



## The Cultural Studies Center for Peace Code of Conduct Policy Document

### Introduction

Founded by a group of activists, academics and artists who have a civil society background and carry out rights-oriented work, the Cultural Studies Center for Peace aims to enhance democracy on the basis of the principle of participation and to contribute to lay the ground for social peace through inclusive and transformative justice.

Our organization aims to reinforce the culture of peace in Turkey aiming to understand the structural and cultural origins of social inequalities based on race, religion, age, gender, sexual orientation/gender identity and economy in Diyarbakir by means of scientific data-based production of knowledge.

This document has been prepared to explain the code of conduct of the Cultural Studies Center for Peace (hereinafter referred to as the "Organization"). The Code of conduct has been prepared in accordance with the mission, vision, values and guiding principles of the Organization. These rules will be used as a guide for us to act in accordance with our values in the problems we may encounter within the Organization.

### Scope

These rules and principles, prepared within the framework of the above-mentioned resources, are valid for all administrative structures of the Organization, managers and all staff employed by the Organization.

In this context, the Board of Directors, the members of the Supervisory Board and the employees of the Organization undertake to maintain high standards of integrity, transparency and accountability criteria, to act in accordance with these rules, the main values of the Organization and its guiding principles, as well as to support these criteria, values and principles.

### Rules

- 1. Anti-Harassment and Anti-Bullying:** Any kind of harassment and bullying is not tolerated in our community. The concept of harassment is not limited to racist, sexual or ethnic content. It also includes psychological harassment (mobbing), which harms the personal values, health, professional status or social relations repeated in a systematic, malicious and deliberate manner for the purpose of intimidation or dismissal from work. It also includes negative attitudes and behaviors having above mentioned consequences.
- 2. Children and Vulnerable Adult Protection:** Children and vulnerable adults are protected at the highest level from intentional or unintentional acts and misconducts that put them at risk of abuse, sexual exploitation, injury and any other harm. The Organization pays maximum attention to vulnerabilities in the recruitment processes.

- 3. Anti-Discrimination:** In all human resources processes and daily collaborations for work; discrimination based on race, color, gender, age, religion, marital status, sexual orientation, gender identity, political opinion or involvement, ethnic identity, health status, family responsibilities, as well as discriminatory practices which provoke domestic and economic violence or prejudices stemming from the factors such as age, physical disability, educational or intellectual disadvantages or age are absolutely unacceptable.
- 4. Confidentiality and Respect:** Every employee respects the private life and personal spaces of other employees and participants in the activities of the Organisation.
- 5. Information Security:** Even if personal data is legally recorded, it cannot be obtained, shared and disseminated to third parties without the permission, consent and information of the owners, except for legal obligations. Employees protect and do not destroy or misuse information and records related to the Organisation.
- 6. Intellectual Property Rights:** Employees show full respect and care to protect copyrights, patents, trade secrets, license agreements and the works of producers.
- 7. Ethics Committee and Violation Assessment:** The Ethics Committee, consisting of 3 members, is in charge of the evaluation and decision process of suspected violations of the code of conduct. Care, upon the decision of the Board of Directors, is taken to ensure that the members of the Board are recognized and sensitive on issues such as gender equality and diversity, conflict transformation, non-violent communication, restorative justice. At least two of the Board Members are appointed from among those who have publications in the field of gender studies or who are actively working in organizations conducting activities on gender issues. Any person who has received a disciplinary penalty on an issue related to harassment, discrimination and fraud is not eligible to the Board.
- 8. Violation Assessment and Decision Process:** The Ethics Committee decides, considering the characteristics of the concrete case and all the factors as a whole including the intent or negligence of the employee, his/her past behavior and performance, the extent of the violation, whether it is repeated or not, the possible damage and cost to the institution's reputation. In addition, the Ethics Committee decides on necessary measures to stop the violation, prevent it from recurring, and correct the consequences as much as possible.

This code of conduct policy has been prepared to represent the social responsibilities and ethical values of the Organization. All employees and executives are expected to act in accordance with these rules. This code of conduct has been designed to protect and reinforce the reputation of the Organization and to protect the safety and rights of employees.

This policy was adopted and entered into force with the decision of the Board of Directors numbered 6 and dated 01.06.2023.