



COMMUNITY ENTREPRENEUR DEVELOPMENT INSTITUTE

CODE OF CONDUCT AND ETHICS

This Code of Conduct and Ethics specifies standards of conduct during missions for all CENDI members which include members of the Board of the Institute (former Founding Board), Executive Board members, full-time and part-time staff, seasonal employees, YIELDS – AGREE¹ members, key farmers, volunteers, interns, experts, consultants and other individuals working for or representing CENDI.

The main purpose of this Code of Conduct and Ethics is to outline key responsibilities of CENDI members and seek to protect them as well as every community member whom CENDI seeks to partner in its development work. All members must be mindful that each action in the respective context can have repercussions for many.

This Code of Conduct and Ethics will not be substituted for other prevailing rules and regulations of CENDI.

All CENDI members must follow the standards of conduct as bellows:

I. Standards of behavior

1. Respect the values and principles of action of CENDI based on the philosophy of NURTURING NATURE which is originated from the indigenous ethnic minorities;
2. Respect, maintain and enrich good traditions and customs, and voluntarism-based behaviors and lifestyle of indigenous ethnic minorities;
3. Demonstrate honesty and equality in behavior with other people and in cooperative

¹ Young Indigenous Ethnic Leadership Development Strategy for Agro-Ecology Enterprising

relationship in accordance with the CENDI regulations;

4. Racist, sexist, discriminatory or other offensive statements and acts, harassment, abuse, neglect and interference of other's private life are strictly prohibited;
5. Act, if necessary, to protect all living things including human being;
6. Respect and observe laws of Vietnam and other legal agreements between Vietnam and other international countries;
7. Respect the diversity of local culture, beliefs, religions and traditional customs in the project areas where CENDI has been implementing its development work;
8. Act in accordance with health, safety and security guidelines;
9. Maintain and enrich CENDI's reputation;
10. Perform work with vulnerable indigenous ethnic peoples without prejudice;
11. Learn local wisdom and knowledge in daily behavioral norms of nurturing nature from indigenous ethnic communities;
12. Respect, maintain and enrich the solidarity, love, mutual help among LISO members, and with local and international partners sharing the same philosophy and practices of nurturing nature.

II. Conflict of interest, coercion and corruption

1. An abuse of position and power to exert pressure on colleagues, or extract favors or personal gain whether it be economic, cultural, environmental, ethical, professional, political or sexual is strictly prohibited;
2. Detect and report immediately any actual or potential conflicts of interest in matters relating to CENDI fields of activities to their managers in writing or by using the alert system;
3. Do not accept any gifts*, bribes or other forms of personal enrichment from beneficiaries or partners under any circumstances.

** In order to respect local traditions and hospitality, minor gifts can be accepted on behalf of CENDI, which will then be displayed at the CENDI museum.*

III. Managing and protecting CENDI property

1. Ensure that CENDI's assets must be used for working purposes only. All violations are subject to disciplinary measures in accordance with the CENDI regulations;
2. CENDI's intellectual property belongs to indigenous ethnic minorities, which is readily shared by CENDI with partners sharing the same philosophy of Nurturing Nature;
3. Maintain and enrich the CENDI's true honesty and strive for the professional and transparent governance in finance.

4. Personal conduct

1. Do not use plastic bags in any CENDI premises or sites, and at communities during missions;
2. Do not use drug, alcohol* or any other stimulants that affect their health, dignity and prestige of communities and CENDI;
3. Comply with prevailing laws of Vietnam;
4. Respect commitments with cooperative partners in personal behaviors ;
5. Ensure that their sexual conduct is appropriate at all times.

** Some indigenous minority groups have a traditional culture of Can/Ghe wine which is made from natural ingredients with spiritual significance. The drinking of such wine for the purpose of respecting this custom must ensure the ethical conduct of the staff, and that it does not affect their health and work performance.*

Breaches of the Code of Conduct and Ethics:

All CENDI members must be responsible for their breaches of this Code in accordance with CENDI regulations and legal measures in accordance with laws.

Complaining mechanism and alert system:

All CENDI members have responsibility to immediately report any suspicions or concerns regarding breaches of this Code to their managers or by using the alert system. This may be done orally or in writing and should include full details, if possible, supporting evidence.

All disclosures will be treated in confidence. Anyone who raises suspicions or concerns will be protected from any detrimental treatment provided that the suspicions or concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offense and will be investigated and treated accordingly.