CODE OF CONDUCT

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Preamble

In addition to the applicable contractual and legal documents, CartONG has policies and procedures that reflect its commitments to integrity:

- The Policy on Preventing and Combating Sexual Exploitation and Abuse (PSEA);
- The Policy for the Prevention and Management of Conflicts of Interest;
- The Policy for the Prevention and Fight against Fraud and Corruption;
- The Policy on the Prevention and Fight against Money Laundering and Terrorist Financing;
- An internal whistleblowing system.

These documents apply to all members of CartONG and allow everyone to have a common ethical framework.

This Code of Conduct is part of this framework.

All these documents can be consulted on CartONG's internal computer network for its members and on the CartONG website for third parties

1. Purpose of this Code of Conduct

CartONG is a Non-Governmental Organization whose mission is to put data at the service of humanitarian, development and social projects.

It brings its multidisciplinary expertise and the commitment of its volunteer and salaried teams to face the technical, strategic and ethical challenges of digital technology.

CartONG uses information management tools and methodologies, particularly geographical ones, to better understand the challenges in difficult contexts and the needs of the targeted populations, and thus improve the quality and accountability of field actions by facilitating their monitoring and evaluation.

To do this, CartONG promotes the sharing and appropriation of data, tools and methods, by and for all. It is committed to working in a spirit of collaboration and partnership for sustainable impact. In accordance with its Associative Project, this activity is implemented by its employees and volunteers in accordance with the values of the association:

- **Human centric:** CartONG puts the dignity of individuals and populations at the heart of its choices and actions, respecting their rights and the principles of economic, ecological and social justice.
- **Professionalism:** CartONG is looking for the little extra that makes the difference, with a pragmatic technical quality requirement.
- **Agility:** an integral part of CartONG's DNA, its teams cultivate their ability to innovate and adapt to each context and each request.
- **Autonomy:** through an original organization and a continuous transfer of skills, CartONG empowers its members and partners.
- **Collaboration:** at all stages of its projects, CartONG aspires to involve all stakeholders in a spirit of openness and sharing.
- **Conviviality:** CartONG is a space of mutual aid, connection and fulfillment, where everyone takes care of each other while respecting their diversity.

CartONG, which adheres to the Code of Conduct defined for the International Red Cross and Red Crescent Movement and for NGOs during disaster relief operations, wanted to formalize, in a document specific to the association, the commitment of everyone to adopt, in coherence with these values, an irreproachable ethical behavior.

This is the purpose of this Code of Conduct.

As a member of the employees, a member of the Board, a member or a volunteer, everyone is committed to working in full awareness of humanitarian principles (humanity, neutrality, impartiality and independence) in all the places where they work or are deployed.

2. Scope

This Code of Conduct applies to all members of staff, employees, interns, civic services, consultants, board members, members and volunteers (hereinafter referred to as "members").

The principles set out in this Code of Conduct also apply to provider organizations and partner organizations in their collaboration with CartONG.

The Code of Conduct applies during and outside working hours.

3. Rules of conduct and relationship with stakeholders

3.1. Treat all stakeholders fairly and with respect and dignity.

Members will always seek to understand the experiences that stakeholders have had and/or survived, as well as the disadvantaged situation in which they may find themselves – including due to their gender, sexual orientation, age or disability – in relation to those who have power or influence over certain aspects of their lives.

Members will always seek to care for and protect human rights (including those of children), and to act in such a way that their best interests are at the forefront of their priorities. They will keep informed of CartONG's policies, objectives and activities in this regard.

3.2. Preserve the integrity of CartONG, ensuring that his/hers personal and professional conduct meets and is perceived to meet the highest standards.

Members will demonstrate integrity, sincerity, commitment and honesty in their actions. They will be patient, respectful and courteous to all those with whom they deal in the course of their duties, including recipients, partner representatives, governments and donors.

Members will abide by local laws, they will fulfill all their private legal and financial obligations.

3.3. To carry out its duties and conduct his/hers private affairs in a manner that avoids conflicts of interest, thereby preserving and enhancing public trust in CartONG.

Members' actions will be free from any consideration of personal gain (excluding salary), and they will resist any political pressure in their decisions.

They will not commit fraud in any form. Fraud is defined as any action to obtain an unauthorized advantage, such as money, goods, services, or other personal or commercial benefits, regardless of whether that benefit benefits the relevant employee, CartONG, or a third party.

They will not use their position to obtain benefits or favors and will not accept such benefits, favors or gifts in cash or in kind, promises of gifts, and any other benefits.

They will ensure that their outside activities, whether paid or unpaid, do not interfere with their work or be incompatible with the interests of CartONG.

They will avoid placing themselves in a situation of direct or indirect conflict between their personal interest (including that of their loved ones) and that of CartONG. They will declare any conflict of interest situation[1] that would put them at odds with CartONG's missions.

More specifically, members will respect the rules of conduct put in place by CartONG as part of its policy on the prevention and fight against fraud and corruption and the policy on the prevention and management of conflicts of interest.

[1] A conflict of interest is "a situation of interference between a public interest and public or private interests that is likely to influence or appear to influence the independent, impartial and objective exercise of a function" (Law No. 2013-907 of 11 October 2013).

3.4. Contribute to creating a harmonious work environment based on team spirit, mutual understanding and respect.

Members will show respect for all colleagues, regardless of status or position, and provide them with an opportunity to have their views heard and to contribute their knowledge and experience to the team's efforts.

They will communicate openly and share relevant information (subject to confidentiality requirements) with other colleagues, and they will endeavour to respond promptly to inquiries.

They will respect the privacy of their colleagues and avoid spreading false information. They will seek to resolve disputes and problems when they arise. They will contribute to the establishment of a constructive dialogue, guided by mutual respect and an open and positive approach.

Project Manager and/or Supervisor members will be open to the opinions of all members of their team. They will give their opinion in due course on the performance of each team member by guiding them, motivating them and fully acknowledging their merits.

3.5. Promote the safety, health and well-being of all CartONG staff, considering them as a necessary condition for effective and consistent work.

Members will be attentive and comply with all instructions intended to protect their health, well-being and safety. They will always consider the safety of staff in operational decisions. If they have any doubts about an instruction that they consider to be a risk to their safety or that of others, they will immediately inform their Manager.

As a Project Manager and/or Line Manager, members will ensure that the health and well-being of teams is taken into account at all times.

Members will encourage the maintenance of a healthy work-life balance for staff members, and will respect their rights.

3.6. Preserve and responsibly use the information and resources to which the activity within CartONG gives access.

Members will be diligent in all official business and will not disclose confidential information on work-related matters.

The responsible approach to data as understood and implemented by CartONG, includes:

- In addition to legal requirements, ethical standards and principles of the humanitarian and development sector.
- In addition to personal information datasets, all potentially sensitive data related to local contexts, such as: community-level captured data (also known as "demographic identifiable information") and security-related data.

3.7. Prevent, reject and fight all forms of exploitation and abuse of stakeholders.

Members undertake not to abuse the power and influence they have by virtue of their position on the lives and well-being of stakeholders.

They will never solicit services or favors from these people or from other persons under their authority in exchange for protection or assistance. They will never engage in exploitative relationships – sexual, emotional, financial, or professional – with stakeholders.

If a member finds himself in a relationship with a stakeholder (sexual, emotional, financial or professional) that he or she considers to be consensual and non-exploitative, he or she will report to his or her Manager or the HR department or the conciliator to seek advice, knowing that this matter will be handled with the necessary discretion

Members will act responsibly when hiring or engaging beneficiaries or other persons under their authority for private services. They will report in writing to the conciliator on the nature and conditions of this employment.

3.8. Refrain from any participation in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of CartONG.

Members will not support or take part in any form of illegal activity, exploitation or abuse, including, for example, child labour and trafficking in human beings and goods.

As CartONG is committed to the highest standards of child protection and care, members are aware that they should not engage in sexual activities with anyone under the age of 18.

3.9. To refrain from and oppose any form of money laundering or terrorist financing.

Members will have an irreproachable behaviour in the fight against money laundering and the financing (direct or indirect) of terrorism.

More specifically, members will respect the rules of conduct put in place by CartONG as part of its policy to prevent and fight money laundering and terrorist financing.

3.10. Refrain from any form of harassment, discrimination, physical or verbal violence, intimidation or favouritism in the workplace.

Members will not engage in or tolerate any form of harassment in the workplace, including bullying, sexual harassment, and abuse of authority.

More specifically, they will respect the rules of conduct put in place by CartONG as part of its Policy for the Prevention and Fight against Sexual Exploitation and Abuse (PSEA).

As a Manager, members will not solicit favors, loans or gifts from staff or accept unsolicited gifts with more than symbolic value.

They recognize that there is an inherent conflict of interest and potential abuse of power in having intimate and sexual relations with employees under their responsibility. If they are in such a relationship, they will resolve this conflict of interest without delay.

3.11. Report any violations of the Code of Conduct

Members undertake to report any situation contrary to this Code of Conduct that they observe, regardless of the place or context in which this finding is made (in any work situation, including deployment with partners).

They will immediately bring it to the attention of their Alert Unit (alerte@cartong.org) according to the internal whistleblowing system set up by CartONG.

4. Mechanism for reporting a violation of the Code of Conduct

Any person who feels pressured to act in a way contrary to this Code of Conduct, or who witnesses violations of it, must inform the Alert Unit of CartONG (alerte@cartong.org).

All information concerning violations of the Code of Conduct is treated in a strictly confidential manner, in accordance with the internal whistleblowing system set up within CartONG (document available on the association's website and on the internal computer network for members).

Anyone who reports violations or submits information about violations with honest intent does not have to fear any disadvantage or other consequences, even if the report is later found to be unfounded. False accusations made deliberately with the intent to harm others will not be tolerated.

5. Penalty for Violation

Any breach of this Code of Conduct by a CartONG employee, intern or civic service, is likely to result in disciplinary measures against the person concerned in accordance with the Internal Regulations.

For elected officials or volunteer members of CartONG, sanctions may go as far as exclusion according to the association's statutes.

And finally, for the operational partners, we will have to terminate the current contract (According to the commitment made with the funder). For service providers and suppliers, the service will be terminated immediately.

6. Advertisement

This Code of Conduct has been the subject of information and consultation with the Social and Economic Committee (CSE), in accordance with the legal provisions.

Knowledge of the Code of Conduct by the members of the association and external stakeholders is essential for its effectiveness.

Third parties are informed of the existence of the scheme by publishing this document on the association's website. Where appropriate, a specific article relating to this Code of Conduct may be added to contracts with CartONG's service providers and partners.

Each current member of the Association is made aware of the existence of this policy via electronic communication when it comes into force and updates, new members are informed during their onboarding briefing.

All current or newly recruited members of CartONG are required to read and declare that they have read this Code of Conduct and are committed to abiding by it. A document to this effect will be signed by each of the members in two copies, one kept by CartONG, the other for the signatory member.

Members are informed that this document may be given to the association's donors who request it.

7. Effective date

This Code of Conduct will come into force on September 1, 2026.

Done in Chambéry on 31/07/2026

Signature of Sophie Oddo, as Co-Director of CartONG



Signé électroniquement par
Sophie Oddo
Le 31/07/2026 à 14:32