

Code of Conduct

Drug Policy Network South East Europe

Who is the Code for?

This Code applies to all Drug Policy Network South East Europe member organisations, governing bodies and staff. It represents the minimum standards to be applied in all their dealings with the Network, its employees and third parties.

The aim of the Code

The aim of the Code is to ensure quality Network governance, with high standards of ethical behaviour exhibited to all parties concerned.

Ethical principles

Member organisations and staff:

- Respect and accurately promote the Network principles and values
- In their relationship with people demonstrate the importance of dignity, privacy, safety, health and concerns of human rights of every individual person
- Behave in compliance with established global standards and practice and any local code
- Behave as good citizens by obeying the law and contributing to the economic well-being and social development of the countries and communities where they operate
- Not enter in to or continue with relationships with organisations or people which will, or have the potential to, exploit, harm or disrupt others
- Carry out business practices in an ethical way
- Respect the needs, practices, special competencies and responsibilities of their employees

Governance

The Assembly

The General Assembly is the highest governance body of the Network. The General Assembly consists of the ordinary members of the Network who have fulfilled their financial obligations. The ordinary members are represented at the General Assembly by one representative and have each one vote.

Every member organisation representative must have the authorisation, signed and stamped by the legal representative of the member organisation. Member organisations can issue an authorisation for the whole two-year mandate, or prepare individual authorisations for each meeting of the Assembly.

A General Assembly, being it ordinary or extraordinary, can take place upon:

- A decision by the Board or by the General Assembly;
- A Written request by at least one-third of the ordinary members.

An ordinary General Assembly has to be announced at least 60 days prior to the meeting date while an extraordinary General Assembly has to be called at least two weeks in advance. Notification of the agenda and proposed decisions shall be distributed at least one week before any Assembly.

All ordinary members are entitled to participate and to vote in the General Assembly. Each member is entitled to only one vote. A members shall be permitted to assign its voting right to other ordinary member through written authorization. The General Assembly shall constitute a quorum when half of the ordinary members are present or are represented.

The General Assembly's decisions will normally be decided by a simple majority of the valid votes at the General Assembly, except decisions on amendments to the Statutes, the decision on the dissolution of the Network and decisions about status changes which are taken by two-thirds majority.

At the Assembly, decisions are made by open (public) vote, except if the Assembly decide to vote by secret ballot.

An extra-ordinary Assembly can be held electronically via a conference call or via E-mail. The participants at the extra-ordinary Assembly must confirm their vote by way of an official E-mail of each member to the official E-mail of the Network in 24 hours following the Assembly. In case some member representatives have failed to submit their vote, it will be considered that they did not vote.

Election process in the Network has to start at least one month before the General Assembly. All member organisations shall be informed about the elections. Proposals for elections, including CV of the candidate, have to be submitted to the Board at least two weeks before the Assembly. The Board will collect all the proposals and send a complete list of candidates to all member organisations at least one week before the Assembly.

Composition of the DPNSEE bodies should reflect diversity of the Network, including geography, gender, age, sex and personal backgrounds.

Initiative for the change of the Statutes can be proposed by any member organisation or the Board. If the initiative comes from a member organisation, it should be submitted to the Board no later than 30 days before the General Assembly.

The Board will assemble all proposals for changes of the Statutes and send them to member organisations at least one week before the Assembly where they will be voted.

The Board

A quorum shall be considered to exist at a Board meeting if all Board members were invited and at least half of them are present. Decisions by the Board shall be adopted with a simple majority of votes. In the event of undecided vote (equal number of votes), the President, shall have the casting vote.

Communication

DPNSEE member organisations, governing bodies and staff must:

- Be open and honest at all times;
- Be respectful and courteous in their dealings with all clients;
- Ensure that provision of information is current, accurate, impartial and consistent;
- Be easy to contact by telephone, facsimile and email during normal business hours as well as maintaining easily accessible premises;
- Respond quickly and accurately to requests for information;
- Comply with obligations under laws of the Republic of Serbia and/or other national legislation. This code of conduct is to be read in conjunction with each country's current laws.

All business correspondence will be done through the office mail account or by regular mail. Every mail in the communication has to be archived.

All DPNSEE documents have to be archived in electronic format. The Staff will manage formal register of documents, also in electronic form.

The Staff is obliged to perform regular monthly back up of the files, website and any data base.

Transparency

As an organisation, DPNSEE is committed to openness and transparency.

DPNSEE operates an open information policy based on the presumption of disclosure and make information easily accessible to relevant collaborators to demonstrate that our operations are consistent with our values. It is vitally important to us that we are accountable to our member organisations, staff, volunteers, supporters, donors, suppliers and authorities.

We proactively publish information and, on request, will disclose information, or give reasons for any decision not to disclose. We routinely publish:

- Strategic and operational plans, goals and background analysis
- Performance reports, including financial report
- Our organisational set-up, member organisations, staff, vision, policies and the principles that underpin our work
- Legal status, governance and management arrangements, including identifying board members and staff
- Financial information
- Contact information

The things that we do not disclose and are confidential include:

- Personal details of our supporters, donors, partners, members of bodies or staff
- Intellectual property or other information provided to us under obligation of confidentiality
- Legal matters or issues under negotiation
- Information concerned entirely with internal administration or operating systems.
- Information that could compromise our ability to raise funds, be used maliciously against us or seriously damage our reputation.

Information should be disclosed unless there is a good public policy reason for withholding it, or the cost of disclosure would be disproportionate. In any case, we give clear explanation why we cannot provide the information required.

Most information is published in the English language. To maximize information sharing, reports, records, documents and other materials should be made available in multiple local languages.

We endeavour to respond promptly. All requests should be responded to within 20 days, unless there is a compelling reason why this is not practical.

Most of our publications are copyright, but may be reproduced without fee for advocacy, campaigning and non-commercial teaching.

Financial management

The Network acquires resources to achieve the objectives from the annual membership fee, donations, sponsorships, grants from governments, international organizations and institutions, private or public legal entities.

All resources shall be used exclusively for the purpose to meeting the objectives of the Network.

The General Assembly adopts annual financial plan and report. Chairman and the Board is responsible to ensure general framework for financial management.

The Executive Director is responsible for operational financial management. The financial officer is handling all financial documentation and is responsible for having it in accordance with the laws. An external agency is engaged to manage book keeping.

Financial management is executed in accordance with the laws of Serbia and regulations related to institutions which provide project grants.

Procedures for the purchases will follow the national legislative and/or procurement policy of the donor.

Credit cards issued in the name of the Organization are provided to Executive Director. Credit card issued in the name of DPNSEE may be revoked at any time. DPNSEE issued credit cards shall not be used for personal expenses.

Travel policy

DPNSEE makes efforts to ensure consistent and fair treatment of people required to travel on behalf of the Network, that travel expenses are reported, recorded, and reimbursed in a consistent manner and that DPNSEE complies with all applicable rules and regulations.

The guiding principles are:

1. DPNEEE travellers will be reimbursed for legitimate, reasonable travel expenses when directly connected with or pertaining to DPNSEE activities based on established allowances.
2. DPNEEE travellers are expected to generally be conscientious in their use of DPNSEE funds and to travel by economical and efficient means.

The lowest available airfares, train or bus tickets shall be sought when making bookings. Personal or vehicles of organisations may be used where economical and practical.

A single room with a private bath in a three star hotel is the standard for lodging.

Travellers have a choice of submitting actual receipts for meals, or of receiving a standard daily meal allowance, for meals not provided during the trip.

Other expenses are reimbursable provided they are legitimate, necessary and reasonable travel expenses directly connected with or pertaining to DPNSEE business.

Travellers may, on occasion, combine personal and DPNSEE travel on the same trip provided there is no additional cost to DPNSEE.

Travellers must submit travel expense reports, with all required information, to the DPNSEE Office within 1 month of completion of the trip, unless a longer delay is approved by the Chair or the Executive Director. Receipts are always the preferred form of documentation. Every effort will be made to reimburse travellers within five working days of receipt.

Per diem

The per diem allowance is the amount given to a traveller to cover expenses incurred while traveling on business-related activities such as lodging, meals, and entertainment in connection with the performance of service duties for the Network.

Per diem is set as:

- 10 Euro if food and lodging are provided
- 40 Euro if lodging only is provided
- 100 Euro if no food and lodging are provided

If the travel is in scope of a project agreed and supported by an external source with the justification different than this rule, that justification will be used.

If foreseen lodging expenses exceed the per diem allowance for lodging, prior authorisation of that expense must be authorised by the Chair or the Executive Director.

Miscellaneous expenses that are reimbursable include:

- Internet connectivity charges
- Telephone usage, only when authorised in advance by the Chair or the Executive Director
- Actual costs of acquiring passports, visas or consulate fees, only when authorised in advance by the Chair or the Executive Director
- Charges for excess baggage are reimbursable when the traveller is transporting DPNSEE materials
- Reasonable and actual expenses for laundry services that are necessary due to an absence from home for five or more days
- Tolls and parking fees
- Business centre costs (i.e., copying, faxing, etc.)
- Event fees during travel whose purpose is to promote and further the mission of the DPNSEE
- Actual and reasonable dependent care expenses. Dependent care include persons under 18 years of age or persons with mental or physical disability.

Employee rights and obligations

Members of the Staff are individually responsible for executing their work tasks. Their rights and responsibilities are regulated by the Serbian law. The Network will strive to provide most favourable legal status to the employees.

Every individual engaged in a professional way for the Network (long term, short term, project based, etc.) must be legally registered.

Records about every employee are stored in their personal files. Their personal data are protected and confidential.

The Network is responsible to ensure quality working conditions for the Staff. This specially related to the risk management in the Office and in other situations where work is performed (including travels). Employees are responsible to keep the office and equipment in order and functional.

The Executive director, as the manager of the Staff, is responsible for creating an inspiring and favourable working atmosphere in the Office. All the employees should contribute to building team spirit and refrain from insulting and discriminating colleagues.

The Network will try to provide a variety of training and personal development opportunities for the employees, not only those related to their tasks in the Office.

The Network is committed to ensure equal opportunities for employees with special needs, from the recruitment process to working conditions.

All employees will be regularly appraised for their work, at least once a year. A special award system will be in place for those who achieve extraordinary results.