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Approved by  
**Chairperson**  
**PF "AIDS Foundation East-West**  
**in the Kyrgyz Republic"**  
**Shumskaia N.**

*08.01.2020*

# Code of Conduct

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## **I. Introduction**

1.1 PF **"AIDS Foundation East-West in the Kyrgyz Republic"** is a non-governmental organisation, fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public. All staff should ensure that the matters of PF **"AIDS Foundation East-West in the Kyrgyz Republic"** are dealt with in an open, fair and impartial manner. Every employee has a personal obligation to uphold these standards, and act in an ethical manner with each other, our partners, target groups and the general public.

1.2 MISSION: The mission of PF **"AIDS Foundation East-West in the Kyrgyz Republic"** is to improve the quality of life of people vulnerable to socially significant diseases in the Kyrgyz Republic.

1.3 VISION: The visions of PF **"AIDS Foundation East-West in the Kyrgyz Republic"** are:

- Supporting public health in combating socially significant infections;
- Cooperating with government and non-governmental partner organizations with the participation and for the benefit of people living with HIV, and communities affected by HIV;
- Implementing programs aimed at preventing the spread of HIV and other socially significant infections;
- Ensuring universal access to treatment, care and support, as well as drawing attention to pressing issues to ease the burden of the epidemic in The Kyrgyz Republic.

1.4 A staff member of PF **"AIDS Foundation East-West in the Kyrgyz Republic"** is motivated to contribute to a common cause and feel close to the core values of the organisation. Consequently, employees should always represent the organisation in a professional way and identify with the mission and vision of PF **"AIDS Foundation East-West in the Kyrgyz Republic"**.

## **II. Purpose**

2.1 This Code of Conduct sets out the basic standard of conduct expected of all staff and to clarify PF **"AIDS Foundation East-West in the Kyrgyz Republic"** policy on matters like acceptance of advantages and bribes, conflicts of interest by staff in connection with their official duties, privacy of staff members, the use of PF **"AIDS Foundation East-West in the Kyrgyz Republic"** confidential information and property and behaviour that could damage PF **"AIDS Foundation East-West in the Kyrgyz Republic"** reputation or expose PF **"AIDS Foundation East-West in the Kyrgyz Republic"** to legal liability.

2.2 The guidelines set forth in the Code illustrate ethical standards that apply to all PF **"AIDS Foundation East-West in the Kyrgyz Republic"** employees worldwide, and it also applies to temporary, part-time, internship or volunteer staff employed by PF **"AIDS Foundation East-West in the Kyrgyz Republic"**. These standards will be enforced according to PF **"AIDS Foundation East-West in the Kyrgyz Republic"** disciplinary policies and the laws in which the employee works. Enforcement could involve disciplinary measures including termination of employment.

### **III. Compliance with Laws and Regulations**

3.1 This Code of Conduct is governed by the laws in the country in which the employee works. It is PF "AIDS Foundation East-West in the Kyrgyz Republic" policy to comply in all respects with all applicable federal and local laws and regulations in all the countries where PF "AIDS Foundation East-West in the Kyrgyz Republic" operates. It is also each employee's responsibility to know and understand legal and policy requirements as they apply to their job, and to notify management when they believe a violation of law or PF "AIDS Foundation East-West in the Kyrgyz Republic" policy/procedure has occurred.

### **IV. Prohibition of Corruption and Bribery**

4.1 PF "AIDS Foundation East-West in the Kyrgyz Republic" operates a zero tolerance policy toward corruption and bribery. It is PF "AIDS Foundation East-West in the Kyrgyz Republic" policy to comply with all laws, rules and regulations governing corruption and bribery in all the countries in which we operate. PF "AIDS Foundation East-West in the Kyrgyz Republic" will deal with any instance of suspected corruption or bribery seriously. Any actual instance will result in disciplinary action against those involved, up to and including termination of employment or contract, and reporting of those persons to relevant regulatory and criminal authorities. PF "AIDS Foundation East-West in the Kyrgyz Republic" will support those authorities in any prosecution brought against those persons. The definition of corruption is set out in Appendix 1. For a detailed description on PF "AIDS Foundation East-West in the Kyrgyz Republic" policy on corruption prevention, see the document "Anti-Corruption Policy".

### **V. Acceptance of Advantages**

5.1 It is PF "AIDS Foundation East-West in the Kyrgyz Republic" policy to prohibit all staff from soliciting any advantage from any persons having business dealings with the organisation (e.g. clients, suppliers, contractors). Staff who wish to accept any advantage from such persons should seek special permission from the Management Board prior to the acceptance. An employee of an organisation who solicits or accepts an advantage in connection with his work without the permission of the employer may commit an offence. The term "advantage" is defined in Appendix 2.

5.2 Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to the organisation and they should not be accepted without permission. Staff should decline the offer if the acceptance could affect their objectivity in conducting the organisation's business or induce them to act against the interest of the organisation or lead to complaints of bias or impropriety.

5.3 For gifts which are presented to staff in their official capacity and of nominal value (below EUR 50), the refusal of which could be seen as unsociable or impolite (e.g. a plaque presented to a staff member during a seminar in which he is invited to be the guest speaker), the Management Team has given a blanket permission for the staff to accept these gifts. In other circumstances, the staff should apply in writing to the Management Team for permission to accept the gifts. Each application should be carefully considered by the Management Team to consider such applications. Proper records of these applications should be kept showing the name of the applicant, the occasion of the offer, the nature and estimated value of the gift, and whether permission has been granted for the applicant to retain the gift or other directions have been given to dispose of the gift. Possible ways of disposal of such gifts are listed at Appendix 3.

5.4. There is however no restriction on the acceptance of advantages, in the staff's private capacity, from any person who does not have any official dealings with the organisation. In case of doubt, the staff should refer the matter to the Executive Director for advice and instruction.

## **VI. Conflict of Interest**

6.1 A conflict of interest situation arises when the "private interests" of the staff compete or conflict with the interests of PF"**AIDS Foundation East-West in the Kyrgyz Republic**". A conflict exists when an employee proposes to act on any issue, matter, or transaction in which PF"**AIDS Foundation East-West in the Kyrgyz Republic**" has an interest, and the employee may have an interest separate from. A conflict of interest also exists in situations in which there is an appearance that an employee is utilising inside information that is proprietary to PF"**AIDS Foundation East-West in the Kyrgyz Republic**" for his or her benefit or is acting in his or her own interests rather than the best interests of PF"**AIDS Foundation East-West in the Kyrgyz Republic**". "Private interests" means both the financial and personal interests of the staff or those of their connections including:

- family and other relations;
- personal friends;
- the clubs and societies to which they belong; and
- any person to whom they owe a favour or are obligated in any way.

6.2 Staff should avoid using their official position or any information made available to them in the course of their duties to benefit themselves, their relations or any other persons with whom they have personal or social ties. They should avoid putting themselves in a position that may lead to an actual or perceived conflict of interest with the organisation. Failure to avoid or declare any conflict of interest may give rise to criticism of favouritism, abuse of authority or even allegations of corruption. In particular, staff involved in the procurement process should declare conflict of interest if they are closely related to or have beneficial interest in any company which is being considered for selection as PF"**AIDS Foundation East-West in the Kyrgyz Republic**" supplier of goods or services. Appendix 3 provides more examples of conflict of interest situations which may be encountered by staff.

6.3 When called upon to deal with matters of the organisation for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to their supervisor. The staff member should then abstain from dealing with the matter in question or follow the instruction of his supervisor who may reassign the task to other staff. If the staff member's supervisor determines that a conflict of interest or appearance of conflict exists, the supervisor discusses a course of action with the Regional Director, and if the situation requires, the appropriate International Office department.

6.4 In developing responses to such conflicts, every effort will be made to avoid the conflict. In cases where it is not possible to completely avoid a conflict or the appearance of a conflict, reasonable efforts will be made to mitigate the effects of the conflict.

## **VII. Harassment**

7.1 PF"**AIDS Foundation East-West in the Kyrgyz Republic**" will not condone or tolerate harassment of one employee by another. Harassment may take the form of:

- remarks about age, race, colour, sex, religion, disability, marital status, national origin, or sexual preference;
- sexual harassment (see chapter “Sexual Harassment”);
- spreading rumours or malicious untruths to slander someone’s reputation (gossip);
- any other activity that defames, ridicules, intimidates, or embarrasses an employee.

7.2 This applies to all work-related settings and activities, whether inside or outside the workplace, business trips and work-related social events. It is important that there be an atmosphere of professionalism in the organisation that will preclude these types of behaviours and foster a mutual respect. Any intentional form of harassment will be considered a violation of the Code of Conduct.

### **VIII. Sexual Harassment**

8.1 PF"**AIDS Foundation East-West in the Kyrgyz Republic**" is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. PF"**AIDS Foundation East-West in the Kyrgyz Republic**" will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint. PF"**AIDS Foundation East-West in the Kyrgyz Republic**" also encourages staff members to report encounters and experiences of sexual harassment made towards others, even when they themselves are not the target.

8.2 Appendix 4 defines sexual harassment and provides examples. It is important to note that the examples included are not exhaustive and that sexual harassment can include any conduct of a sexual nature which is unwanted and unwelcome by the recipient. Anyone can be a victim of sexual harassment, regardless of their gender identity and of the gender identity of the harasser. PF"**AIDS Foundation East-West in the Kyrgyz Republic**" recognizes that sexual harassment may also occur between people of the same gender. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

8.3. PF"**AIDS Foundation East-West in the Kyrgyz Republic**" recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. Anyone, including employees of PF"**AIDS Foundation East-West in the Kyrgyz Republic**", clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy. All sexual harassment is prohibited whether it takes place within PF"**AIDS Foundation East-West in the Kyrgyz Republic**" premises or outside, including at social events, business trips, training sessions or conferences sponsored by PF"**AIDS Foundation East-West in the Kyrgyz Republic**".

9.1 During the course of employment, staff may acquire information not generally known to the public, including but not limited to: plans of development, restructuring and ending of programmes/projects, fundraising plans, original methods of general management, research and project management, systematized information on local and foreign donors, contractors, providers, target groups and other partners of PF"**AIDS Foundation East-West in the Kyrgyz Republic**", information on goals, tasks and tactics of negotiations with donors and partners, various finance information (grants, budgets, salaries, etc).

9.2 Staff are not allowed to disclose any classified or proprietary information to anybody without authorisation by management, either during or after your employment with PF"**AIDS Foundation East-West in the Kyrgyz Republic**". Staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards or use of information for personal interest. It should also be noted that unauthorised disclosure of any personal data may result in a breach of the General Data Protection Regulation (EU) 2016/679.

9.3 Staff must not publish any experiences and studies related to the activities and operations of PF"**AIDS Foundation East-West in the Kyrgyz Republic**" during and after the period of employment without the written approval of the employer. Staff will accede to PF"**AIDS Foundation East-West in the Kyrgyz Republic**" all rights of intellectual ownership resulting from their activities and/or findings within the scope of their employment.

## **IX. Property of the Organisation**

10.1 Staff given access to any property of PF"**AIDS Foundation East-West in the Kyrgyz Republic**" should ensure that it is properly used for the purpose of conducting the organisation's business. Misappropriation of PF"**AIDS Foundation East-West in the Kyrgyz Republic**" property for personal use or resale is strictly prohibited.

## **X. Outside Employment**

11.1 Staff who wish to take up paid or unpaid outside work, including those on a part-time basis and volunteers, must seek the written approval of the organisation before accepting the job. Applications for outside work should be made to the Executive Director for consideration. Approval will not be given if the outside work is in conflict with the interest of the organisation. Potential conflicts of interest involved with working or volunteering for other organisations are further discussed in the 'Working for Other Organisations' procedure.

## **XI. Employee Privacy**

12.1 PF"**AIDS Foundation East-West in the Kyrgyz Republic**" policy is in adherence to the General Data Protection Regulation (EU) 2016/679. Any personal information gathered by PF"**AIDS Foundation East-West in the Kyrgyz Republic**" requires the consent of the subject, and this information will only be collected and retained when required by law. Any retained personal information will be kept confidential and will only be released to persons who have a legitimate need to know, and with consent of the subject.

12.2 Staff members have the right to receive the personal data concerning themselves, which they have provided to a controller, and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided ("right to portability"), and they may direct a controller to erase their personal data under certain circumstances ("right to erasure").

12.3 PF"**AIDS Foundation East-West in the Kyrgyz Republic**" has implemented data protection measures to protect personal data and privacy against loss or exposure. If a data breach were to occur, staff members will be notified by data controllers as quickly as possible when the breach places their rights and freedoms at high risk.

## **XII. Communicating with the Media**

13.1 All contacts with the media must go through the Communications Department and be conducted according to the PF "**AIDS Foundation East-West in the Kyrgyz Republic**" Policy. See appendix 6 for PF "**AIDS Foundation East-West in the Kyrgyz Republic**" social media policy.

## **XIII. Equal Employment Opportunity**

14.1 PF "**AIDS Foundation East-West in the Kyrgyz Republic**" will abide by all applicable regulations by not discriminating against any employee or applicant based on race, colour, religion, gender, ethnicity, sexual orientation, age or disability.

## **XIV. Workforce Diversity**

15.1 PF "**AIDS Foundation East-West in the Kyrgyz Republic**" recognises the power that comes from people of diverse backgrounds and experiences coming together around a common goal. PF "**AIDS Foundation East-West in the Kyrgyz Republic**" will employ a balanced mix of national and international staff, ensuring that East-West engagement begins in-house. This cultural mix within the organisation allows for quick adaptation to local circumstances and the inter-cultural exchange of knowledge, ideas and experiences. It is expected that employees will act always in a manner that reflects the value that workforce diversity contributes to the organisation.

## **XV. HIV/AIDS Policy**

16.1 All employees, including those who are living with HIV, are treated consistently with the Code of Conduct by PF "**AIDS Foundation East-West in the Kyrgyz Republic**", their managers and co-workers. Among other things, that means that everyone is treated with dignity and respect, and that we do not discriminate against any individual based on any difference not related to performance. PF "**AIDS Foundation East-West in the Kyrgyz Republic**" treats employees with HIV the same as those with other serious illnesses. Specifically, an employee who is living with HIV:

- a) has the same employment rights and responsibilities as other employees,
- b) has the same eligibility for employee benefits, including medical care and disability coverage, as non-infected employees,
- c) is afforded privacy and confidentiality protection consistent with the PF "**AIDS Foundation East-West in the Kyrgyz Republic**" handling of confidential information policy.

16.2 PF "**AIDS Foundation East-West in the Kyrgyz Republic**" also emphasizes use of language that is non-discriminatory and non-stigmatizing when discussing issues related to HIV/AIDS, especially regarding people living with HIV. PF "**AIDS Foundation East-West in the Kyrgyz Republic**" staff is expected to be aware of the appropriate use of language. See "Terminology" for more information.

## **XVI. Compliance with the Code**

17.1 It is the personal responsibility of every staff member to understand and comply with the Code of Conduct. By signing the acknowledgment page of the Code of Conduct, the staff member certifies that they have received a copy of the PF "**AIDS Foundation East-West in the Kyrgyz Republic**" Code of Conduct and have read and fully understand its contents.



17.2 All managers should also in their daily supervision ensure that their subordinates understand and comply with the standards and requirements stated in the Code. Any problems encountered as well as any suggestions should be channelled to the Executive Director for consideration and advice.

17.3 Any staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other criminal offences, a report will be made to the appropriate authorities.

## **XVII. Grievances**

18.1 PF "**AIDS Foundation East-West in the Kyrgyz Republic**" will try to resolve, as quickly as possible, any grievance an employee may have about their employment and/or about any violations of this Code of Conduct by other employees. The first step is to raise any grievance with the direct supervisor who, in most cases, will be best placed to respond to the employee's complaint.

18.2 If, however, the matter is not satisfactorily resolved the employee should arrange to see the Executive Director who will try to agree a satisfactory solution and will confirm any decision / proposed action to the employee, in writing, within five working days. If the Executive Director decides that further enquiries need to be made, the employee will be notified of this. The employee will be informed of the outcome of the enquiries in due course.

## **XVIII. Appeals**

19.1 If an employee is not satisfied with a disciplinary decision made by the direct supervisor and the Executive Director, they may appeal, in writing, within five working days to the chair of PF "**AIDS Foundation East-West in the Kyrgyz Republic**" board. The outcome of the appeal will be confirmed to the employee in writing and will take one of the three forms:

- a) the original decision will be upheld; in which case, any disciplinary sanction will be confirmed;
- b) the original decision will be overruled; in which case, any disciplinary sanction will be rescinded;
- c) the original decision will be substantially confirmed but a less severe sanction will be substituted for that originally imposed.

19.2 If the appeal is against a decision to dismiss, the employee will be suspended from his/her duties with full pay pending the hearing of the appeal. If the decision is confirmed by the appeal, then the effective date of the dismissal will be as originally notified. There is no further opportunity to appeal within the organisation.

## **XIX. Nonexclusivity**

20.1 The above policies are in addition to those policies set forth in the Staff Manual and various policies and procedures periodically distributed to staff. All PF "**AIDS Foundation East-West in the Kyrgyz Republic**" staff have a continuing obligation to familiarise themselves with applicable law and PF "**AIDS Foundation East-West in the Kyrgyz Republic**" policy.

### **Appendix 1 Definition of Corruption**

PF "AIDS Foundation East-West in the Kyrgyz Republic" provides the following definition of corruption: "the abuse of entrusted power for private gain based on financial and/or non-financial actions", this includes offering and/or accepting services, resources or any other advantage against carrying out, directly or indirectly, any unlawful acts. Forms of corruption include, but are not limited to:

- a) bribery
- b) theft
- c) embezzlement
- d) extortion
- e) exploitation of "conflict of interest"
- f) fraud
- g) granting or receiving unlawful compensation
- h) money laundering

### **Appendix 2 Definition of Advantage**

"Advantage" means :

- a) any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of any description;
- b) any office, employment or contract;
- c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- d) any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
- e) the exercise or forbearance from the exercise of any right or any power or duty; and
- f) any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (a), (b), (c), (d) and (e).

### **Appendix 3 Ways to Dispose of Gifts**

Ways to dispose of gifts presented to a staff member in his official capacity

- a) if the gift is of perishable nature (e.g. food or drink), it may be shared among the office or during an activity organised by PF "AIDS Foundation East-West in the Kyrgyz Republic".
- b) if the gift is a useful item, it may be sent to a charitable organisation or a service unit of the NGO.
- c) if the gift is of historical or other interest, it may be sent to a library or museum.
- d) if the gift is suitable for display (e.g. a painting, vase, etc), it may be retained for display in the recipient's office or elsewhere in the organisation.
- e) if the gift is of low value (below 50 EUR), it may be donated to the organisation's social function as a lucky draw prize.
- f) if the gift is a personal item of low value (below 50 EUR), it may be retained by the recipient.

### **Appendix 4 Examples of Conflict of Interest Situations**

Examples of conflict of interest situations

- a) a staff member takes part in the selection of suppliers or contractors, one of the bidders under consideration being his family member, relative or close personal friend.

- b) a staff member has a financial interest in a company which is being considered for selection as PF"**AIDS Foundation East-West in the Kyrgyz Republic**" supplier of goods or services.
- c) a staff member accepts frequent or lavish entertainment or expensive gifts from PF"**AIDS Foundation East-West in the Kyrgyz Republic**" suppliers or contractors.
- d) a staff member serving as a member of PF"**AIDS Foundation East-West in the Kyrgyz Republic**" recruitment or promotion board, and one of the candidates under consideration by the board is his family member, relative or close personal friend.

#### **Appendix 5 Definition and Examples of Sexual Harassment**

“Sexual harassment” is defined as any behaviour of a sexual nature that affects the dignity of women and men, which is considered as unwanted, unacceptable, inappropriate and offensive to the recipient. It includes situations where a person is asked to engage in sexual activity as a condition of that person’s employment, as well as situations which create a work environment which is hostile, intimidating, unstable or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal.

Examples of behaviour which constitute sexual harassment include, but are not limited to:

- Physical conduct:
  - a) unwelcome physical contact including patting, pinching, stroking, caressing, kissing, hugging, fondling, or inappropriate touching;
  - b) physical violence, including sexual assault and rape;
  - c) “quid pro quo” sexual harassment, i.e. the use of job-related threats or rewards to solicit sexual favours. For example, when an employer, supervisor, manager or co-worker, undertakes or attempts to influence the process of recruitment, promotion, training, discipline, dismissal, salary increment or other benefit of an existing staff member or job applicant, in exchange for sexual favours.
- Verbal conduct:
  - a) socially and culturally inappropriate and unwelcome comments with sexual overtones;
  - b) comments on a worker’s appearance, dress, body, age, private life, etc.;
  - c) sexual or sexually suggestive comments, stories and jokes;
  - d) sexual advances;
  - e) persistent proposals and unwelcome requests to go out, dates or physical intimacy;
  - f) insults based on the gender identity of the worker;
  - g) condescending or paternalistic remarks;
  - h) all actions described in a) to h) can be made in someone’s presence or directed toward them outside of their presence.
- Non-verbal conduct:
  - a) display of pornographic or sexually explicit materials, pictures, objects, or posters
  - b) sexually suggestive gestures or body language
  - c) whistling
  - d) indecent exposure
  - e) leering, lascivious looks, repeated winks
  - f) sending sexually explicit messages or materials (by phone or by email)

Occasional compliments that are socially and culturally acceptable and appropriate are not considered sexual harassment. Any interaction of a sexual nature which is consensual (except for those prohibited by the law such as sexual intercourse with children), welcome or reciprocated is not considered sexual harassment.

## **Appendix 6 Social Media Policy**

**PF "AIDS Foundation East-West in the Kyrgyz Republic"** international observes the following rules when it comes to using the pictures and the information about its employees on the social media and PF "AIDS Foundation East-West in the Kyrgyz Republic" website:

- a) **PF "AIDS Foundation East-West in the Kyrgyz Republic"** employees are asked for the permission to take pictures. If they have an objection, **PF "AIDS Foundation East-West in the Kyrgyz Republic"** will not post the images on the social media or on the website.
- b) If the employee does not want to be on the pictures, and there is a general picture taken (for example, during the event), it is his/her responsibility not to appear on the picture.
- c) **PF "AIDS Foundation East-West in the Kyrgyz Republic"** employees are allowed to associate themselves with the organisation when posting on social media, but they must clearly brand their online posts as personal and purely their own. The organisation should not be held liable for any repercussions the employees' content may generate.
- d) **PF "AIDS Foundation East-West in the Kyrgyz Republic"** is asking people whom we interview or highlight prominently about the permission to use their pictures and they have to sign a consent agreement that states that they do not mind their pictures to be used in our media channels.
- e) **PF "AIDS Foundation East-West in the Kyrgyz Republic"** changes the names of children and adults and does not mention exactly where they come from, except country/region, so they cannot be traced in their own country if they do not wish to disclose their identity. In people who work for us or for our partners, we usually use the real name.
- f) **PF "AIDS Foundation East-West in the Kyrgyz Republic"** advices its employees to be smart about protecting themselves, their privacy, and **PF "AIDS Foundation East-West in the Kyrgyz Republic"** confidential information. What people publish online is widely accessible and will be around for a long time, so the content should be considered carefully.

**PF "AIDS Foundation East-West in the Kyrgyz Republic"  
Code of Conduct**

**ACKNOWLEDGEMENT**

I certify that I have received a copy of the **PF "AIDS Foundation East-West in the Kyrgyz Republic"** Code of Conduct and have read and fully understand its contents. I understand that failure to comply with this Code of Conduct may result in disciplinary action up to and including discharge.

Since the information in this Code of Conduct is subject to change as situations warrant, I accept responsibility for keeping informed of these changes. It is my responsibility to comply with all the provisions in this Code of Conduct and any revisions to it.

**PF "AIDS Foundation East-West in the Kyrgyz Republic"** reserves the right to revise or terminate any or all provisions of this Code of Conduct, in whole or in part, at any time.

EMPLOYEE NAME

N. Shermatova

EMPLOYEE SIGNATURE



DATE SIGNED

08.01.2020