



Diyar Consultants Co.
شركة الديار للاستشارات الهندسية

CODE OF CONDUCT

Diyar Consultants Company

2024



CODE OF CONDUCT

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1. PURPOSE AND SCOPE

This Code of Conduct guides the norms, attitudes, values, behavior and practices in Diyar Consultants Company (Diyar) to ensure the organization complies with all laws and regulations. It allows DIYAR to have a common understanding of our norms, attitudes, values and behavior within the organization.

Code of Conduct applies to all employees, interns, volunteers, consultants and any other that at any time represent Diyar in any capacity, hereinafter commonly referred to as “staff”. It applies at all times and must be adhered to as long as the employment or assignment lasts.

2. GUIDING PRINCIPLES AND GENERAL PRECONDITIONS

DIYAR is founded on the principles of the rights-based approach; participation, non-discrimination, equal opportunity and democratic organizational structures. We are guided by our values transparency, respect and together.

As staff you are required to respect and comply with decisions taken within the organization. You must always adhere to internal policies and regulations.

As staff your actions may affect the reputation and accountability of Diyar on and off duty. In order to protect and uphold the dignity and integrity of all staff and rights holders, staff must never engage in any form of activity that can be directly harmful to the organization and its staff, or that may harm the reputation of the organization. In representing Diyar you are a representative of the entire community of organizations working in international development cooperation.

Never use information you may obtain as staff, for any purposes other than for which it is disclosed. Slander is not tolerated and will render disciplinary action.

Diyar maintains a strictly neutral profile in party politics and religious matters, therefore you shall never promote party political or religious views while on duty. You are never allowed to use the Diyar brand in party political or religious matters.

You must always comply with local and national laws and regulations and international human rights conventions.

A. Principle 1: Compliance with Covenants & Laws:

Diyar's are committed to comply with all Palestinian legislations within the rule of law, in all of the following aspects:

- The Declaration of Palestinian Independence dated 15 November 1988.
- The Palestinian Basic Law endorsed on 29 May 2002.
- The Palestinian Law of Charitable Associations and Community Associations, Law No 1, Year 2000 and the related implementing regulations adopted by the Palestinian Council of Ministers
- The Palestinian Labor Law No. 7 of 2000.
- The Law for the rights of the disabled No. 4 of 1999.

Diyar's are committed to abide by the International covenants and human rights declarations, particularly:

- The Universal Declarations on Human Rights.
- The International Covenant on Civil and Political Rights.
- The International Covenant on Economic, Social and Cultural Rights.
- The Convention Relating to the Status of Refugee.
- The Convention on the Rights of the Child.
- The Convention on the Elimination of all Forms of Discrimination against Women.
- The Universal Covenant on the rights of the handicapped (or those with special needs).

B. Principle 2: Strategic Development Principles for Our Engineering Consultants Firm

At our engineering consultants company, we are committed to aligning our actions with the core priorities of effective development while harmonizing with our Strategic Plan. As the undersigned representatives of this commitment, we uphold the right to decline funding that comes attached with politically-conditioned constraints. We firmly believe that such conditions can distort the development trajectory and potentially hinder the rightful pursuit of independence and self-determination, principles deeply rooted in the UN framework.

Furthermore, we pledge to be in alignment with the national agenda without engaging in any normalization activities with external entities. This encompasses not only political-security aspects but also extends to cultural and developmental dimensions. We are resolute in our stance against any project that could compromise the essential rights of all stakeholders, including the establishment of a self-governing state and the equitable repatriation of displaced individuals to their ancestral dwellings, principles that echo the essence of Security Council Resolution 194.

By embracing these principles, we uphold the highest ethical standards and a sense of responsibility in all our consulting endeavors. While our primary goal is to provide exceptional engineering solutions, we also actively contribute to sustainable development and progress within the communities we serve.

C. Principle 3: Participation

The Diyar's are committed to apply the principle of participation to consolidate voluntary and community contributions. Data and expertise exchange will be facilitated with continued consultation with stakeholders over policy, methodology, orientation and scope of work changes.

It also complies to be in a state of regular consultation with the beneficiaries in order to create a proactive atmosphere with them, as well as with the PA, the private sector and other NGOs. This will ensure involvement and transparency with the stakeholders. Furthermore, the Diyar's abide to involve beneficiaries in the design, monitoring and evaluating of projects. It also views the PA as an essential party to be consulted over any new projects, in line with the Charitable Associations' Law of 2000. This is bound to provide logistic support that would broaden project benefits to the community. The Diyar's undertake to encourage communication proactively among the staff, beneficiaries and other stakeholders. This will be within the strategy that aims to communicating the correct data related to various projects properly.

D. Principle 4: Networking and Collaboration::

At Diyar, we are dedicated to fostering an atmosphere of robust networking, seamless coordination, and effective cooperation among both local and international entities. Our approach is rooted in nurturing partnerships that are founded on shared visions, particularly within the engineering sector. This collaborative spirit ensures the optimized utilization of capacities and resources while minimizing duplication. We strongly believe in inclusive planning and joint implementation, strengthening our collective impact.

In our pursuit of excellence, we hold ourselves accountable to our stakeholders, both within and beyond borders. Moreover, Diyar is committed to engaging in meaningful consultations with diverse groups on matters of mutual interest. This commitment extends to devising representation protocols that prevent redundancy and enhance productivity.

In the event that Diyar participates in significant industry events, we pledge to provide comprehensive reports on the outcomes to our stakeholders. This transparent communication loop reinforces our dedication to accountability and knowledge sharing within our network of partners, ensuring that our collective efforts continue to drive innovation and progress in the engineering landscape.

E. Principle 5: Transparency:

At Diyar, our unwavering commitment lies in upholding a policy of absolute transparency. We firmly believe in the fundamental right of all stakeholders to have access to accurate and comprehensive information. Simultaneously, we prioritize providing access to our engineering community, clients, collaborators, and relevant regulatory bodies.

Diyar pledges to ensure that our engineering projects, public initiatives, concerned authorities, and supporters have unfettered access to relevant information. We diligently operate within a framework of clearly outlined procedures, specifically regarding financial and developmental policies. Additionally, we maintain an unswerving dedication to conveying accurate information to the public and adhere steadfastly to the highest professional and financial transparency standards. We achieve this by disseminating the following crucial information through various media channels:

- Our Core Engineering Principles, Mission, Objectives, and Ethical Values
- Detailed Insights into our Organizational and Administrative Structure, along with Comprehensive Job Descriptions
- Partnerships, Alliances, and Collaborative Agreements within the Nation and Internationally
- Annual Administrative and Financial Reports, showcasing Audit Outcomes, Responsible Parties, Management's Correspondence with Auditors, Inflow and Outflow of Funds, Disbursement Methods, and Minutes from Management Meetings (excluding classified data)
- Well-defined Employment and Procurement Protocols
- Ongoing and Future Engineering Activities
- Geographic Regions of Operational Focus, with Emphasis on Localities
- Easily Understandable and Accessible Financial Reports for Wider Circulation
- Implementation of an Efficient Procurement System and Service Delivery Model, Driven by Professional Criteria rather than Personal Considerations

At Diyar, transparency is not just a commitment; it's a foundational principle that guides our every endeavor. We firmly believe that fostering transparency in the engineering sector is key to building strong relationships and achieving remarkable milestones together.

3. ABUSE OF POWER

You must never take advantage of your position in order to gain benefits for yourself or another person. Ensure that your behavior cannot be understood as if you expect favors or benefits of any kind. Corruption is defined as abuse of entrusted power for illegitimate individual or group benefit.

Be aware that situations of unequal power will arise when representing Diyar. Understand that situations may change or evolve and will be perceived differently among those involved.

Always be aware of risk of power abuse or potential conflict of interests when engaging in a personal, consensual relationship with staff at Diyar, staff at partner organizations or any person in the immediate professional network.

Staff must always declare conflict of interests in any human resource process and if there is any conflict of interest with partner organizations. On duty travels staff never shares accommodation with superior managers.

4. SEXUAL EXPLOITATION AND ABUSE

All forms of sexual exploitation and abuse are strictly prohibited. Sexual exploitation is defined as actual or attempted abuse of a position of vulnerability, power, or trust, for sexual purposes, including (but not limited to) profiting monetarily, socially or politically from the sexual exploitation of another. Sexual abuse is defined as actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

All forms of sexual contact with a child or children under the age of 18 are prohibited, regardless of the local context, and will be treated as sexual exploitation and abuse. It is the responsibility of the staff to ensure the age of their sexual partner. When working with children, avoid actions or behavior which may constitute poor practice and never act in ways that may place a child at risk of abuse.

Purchases of sexual services are prohibited, regardless of national laws. You are not permitted to receive sexual services in exchange for other services or favors. Visits to pornographic clubs, striptease clubs and similar clubs are prohibited.

Sexual exploitation and abuse by staff constitute acts of gross misconduct and are grounds for immediate termination of contract.

5. SEXUAL HARASSMENT

Diyar has a zero-tolerance against sexual harassment, regulated in the Policy Against Sexual Harassment. Failure to adhere to the policy will be investigated and can result in termination of contract and may be reported to the authorities in the country in which the incident takes place and in the individual's country of origin.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. It can take the form of a single incident, but typically it involves a pattern of behavior.

6. UNETHICAL BUSINESS PRACTICES

Diyar has a zero-tolerance against corruption and fraud, regulated in the Anti-Corruption and Integrity Policy. Failure to adhere to the policy will be investigated and can result in termination of contract and may be reported to the authorities in the country in which the incident takes place and in the individual's country of origin.

Always follow transparent, accountable and honest practices at all times when dealing with money, goods, services or likewise. Never use or accept bribes or favors in any form to secure contracts or services. Follow established regulations when purchasing goods and/or services, as stated in the Procurement Policy.

Staff should never accept gifts from rights holders and/or partner organizations. Gifts can be (but are not limited to) material goods, services, travel, entertainment, and more. In respect of national and local traditions and conventional hospitality, minor token gifts such as pens, calendars, desk diaries and such are exempted from this rule.

Ensure, where possible, that goods purchased are produced and delivered under conditions that do no harm on the environment and that do not involve the abuse or exploitation of anyone.

7. COMPETING ACTIVITIES

You must not carry out work or activities that directly or indirectly compete with other organization, or undertake assignments or activities that can affect your work negatively.

If you intend to undertake an assignment or a spare time job of a more extensive nature, you shall consult with your immediate manager before doing so. Any remuneration for these assignments shall be approved by Diyar.

8. ORGANISED CRIME

Avoid all forms of contact with organized crime. Be aware of organized crime and its forms and ensure that you are not participating in organized crime by ensuring the authenticity of all purchases and trades. You should be aware of different forms of trafficking (trade with people) and be aware of its presence.

9. ALCOHOL AND NARCOTICS

Adopt a restrictive approach to alcohol and the consumption of alcohol. Always adhere to the Drugs and Alcohol Policy.

Always avoid all forms of involvement or contact with substances classified as narcotics. If substances classified as narcotics are needed for medical reasons you need to be able to show prescriptions and recommendations from a legitimized doctor.

Consumption of any alcohol or narcotic substances before or during driving is prohibited, regardless of national laws.

10. VIOLATIONS

Violations of this Code of Conduct will lead to disciplinary actions, termination of employment or criminal prosecution. Diyar encourages staff to speak out when witnessing or suspecting violations of Code of Conduct. Disclose information you may have regarding suspected cases of violations of the Code of Conduct to your immediate manager, or through the Whistle blowing system.



11. SIGNATURE

I hereby confirm that I have read and understand the Code of Conduct and that I commit to follow it during my time as staff at Diyar.



Signature

Eng. George Odeh

Name