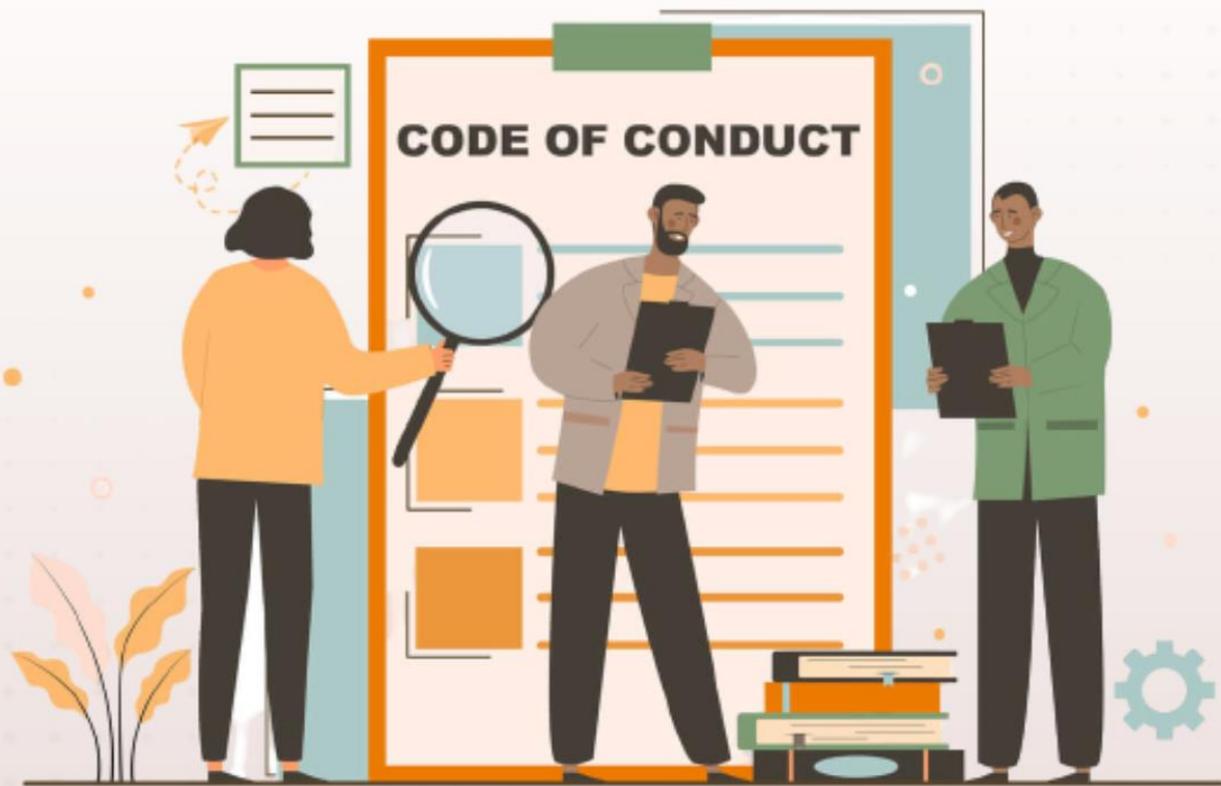


**Advocacy Center**  
for **Democratic Culture**



# **CODE OF CONDUCT**



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## **CODES OF CONDUCT**

### **This is summary of the main PRDO rules**

1. Work honestly and carefully at all times.
2. Must not be absent from work, arrive late or leave work early without permission.
3. Always use your safety belts whenever driving or being driven for work related purposes.
4. Follow all organization health and safety rules.
5. Do not drink alcohol or consume narcotics during working hours.
6. Do not fight assault or abuse a staff member or visitor.
7. Do not use organization property in a careless or neglect way.
8. During working hours, you must not do any business except that for which the organization pays you.

### **You will be disciplined for any of the following offences.**

1. Willful failure to obey legitimate instructions.
2. Willful misuse of Organization property.
3. Improper publicity of information damaging to the organization reputation.
4. Desertion (absence from work without permission for 4 consecutive days or more).
5. Sleeping on duty.
6. Lateness or leaving work early without permission.
7. Failing to co-operate with other employees on ground of race, ethnicity, religion or sex of another person.
8. Acting in a prejudicial way against employee on grounds of race, ethnicity, religion or sex of another person.
9. Reporting on duty under influence of alcohol.

### **Any of the offences described above constitutes serious misconduct and immediate dismissal may occur.**

1. Breach of safety rules endangering life, stated below.
2. Careless or negligent of work.
3. Fighting at work.
4. Threatening behavior to another worker.
5. Having any private business deals with suppliers of the organization on organization's deals.

I have read, understood and accept the above rules of conduct and agree these rules being a condition of employment by NGO ACDC.

**Employee name:** \_\_\_\_\_

**Employee No:** \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**Place and date:** \_\_\_\_\_

## Core values of organization

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1. Support the reconciliation process in Kosovo;
2. Facilitate inter-ethnic cooperation;
3. Fight for human rights, democracy and an open, tolerant and peaceful society in Kosovo and the region;
4. Create policy recommendations to local and central level government and contribute to Belgrade - Pristina dialogue process;
5. Monitor and support the consolidation of the Rule of Law in northern Kosovo;
6. Foster good governance at local level in northern Kosovo;
7. Monitor both local and central elections in Kosovo;
8. Improve the position of young people in northern municipalities;
9. We want to contribute to create an inclusive society with transparent institutions, governed by the rule of law in which no one is discriminated because of age, gender, social status, ethnicity and religion;
10. We work to support the equal access to justice for all and to increase the efficiency of justice, especially in terms of fair trial and trial in reasonable time.