

Code of Conduct

- NP expects its staff, contractors, and volunteers (including directors and officers) to act in the best interest of the whole organization.
- NP requires the highest degree of integrity and trust. It is the policy of NP to require each of its directors, officers, employees, and contractors to conduct any outside employment and personal business, financial, and other relationships in a manner that will avoid any likelihood of a conflict or appearance of conflict between such outside employment and personal interest and NP.

Employee Standards

All NP employees are obliged at all times to meet the standards listed below. If an employee breaches the Code of Conduct, they are liable to disciplinary action, up to and including termination of employment.

- Perform their duties with honesty, integrity, and full loyalty to NP, and foster and enhance the image of NP
- Treat all persons with courtesy, impartiality, fairness, and equality, and have the right to be treated with courtesy, respect, and dignity
- Avoid any behavior that may be seen as sexual harassment, general harassment, abuse of power, or discrimination
- Exercise discretion in regard to all matters of official business and deal with NP clients, partners and donors with utmost responsibility and professionalism and in accordance with the relevant NP policies and rules
- Provide timely and professional cooperation to colleagues, and expect the same from others
- Safeguard NP property and intellectual property rights in a prudent manner and in accordance with relevant policies
- Use of digital platforms, including social media and AI tools, must align with NP's safeguarding, confidentiality, and communications standards. Employees must not share sensitive information, create harmful content, or misuse AI in ways that could compromise NP's mission or reputation.
- Decline any gratuity or gift or give the same to a person or organization to gain or receive favor
- Ensure that they do not abuse the privilege and immunities granted to them in accordance with the

agreement between NP and the Government of the host countries to which they are assigned and that they do not take part in any illegal activities, including black market trade in goods

- Never seek to press their views, religion, or other beliefs, on others, be it their teammates or members of the local community. This includes inviting members of other religions or congregations to attend services organized by NP members
- If confronted with views and opinions varying from their own, seek to listen and understand their partner. They will refrain from seeking to convert them to their own views and principles and avoid ethical messages that imply accepting violence as a means of dealing with conflict
- Analyze carefully if any of their actions (or non-actions) have a negative impact on the local community or the conflict and seek to abolish such action as soon as it is discovered, in line with NP's conflict sensitivity and Do no Harm approach.

Date: _____

Employee Name: _____ Employee Signature: _____

HR representative (name): _____ HR Signature: _____