



## **Code of conduct for TRIAL International's partners**

TRIAL International seeks to ensure that perpetrators of serious international crimes, be they individuals, corporate actors, or States, are held to account for their crimes. The Organization does this by supporting victims and survivors in their quest for justice before national and international legal bodies and working closely with a network of like-minded partners, including local and international actors, to share knowledge, expand expertise, and work collectively in the fight against impunity.

In pursuit of its mission, the values to be promoted include the following:

### **A. Human dignity and respect for diversity**

At TRIAL International, we believe that all human beings are equal in dignity and rights. That applies, of course, to the victims for whom we strive to obtain justice. But it is true also of the relationships that bound us with each other, with our partners and our stakeholders. This belief pushes us to be kind and caring and to loath injustice. TRIAL International values diversity and treats all people with respect and dignity. The organization works effectively with stakeholders from all backgrounds irrespective of age, gender, culture or religion.

### **B. Justice and accountability**

Justice is part of our DNA. Justice is not only a legal concept; it is a value we pledge to uphold every day. We strongly believe that accountability for perpetrators of serious international crimes is not only necessary but also possible. If we demand accountability for perpetrators, we also recognize that we are ourselves accountable, primarily to the victims and survivors we support, but also to the societies and the environment in which we operate, and to our donors.

### **C. Dedication to working with and for victims and survivor**

We work in complicated situations, rife with violence and suffering. It sometimes takes courage and resilience to undertake our mission. But we realize that courage and resilience reside much more with victims and survivors. It is in their plight that we draw the strength to continue, and it is to them that we are first and foremost dedicated. We thus commit to prioritizing their interests and perspectives in all aspects of our work. The organization works according to the most stringent confidentiality protocols and fully respects its legal professional obligations and code of ethics. Furthermore, TRIAL International always places the victims and their families at the center of its mission and always prioritize their interest and needs.

Any person, lawyer, consultant, organisation or other entity which, contractually or through a written Memorandum of Understanding, implements TRIAL International's activities or in any other way

cooperates with the Organisation to further common goals (“the partners”), contributes to the promotion of these values and must ensure that they act in accordance with these values, both in the professional context and in those aspects of the private sphere that have an influence on the professional field.

The present Code of conduct (“the Code”) describes the attitude and behaviour that TRIAL expects of its partners in Switzerland and abroad. The partners undertake to observe the Code and to ensure that their staff and subcontractors observe it, and to behave accordingly. Any act committed in violation of the Code may result in an examination of the facts as well as the taking of measures for non-compliance with contractual obligations or other measures.

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## **Statement by partners**

By signing the present Code, as partners of TRIAL International, we fully make ours the following behaviors:

### **Respect**

- We value and respect the rights, differences and dignity of all.
- We value and respect the law.
- We embrace equal opportunities and value and respect different backgrounds and disciplines and integrate diversity into our work.
- We are vigilant to use accurate and respectful language in all communications.

### **Discrimination and harassment**

- We do not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of color of skin, religion or creed, gender, gender expression or physical appearance, age, national origin, disability, marital status or sexual orientation.
- We stand behind a zero-tolerance policy in the face of harassment, bullying, or mobbing of any kind.
- Sexual harassment in any form is not tolerated.

### **Safety, security and wellbeing**

- Safety and security are paramount in everything we do.
- We remain alert to any potential threats to avoid any undue risk for us, our employees or anyone we work with, and refrain from any act that could endanger them or others.
- We strive to maintain a healthy balance between professional activity and private life and undertake measures to ensure a safe and healthy working environment.

### **Victim- and survivor focus**

- We put victims and survivors at the heart of everything we think and do
- We provide services to victims or survivors only in the context of a professional relationship based on valid informed consent.
- We provide services and represent ourselves as competent only within the boundaries of our education, training, license, certification, supervised experience, or other relevant professional experience.

- When we provide victims or survivors with legal or any other type of services that are paid for by TRIAL International, we do not ask any remuneration or any other kind of favors from victims and survivors, directly or indirectly.
- We understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures. We should have a knowledge base of the culture of victims and survivors and be able to demonstrate competence in the provision of services that are sensitive to their cultures and to differences among people and cultural groups.

### Confidentiality

- We handle confidential information and data that need protection in the correct manner and always remain mindful of confidentiality and data protection requirements when handling sensitive information.
- We respect and ensure all parties understand their obligations with regard to confidential information in the course of our professional relationships.
- We provide victims and survivors with reasonable access to their records and take steps to protect the confidentiality of other individuals identified or discussed in such records.

### Behavior in public

- We know that even in a private capacity, our actions and statements can arouse public interest and have unintended effects.
- We do not make unsubstantiated or false accusations, spread rumors and utter provocative comments.
- We take into account our collaboration with TRIAL International in the context of our communication, in particular on the internet and on social media, and exercise great care when expressing opinions in public about TRIAL International or its activities.

### Financial resources and material

- We use the resources and assets of TRIAL International in accordance with contractual agreements and legal provisions and ensure a legal, economical and efficient use of the funds entrusted to us, so as to achieve the agreed objectives.
- We use the material entrusted to us exclusively for professional purposes
- We use the logo of TRIAL International or refer to the support provided for by TRIAL International only within a pre-agreed framework or with the specific approval of TRIAL International.

### Conflict of interest, fraud and corruption

- We are alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment.
- If a conflict of interest or the appearance of such a conflict is nevertheless inevitable, we shall immediately inform TRIAL International.
- We do not participate in, condone, or are associated with fraud and corruption.
- We do not solicit or accept gifts, invitations or other favors likely to procure us or third parties an undue material or immaterial advantage and to undermine our integrity or restrict our capacity for action or judgment.

## Compliance

Our position on human rights includes taking action to promptly report conducts inconsistent with the Code, its values or the law — even if the facts of the situation are not entirely clear.

All reports of misconduct will be taken seriously and treated confidentially, consistent with a full and fair inquiry.

If you have any questions concerning the Code or how it applies to specific situations, or if you know of or suspect a violation of the Code, you get in touch with your contact person at TRIAL International; or you can also if necessary make a report at [compliance@trialinternational.org](mailto:compliance@trialinternational.org).

Date and place:

Name and surname of authorized representative of the partner:

Signature: