

CODE OF CONDUCT

African Networking and Innovation Platform (ITAUN)

Version 1.0

Preamble

This Code of Conduct defines the standards of behavior expected from anyone acting on behalf of or for the African Networking and Innovation Platform (ITAUN).

It applies to all members, officers, collaborators, experts, consultants, partners, service providers, interns, volunteers, and any individual participating in ITAUN's activities, projects, programs, or events.

The Code aims to promote a working environment based on professionalism, respect, integrity, and accountability, in accordance with the values set forth in the ITAUN Ethical Charter.

Article 1 – Purpose

This Code of Conduct establishes the behavioral rules applicable within the framework of ITAUN's activities in order to guarantee responsible, transparent governance that complies with ethical standards.

Article 2 – Compliance with Laws and Regulations

Anyone acting on behalf of ITAUN undertakes to comply with:

- Applicable national legislations;
- ITAUN's internal regulations;
- Contractual obligations of projects;
- Requirements of technical and financial partners.

Article 3 – Professionalism

Each individual shall perform their duties with:

- Competence;

- Impartiality;
- Diligence;
- Accountability;
- Respect for commitments made.

Decisions are made in the best interest of ITAUN and the projects it implements.

Article 4 – Respect for Individuals

Professional relationships must be based on:

- Mutual respect;
- Courtesy;
- Active listening;
- Cooperation;
- Kindness.

Any behavior likely to undermine a person's dignity is strictly prohibited.

Article 5 – Non-discrimination and Equal Treatment

No discrimination may be based notably on:

- Gender;
- Age;
- Nationality;
- Origin;
- Language;
- Opinions;
- Disability status;
- Or any other characteristic protected by applicable laws.

ITAUN encourages equitable and inclusive participation in all its activities.

Article 6 – Harassment and Violence

Any form of moral harassment (bullying), sexual harassment, violence, intimidation, threat, or abuse is strictly prohibited.

Anyone witnessing or experiencing such behavior is encouraged to report it in accordance with the applicable internal procedures.

Article 7 – Integrity

Members shall specifically refrain from:

- Any fraud;
- Any corruption;
- Any falsification of documents;
- Any misuse of ITAUN resources;
- Any false statement;
- Any practice contrary to the principles of good governance.

Article 8 – Conflicts of Interest

Everyone must avoid situations likely to compromise their objectivity.

Real, potential, or apparent conflicts of interest must be declared without delay in accordance with ITAUN's Conflict of Interest Management Policy.

Article 9 – Confidentiality

Confidential information obtained in the course of ITAUN's activities shall not be disclosed without authorization.

This obligation remains applicable after the termination of the collaboration.

Article 10 – Data Protection

Anyone processing personal data shall comply with the principles of confidentiality, security, and protection defined in the ITAUN Data Protection Policy.

Data shall only be used for authorized purposes.

Article 11 – Use of Resources

ITAUN's human, financial, material, digital, and documentary resources must be used exclusively within the scope of the organization's missions.

Any use for personal or unauthorized purposes is prohibited.

Article 12 – Communication

Persons representing ITAUN shall ensure they communicate in a professional, accurate, and respectful manner.

All official communication must comply with:

- ITAUN's corporate image;
- Project visibility obligations;
- Confidentiality rules.

Social media publications must not undermine the reputation of the organization or its partners.

Article 13 – Use of Digital Tools

Information systems, digital platforms, electronic messaging, and computer equipment must be used in a responsible and secure manner.

Each user contributes to protecting information against unauthorized access, data loss, and cyber threats.

Article 14 – Gifts, Invitations, and Benefits

Members shall neither solicit nor accept gifts, benefits, or invitations likely to influence their impartiality or create an appearance of favoritism.

Low-value protocol gifts or customary marks of courtesy may be accepted when they comply with local customs and do not compromise the independence of the individual concerned.

Article 15 – Respect for Intellectual Property

Members shall respect intellectual property rights relating to publications, software, databases, studies, educational materials, and other productions.

Any use of third-party content must respect copyrights and applicable licenses.

Article 16 – Environmental Responsibility

In the exercise of their activities, members are encouraged to adopt responsible practices, notably:

- Favoring remote meetings when relevant;
- Limiting paper printing;
- Using resources efficiently;
- Reducing the environmental footprint of events.

Article 17 – Reporting Non-Compliance

Anyone may report, in good faith, behavior that violates this Code.

ITAUN ensures that reports are reviewed impartially, respecting confidentiality and the rights of the individuals concerned.

No retaliatory measures may be taken against a person who has made a report in good faith.

Article 18 – Measures in Case of Non-Compliance

Failure to comply with this Code may lead to appropriate measures, proportionate to the severity of the facts, in accordance with ITAUN's internal procedures and applicable contractual provisions.

Article 19 – Awareness

ITAUN encourages awareness and dissemination of this Code among its members, partners, and collaborators.

Information or training sessions may be organized to promote a culture of integrity and accountability.

Article 20 – Entry into Force and Revision

This Code of Conduct shall enter into force upon its date of approval by the competent authorities of ITAUN.

It may be revised to take into account the evolution of the organization's activities, regulatory requirements, and international best practices.



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