



Center for Peace and Conflict Resolution Studies Code of Conduct

The Center for Peace and Conflict Resolution Studies (Center) is considered as the gate of the University of Duhok to spread the culture of peaceful resolution of conflicts in the Kurdistan Region and Iraq. In order to ensure the achievement of the Center's objectives effectively, the people associated with the Center and its partners, whether individually or collectively, are obliged to follow the high standards of professional and moral conduct established by the Center. It is hoped that the Center's staff, trainers, volunteers in its activities, as well as its partners, will abide correctly by this Code of Conduct*, as well as to other Center policies. This Code of Conduct is considered a part of all the contracts and agreements of the Center, and it is a mandatory action guide for all parties in all activities which they will undertake on behalf of the Center. The provisions of this Code apply to the Center staff, trainers, researchers, volunteers and the Center's partners, each according to how these provisions relate to him/her, as this Code contains the legal and ethical standards relevant to the conduct expected from all these parties. Thus, they are required to fully comply with this Code's rules during and after their performance of the tasks and responsibilities relating to the Center's activities and projects.

* This Code is one of the outputs of the project *Building University Capacity in Peace Education in Duhok and Mosul*, which was implemented by the Center in cooperation with the Center for Global Affairs at New York University's School of Professional Studies and funded by the United Nations Development Program (UNDP), in 2017-2018. This Code is created in the frame of a consultative process that has been participated in by the Center's affiliates, trainers and the Project team that belongs to the Center for Global Affairs at NYU SPS. Revised on 9th May 2018.



The Code of Conduct for the Center for Peace and Conflict Resolution Studies at the University of Dohuk, is a binding document:

- In case you do not comply with any of the rules of conduct contained in this document, the Center may terminate your association with it permanently and initiate legal proceedings against you, if the non-compliance constitutes a crime punishable by law.
- You are bound to read and understand all the rules of conduct contained in this document.
- You are required to report any violations of this Code of Conduct. Failure to report any alleged misconduct will constitute a violation of this Code of Conduct.
- If you have known or seen or heard of any misconduct perpetrated by the Center's staff, one of its trainers, volunteers in its activities, or its partners, that constitutes a violation of this Code of Conduct, you are obliged to report this breach to the director of the Center, or to the administration of the University of Duhok in case this alleged breach is committed by the administration of the Center.
- All notifications will be handled in a confidential and proper manner with great attention. The Center will take necessary steps against any violations of this Code of Conduct, whether violations are committed by the Center administrators, trainers, volunteers in its activities or its partners.

1. General criteria applicable to the management of the Center:

As director of the Center, or an administrator of the Center, either permanently or temporarily, I shall abide by the following:

- 1.1 To work outside the boundaries of politics, religion, gender, race and ethnicity. I will also work in a way so that the the Center's projects are conducted independently of any personal purposes and interests, and to be directed towards achieving the interest of the Center and the public interest.
- 1.2 I will take into my consideration, as far as possible, that the implementation of the Center's projects supports development of the capacities of people



associated with the Center. Also, I will ensure that these projects and activities will seek a balance between individual and public concerns, paying special attention to improving the quality of services provided by the Center, including welcoming new contributors with needed expertise and qualifications.

- 1.3 I shall respect the principle of equality between all, and to avoid discrimination or bias towards trainers, researchers, participants or beneficiaries of the Center's activities, or volunteers, for any reason based on gender, language, religion, political or non-political opinions, national or social origin, fortune, descent, or other reasons. This does not include cases that require the availability of conditions of expertise, qualifications or craft.
- 1.4 I shall abide by the provisions of all international instruments relevant to human rights, especially those dealing with combating discrimination against women, protecting the rights of the child and persons with special needs. Also, I will comply with all applicable laws prohibiting and punishing harassment and sexual assault.
- 1.5 I shall encourage the initiatives that enhance and call for respecting human rights set forth in relevant international and national instruments, first and foremost the Universal Declaration of Human Rights.
- 1.6 I ensure that I will announce all opportunities through the means available to the Center and that these opportunities shall be available in a timely manner to all associated or those concerned with the Center's activities and opportunities.
- 1.7 I will be committed to transparency in all agreements that will be concluded by the Center, and make the Center's documents available to all partners and donors, except those documents that require the approval of the competent party prior to disclosure.
- 1.8 To conduct the tasks and commitments that I have undertaken towards the Center with honesty and professional integrity, and to accomplish them by the specified deadlines without negligence.
- 1.9 I ensure that the Center's doors are open to volunteers and I will work to ease their participation in the Center's activities. I encourage the Center to enhance the existing capacities and qualifications of volunteers.
- 1.10 I will use the Center's funds and assets for the purposes of serving the public interest only, and I will deal with all its property to the maximum extent of seriousness; I shall not disclose data concerning the Center even after the end



of my relationship with it, without having a written acceptance from the person responsible for those data.

- 1.11 I will not take or publish photos or videos belonging to a person or people, in the Center's publications, reports or its social networking sites or in social media sites, without the consent of the concerned person or persons. Otherwise, I will assume any legal liability that may result from my actions.
- 1.12 I will inform the Center's partners and donors of the necessity of complying with the provisions of this Code of Conduct.

2. Ethical and professional standards for researchers, trainers and partners:

As a researcher or trainer at the Center, or I undertake training by the name of the Center or in its favor, or represent one of its partners in one of its projects or activities, I undertake and abide by the following:

- 2.1 I will respect all persons, whether trainers, involved in activities, volunteers, or partners of the Center equally, and without any discrimination on the basis of race, ethnicity, sex, religion, political opinions or disability.
- 2.2 I will abide by the provisions of all international instruments relevant to human rights, especially those dealing with combating discrimination against women, protecting the rights of the child and persons with special needs. Also, I will comply with all applicable laws prohibiting and punishing harassment and sexual assault.
- 2.3 I will be patient and respectful towards all the people with whom I have dealings, including colleagues, beneficiaries, local leaders, representatives of the government, donors and staff of non-governmental organizations and international organizations.
- 2.4 I shall avoid practices that will endanger the life or safety of other people or discredit their reputation.
- 2.5 I shall work responsibly with the members of the communities in which the Center operates and I must seek the achievement of the interest of communities to which the Center provides services.
- 2.6 I will respect and consider the various social standards and customs, and to take into consideration the appropriateness of time and the means of communication.
- 2.7 I should be familiar with the Center's policies and its objectives that relate to peacebuilding and enhancing respect for human rights.



- 2.8 I will participate actively in achieving the objectives of the Center and its tasks, and for this purpose I should commit to the responsibility towards all interest holders, the society, donors and government sectors including the University of Duhok.
- 2.9 I will demonstrate love, and the principles of peace and human rights, in all my behaviors, and will not express feelings or thoughts contrary to these principles publicly, especially through the media and social networking sites.
- 2.10 I will perform the tasks and actions that are entrusted to me by the Center, and will complete performance of the commitments I undertake towards the Center and in the dates specified by the Center.
- 2.11 I shall contribute to the creation of a harmonious workplace based on team spirit, mutual respect and understanding, and I will avoid personal assessment that is not required for implementation of the Center's activities.
- 2.12 I will seek continuous learning and development of skills and the application of new knowledge, and will seek to gain competencies and expertise where available, as well as to participate in all programs and activities carried out by the Center for this purpose.
- 2.13 I will work to recruit or attract new trainers or new associates to the Center's activities, whose skills and expertise are needed, and will seek to ensure the development and improvement of their capabilities and qualifications.
- 2.14 When any doubts or serious fears are generated by anyone, whether the management of the Center, trainers, partners, beneficiaries of the Center's activities or others, regarding abuse, or assault or harassment, whether verbal or physical, or the exploitation on the basis of sex, whether in the place of performing the activity or another, I shall immediately inform the Center of these fears or doubts through the reporting mechanisms adopted.
- 2.15 I agree to be subject to a periodic evaluation by the Center or its partners, of my skills and knowledge in the topics relevant to my field of work with the Center, and agree that I shall not claim any rights from the Center in case I do not undergo this evaluation or fail to pass it successfully.
- 2.16 I shall implement the decisions that will be taken by the Center's management that aim to ensure gender balance in the establishment of all activities.
- 2.17 I shall preserve the Center's property and assets, and will not disclose its data or use its programs, documents, studies or its publications without prior consent of the Center. I agree that my use of any of the Center's training



materials in any other purpose that is not related to the Center and without getting the Center's permission, will end my association with the Center.

2.18 I will not take or publish photos or videos belonging to a person or people, in the Center's publications, reports or its social networking sites or in social media sites, without the consent of the concerned person or persons. Otherwise, I will assume any legal liability that may result from my actions.

2.19 In the case of any conflict between the Center's interests and my personal interests, I should commit to prioritizing the Center's interests over my personal interests.

2.20 I agree that I am not entitled to represent the Center or to speak on behalf of the Center in public, except when I have received official authorization to do so from the Center.

Full Name:

Date:

The status in the Center:

Place:

Signature: