



Approved by the UnMode (then RuNPUD) Board, November 2020.
(with additions approved by the General Meeting of UnMode, June 16, 2021, Batumi, Georgia).

UnMode Applicant Protection Policy.

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.
- 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.



UnMode (hereinafter the Organization) requires the members of the Board, employees and all members of the Organization to adhere to high standards of professional ethics in the performance of duties and communications within and outside the Organization.

It is the policy of the Organization to be open, transparent and subject to clear rules. One of them is the horizontal organization of the Organization, including in decision-making. This helps to strengthen the relationship between the members of the Organization, allowing the whole Organization to function smoothly and clearly. Members of the Board, employees and members of the Organization must be honest, decent and principled in the performance of their duties, communications and comply with all applicable Georgian legislation and international norms.

Openness and Reporting Procedure

The Organization has an open-door policy and invites employees and members to share their questions, concerns, suggestions or complaints.

All members of the Board, employees and members of the Network have the opportunity to report concerns about violations of the Code of Ethics, the Charter of the Organization or alleged violations of laws, regulations governing the Organization.

Opposition to the consideration of a complaint, expressed in the form of dismissal of the complainant, open public censure, penalties, etc. measures taken in order to obstruct the consideration and impartial investigation of the matter by the Ethics Committee shall be punished, according to the procedures, rules and adopted norms of the Code of Ethics.

No one retaliates against any Board member, employee or any member of the Network who, in good faith and in accordance with the Organization's procedures, reports an ethics violation or suspected violation of law, such as a complaint of discrimination or suspected fraud, or a suspected violation of any rules governing the Organization

An employee who retaliates against an applicant who reports a violation in good faith is subject to disciplinary action, or punishment up to and including termination (the severity of the punishment depends on the severity of the violation and the public harm, or harm caused to the Organization, or to the individual applicant).

Consideration

The Applicant Protection Policy encourages employees and others to raise concerns internally. The Organization has an Ethics Committee to review problematic situations (clause 2.1 of the Code of Ethics). The Ethics Committee provides a fair hearing and ensures that applicants are not harassed for reporting misconduct within the Organization. Retaliation against complainants is contrary to the values of the Organization and the rules and regulations of the Code of Ethics. The appeals and complaints procedure is described in the Code of Ethics clause 2.3.

Acting in Good Faith

Anyone who files a written complaint regarding a violation or alleged violation must act in good faith and have reasonable grounds to believe that the information disclosed indicates a violation. Any allegations that turn out to be unfounded and that are made maliciously or knowingly false will be treated as a serious disciplinary violation.



UnMode LLC, r/n 405410817, Georgia, Tbilisi, Vake distr., Nutsubidze plateau, m/r II, quarter IV, building 2, area 76; +995591060255; unmode.contact@gmail.com; unmode.org

Confidentiality

Violations or alleged violations may be filed by the complainant on a confidential basis. Confidentiality from outside sources is meant here, but not from the person against whom the complaint is made, as the person must have the ability to protect himself or herself.

Procedures for amending the applicant protection policy.

Changes in this policy can be made at the motivated request of any member of the General Assembly of the Organization and approved by the Board of the Organization, but not more often than once every 6 months.