Kozarova \_\_\_\_\_ 

• Josif Baltov \_\_\_\_\_ 

Bitola, 22/09/2021

