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(with additions approved by the General Meeting of UnMode, June 16, 2021, Batumi, Georgia).*

THE CODE OF ETHICS OF UnMode MEMBERS

UnMode — community movement for access to justice is an international civil society network. Geographic coverage: countries of Central and Eastern Europe and Central Asia.

Membership is free and open to people who use/used drugs, prisoners or people with the experience of imprisonment, people who have skills or desire to openly protect human rights, share our mission and goals, follow our principles, and are ready to act within our security framework.

Our mission

Provide access to justice as an effective tool to protect human rights of prisoners/ex-prisoners with experience of drug use.

Our values

Life Freedom Human rights Gender equality Security Team Altruism Personal experience Trust Self-development Personal responsibility Dignity Reputation

Our principles:

- The priority of life — protection and preservation of human life under any circumstances.
- Striving for freedom and supporting this aspiration in other people.
- Active intolerance to violations of the fundamental human rights and freedoms, stigma and discrimination.
- Safety of the members' lives and activities as a basic condition of the organizational development.
- Complementarity, interchangeability, and importance of everyone's contribution as the basis of teamwork.
- Desire to benefit other people and assess one's performance in terms of the positive changes in the society.
- Respect to other people's experiences in any issues related to their lives.
- Striving to build trust both inside the organization and in cooperation with partners.
- Independence and focus on self-development as a personal need of each one of us.



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- Personal responsibility and self-discipline as an integral part of the human freedom.
- Respect to the personality of every individual, avoiding pity and paternalism.
- Efficiency. Striving to use time, money and human resources as effectively as possible.
- Professionalism and open-mindedness.

II. LIABILITY

1. Any action detrimental to the image and interests of the Organization is considered a violation of the Code of Ethics and is unacceptable.

2. The purpose of the UnMode Code of Ethics.

2.1. The Code of Ethics (hereinafter referred to as the Code) is an expression of the fundamental rules and norms of professional activity and behavior shared by all members of the Organization, the Board and employees of the Organization.

2.2 The Code of Ethics:

- Regulates relations within the Organization as well as with the Organization's partners;
- Establishes the basic rules of ethical behavior and indicates moral guidelines;
- Contributes to the humanization of society;
- Helps members of the Organization and governing bodies, employees of the Organization to behave ethically, serves as a tool for prevention of violations and conflict situations, assistance in solving problems with ethical aspects;
- It is a tool to prevent conflicts of interest in day-to-day activities.

3. The main functions of the UnMode Code of Ethics.

3.1. A reputational function is to increase the credibility of the Organization and its members by potential donors, financial agents and business partners;

3.2. Managerial function is the formation of ethical aspects of the network culture, regulation of priorities in relations with potential donors and business partners, listing and specifying the forms of behavior unacceptable from the position of ethics, defining the order and procedure of development and decision-making in complex ethical situations;

3.3. Development of network culture is the orientation of members and employees of the Organization on common corporate goals and values;

3.4. Personnel management is the consolidation of all members and employees of the Organization, the formation of corporate culture.

4. The implementation of the Code of Ethics.

The Code was developed based on the understanding of its necessity by the members of the Organization, has the status of an internal administrative document of the Organization and is binding on the members of the Organization, management bodies and employees of the Organization.

5. Fundamental rules and norms of professional activity and conduct

5.1. Compliance with applicable law

Everyone should understand that existing laws provide legal regulation of relations in society, both materially and morally and spiritually.



In the sphere of charitable activity the legislation gives an opportunity to educate and develop humanism and mercy in the society, provides favorable conditions for the formation and activity of

charitable organizations. Therefore, compliance with the legislation of Eastern Europe and Central Asia, is a fundamental basis for the activity of the Organization.

5.2 Compliance with the UnMode Charter, internal documents (regulations), procedures and policies

The Charter, internal documents, procedures and policies of RuNPUD (hereinafter - the Procedures) establish the rules of relations both between members of the Organization, members of management bodies, employees (actors of the Organization) within the activities of the Organization, and between the Organization, state bodies and institutions, local authorities, commercial and public organizations.

Compliance with the procedures of the Organization allows it to approve the rules and values, principles and standards of ethical conduct, to defend, improve and promote them for the successful implementation of the Organization's activities.

Therefore, compliance with the procedures of the Organization is a fundamental basis for the activities of the Organization.

5.3 Cooperation with Public Bodies and Institutions, Local Governments and Partners

UnMode enters into and maintains partnerships with public authorities and institutions, local governments and partners in Eastern Europe and Central Asia, in accordance with the Organization's mission and to achieve its objectives, taking into account the capacity and purpose of these authorities, institutions and organizations, and based on the consistency of the activities of these authorities, institutions and organizations with this Code.

5.4. Partnerships allow the pooling of resources and efforts to better address priorities, but should not limit the independence and self-governance of the Organization.

Common principles of partnership and cooperation are mandatory, such as:

- common values and horizontality;
- mutual benefit and mutual respect;
- transparency;
- responsibility for the fulfillment of their obligations;
- using work experience as a resource opportunity of activity;
- solving disputes through negotiation and agreement of the parties.

The Organization adheres to its commitments given to partners, and seeks from them to fulfill their own obligations in the relationship with the Organization.

The Organization uses all channels of communication through which the public can receive information about the Organization and its activities.

6. Responsibility of the Organization to members of the Organization, members of management bodies and employees:

6.1. UnMode is focused on long-term cooperation with each person involved in the activities of the Organization, which entails continuous improvement of the Organization and provision of opportunities to maximize the potential of human resources and safety of its members.

6.2. UnMode strives to have the best professionals who meet high professional and corporate requirements, encourages the professional development of employees from among people who use drugs, prisoners/ex-prisoners.



6.3. one of UnMode's goals is to create and maintain the status of an attractive employer, to create the most favorable working conditions that meet the reality and capabilities of the Organization, to unlock the potential, initiative of the members, members of management bodies and employees, as well as their development and training to achieve the main goal of UnMode.

6.4. UnMode evaluates the contribution of each member of the Organization, member of management bodies and employees in achieving results and develops effective systems of motivation and incentives. One of the evaluation criteria is the implementation of this Code.

6.5. the Organization develops and implements training and development programs, comprehensive assessment and promotion programs based on competencies and professional skills, experience and responsible attitude.

6.6. the Organization strives to ensure continuous improvement of the social security of its members, the health and safety of all members of the Organization.

6.7. the Organization gives all its members the opportunity to express their views and make suggestions. In turn, the Organization strives to inform about important issues of activity, to formulate and regularly communicate to members the main goals and objectives of the Organization, so that everyone understands the path and priorities of the Organization's development.

7. Responsibility of members of the Organization, management bodies and employees to UnMode:

7.1. Compliance with the Charter of the Organization, as well as the provisions, principles and values of the Code and other internal documents (regulations, specifications, staffing) of the Organization, their duties.

7.2. Professional competence. Members of the Organization, governing bodies and employees must constantly improve their professional competence, enhance their knowledge, improve their professional skills and abilities.

7.3. To raise the status of work in the Organization and for the benefit of the Members of the Organization.

7.4. In the performance of their duties to recognize the priority of professional responsibility over self-interest.

7.5. UnMode counts on the conscience, loyalty of the members of the Organization, the governing bodies and employees of the Organization in all matters related to the activities of the Organization, to their refusal to participate in any unworthy and improper actions that may discredit UnMode or individual members of UnMode.

8. In addition to the requirements

stipulated by law and internal regulations, UnMode considers it necessary to identify unacceptable actions that constitute gross violations of accepted norms:

8.1. Unacceptable: any actions that may damage the reputation of the Organization, its customers and partners, transfer to third parties or organizations of information that damages the image and reputation of the Organization, negative information about the Organization, its managers and employees, distributed or transmitted to third parties, as well as information that can be clearly interpreted as defaming the reputation;

8.2. Unacceptable: the use for personal purposes and to the detriment of the Organization of material, informational or other resources. The most important resource of the Organization is information. Allowing the leakage of information, we work to the detriment of the



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Organization. The Organization categorically forbids the transfer of confidential information, including personal data, to third parties or organizations. For committing unlawful acts in connection with the transfer of information or deliberate material damage, the employees shall be liable in accordance with the current legislation of Georgia. The organization has the right to apply disciplinary and material sanctions;

8.3. The following is unacceptable: receiving material benefits in any form, actions that can be regarded as assuming any obligations by the Organization or employees, receiving gifts in any form, money, any material benefits or privileges (except generally accepted protocol events);

8.4. Deception, rude, disrespectful, disrespectful attitude to subordinates, colleagues, management, external entities and partners, and most importantly to UnMode members, are unacceptable.

9. The apolitical nature of the staff.

9.1 Careful attitude to working time. Employees should effectively use not only their own time, but also the time of other employees - use service mailings only when it leads to increased efficiency in decision making.

9.2. Work Process Optimization. Employees must continually optimize their work processes and improve the efficiency of their functional tasks, as well as make suggestions for improving the Organization's work processes.

9.3. Responsibility for one's health. Each employee is responsible for observing occupational health and safety rules in his or her work and is careful with his or her health.

9.4. Employees are responsible for the safety of inventories, primarily those issued for temporary use, and fixed assets, as well as for their careful use.

10. Environmental Policy.

UnMode in its activities promotes compliance with the requirements of legislation on environmental protection, the principles of the use and reproduction of natural resources, ensuring environmental safety, prevention and elimination of the negative impact of economic and other activities on the environment, and conservation of natural resources.

According to the specific nature of its activities, the Organization implements environmental policy and takes measures to minimize the negative impact on the environment.

11. Responsibility for non-performance / improper performance of the UnMode Code of Ethics

11.1. Members of the Organization, governing bodies and employees of the Organization shall be personally responsible for non-fulfillment or improper fulfillment of the provisions of the Code in accordance with the provisions of Georgian legislation, the Charter of the Organization, this Code, other internal documents of the Organization, approved by the decisions of the Board of the Organization and participants of the General Meeting of the Organization;

11.2. Informing about non-fulfillment or improper fulfillment of the provisions of the Code by the members of the Organization, governing bodies and employees of the Organization is obligatory.

11.3. Procedure for amending the UnMode Code of Ethics



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11.4. Making changes and additions to the Code is possible at the initiative and after discussion of the changes by the members of the General Meeting of the Organization;

11.5. The amended Code shall be approved by the Board of the Organization.