

CODE OF CONDUCT

ASSOCIATION SPECTRA

INTRODUCTION

We believe that Code of Conduct opens the possibility for Spectra to become a better and more open organization – through dedicated efforts of all those who are part of the organization, including staff, Board members, members of the General Assembly, volunteers, advisors and consultants, through an open discussion, and always with mutual respect. Spectra is, according to its basic commitment, an organization which is dedicated to the public interest, the common good, guided by feminist principles, intersectionality and transformative justice. In addition to that, Spectra wants to work in a society which is becoming more and more just, open and solidary. That is why we want to establish clear code of conduct, as a guideline for everyday work, and which will be in accordance with proclaimed vision, mission and values we respect. This code of conduct means, that our behaviour is guided by our values, and is a result of our collective agreement, and not by our individual intentions. We are fully aware that our behaviour is not our private matter, but represents our whole collective.

BASIC PRINCIPLES

Competence

The members of the Board, employees and associates of the Spectra possess appropriate knowledge and abilities required to fulfill their duties in a competent and unbiased manner. The members of the Board and employees' work performance and the assessment of work are regulated by the internal Work Regulations and Statutes.

Information-based decision making

Spectra Bord members, employees and associates perform their duties through regular, open and conscientious communication, consultations and discussions. They possess complete and precise information which are necessary for decision-making, performing duties and tasks.

Respect of collective agreements

Respect of collective agreements implies: responsible and transparent acting; respecting previously established working rules, procedures and agreements; conscientiousness and objectivity in decision making; appreciation and respect of decisions made by majority rule.

Independence

Spectra completely independent when it comes to decision making. At the same time, Spectra Board members, employees and associates cooperate and exchange information with all parties of interest for the work of the organization.

Volunteering

Volunteers who devote their time and efforts are especially important to Spectra. Organization pays special attention to make volunteers feel part of the organization and to participate in the processes important to the organization. For its participation in the work of the Board, members do not receive financial compensation, but in this way they voluntarily give their contribution to achieving goals and development of Spectra.

Responsibility

Spectra commits and obliges to:

- rule of law in the country we work in by respecting laws, regulations and international agreements that are implemented in Republic of Montenegro;
- the public by means of openness and complete transparency regarding our goals, activities, finances and work in general;
- all our partners (donors, associates, beneficiaries) through constant dialogue, clear communication and respect of all obligations.

Transparency

Spectra's work is completely transparent and the data are made public via available mass media including the Internet presentation. Organization is required to give clear information on request to each citizen about its work through the annual report which truthfully and responsibly presents the work of the organization. Transparency refers to all aspects of work:

- goals and activities of Spectra, including vision, mission, values, programs and other activities that the organization performs;
- the process of decision making defined by clear procedures, regulations and criteria;
- Spectra's financial management which is completely public, including donor list, incomes and outcomes and independent audit reports.

Conflict of interest

Spectra has a clearly defined conflict of interest policy which is public, and all the Board members, employees, volunteers and other persons related to the organization are required to respect that policy. Nobody who is in any way included in the work of the organization is allowed to receive gifts, hospitality or services that can influence decision making process. Conflict of interest is further described in the Rulebook for Procedures.

Relationship towards resources entrusted to us

It is our responsibility to respect the public confidence we enjoy, by using Spectra resources efficiently and effectively. In order to achieve that, we are using the resources entrusted to us efficiently, trying to make the most of available resources. Salaries in Spectra are in line with standards of similar non-profit organizations in the Republic of Montenegro, and operating expenses are kept to a optimum necessary for efficient functioning. Spectra develops a long-term operating strategy, and takes responsibility for decisions it makes. The Board and employees have mechanisms by means of which they monitor and report about the organization's operating effects.

Relationship with people and partners

We recognize the importance of relationships with coworkers and partners in the workplace, employees, volunteers and donors. Our work with others is characterized by:

- Openness and directness.** We try to be honest, open and to respect all people who work with us.



- **Integrity** in implementation of proclaimed values. Vision, mission and respect for the values determined within the organization are reflected through structure, work procedures and regulations, relationships with partners and public promotion.
- **Independence.** Spectra has independence in decision-making process. Decisions about Spectra operating and program activities are made by its relevant bodies, independently of political, financial or any other influences.
- **Solidarity.** Spectra is always trying to show solidarity, both internally and externally, whenever possible.

In the name of the General Assembly,

On 26th November 2019

Marija Jovanović