

FUNDRAISING - MANAGEMENT - COMMUNICATION

Code of Conduct

1. Purpose of this document

To state PIRON's commitment to conduct that is ethical, legal, and consistent with the company's values and mission, and to outline and give general guidelines to all PIRON personnel for living up to PIRON's core values and mission statement, as well as for upholding and maintaining the effectiveness and reputation of the company.

This policy is designed to ensure that employees conduct themselves with dignity and respect towards one another, the clients we work for, the partners we work with, and the stakeholders we engage with, to ensure full disclosure and to maintain the professional standing of the company.

2. PIRON's Core Character

PIRON is a company driven by the Christian faith and based upon values and principles of Jesus Christ. PIRON respects all religions and believes in Freedom of Religion and Belief. PIRON's 'Good to Great' mantra forms the foundation for the company's internal and external setup and character. PIRON is driven by the long-term vision of "Joint action through sustainability-oriented thinking." PIRON's mission is to (1) act as a bridge builder who inspires and co-creates tailor-made sustainable solutions with a special focus on faith-inspired actors, (2) facilitate partnerships for resource mobilization, implementation, and communication.

3. Policy Statement

PIRON is committed as an organization to ethical and legal principles consistent with its values and mission. PIRON opposes and does not act as a willing party to wrongdoing, corruption, bribery or other financial impropriety, or illegal acts in any of its activities.

PIRON takes prompt and firm corrective action whenever and wherever wrongdoing of any kind is found among its personnel. PIRON staff are expected to conduct themselves in a manner that reflects honesty and integrity, and that maintains the effectiveness, values and mission of the company. These standards of conduct are maintained despite possible prevailing contrary practices elsewhere.

4. PIRON Core Values

PIRON's core values are:

- Sustainability we strive for a balance in meeting present needs between equally important goals (social, economic and environmental) in everything we do without compromising the needs of future generations
- 2. Togetherness we commit to gender equality and diversity, especially diverse and gender equal representation in leadership/decision-making positions and that the voices of all people regardless of their age, gender, religion, sexual orientation, disability, ethnic background, or political opinion are listened to and acknowledged. We think, plan and act together.
- 3. Excellence we are fully committed and constantly strive for new levels of greatness
- 4. Integrity we do what we say, and we say what we do, even if no one looks

5. PIRON Servant Leadership

The key task of PIRON's leadership is to maintain and promote a 'good to great' culture and to embody the full range of servant leadership (Matthew 20:26: "Not so with you. Instead, whoever wants to become great among you must be your servant"). We are committed to a participatory approach to leadership, both in internal processes and operations and in external mission delivery and communication. Employees in positions of management/leadership are entrusted by the company with a greater responsibility regarding authority, visibility, and accountability. Due to the role model function, compliance with this Code of Conduct for Managers at PIRON is monitored with particular care. This means that PIRON's leadership will in all situations strive for excellence in processes and results and - leading by example - will show a decent balance between challenging and supporting/encouraging team members.

6. Rules of conduct / Compliance Mechanisms

While it is not possible to list all the forms of behavior that are considered acceptable or unacceptable, the following is a partial list of the kinds of behavior or conduct that are expected:

- Treating others with respect, dignity, and impartiality
- Living up to diversity and gender justice, respecting all team members regardless of their religious, cultural, or ethnic background and their gender identity
- Avoiding practices which force or infer exclusion
- Behaving in an honest, trustworthy, and ethical manner addressing all forms of violationsimmediately and pro-actively.
- Adhering to applicable laws in PIRON's countries of operation and PIRON policies
- Adhering to safety, security, and health rules
- Properly managing PIRON assets, funds, or other property, etc.
- Maintaining appropriate office etiquette (this includes timeliness and adequate preparation formeetings)

We, at PIRON are fully committed to working with Integrity and our Code of Conduct specifically prohibits engaging in unethical behavior. There is never a justification for falsifying records, misrepresenting factsor engaging in any other fraudulent behavior.

Some forms of behavior considered unacceptable, such as the partial list indicated below, willresult in corrective action, up to and including termination of employment:

- 1. Unlawful or dishonest activities.
- 2. Disrespectful conduct and human dignity violations.
- 3. Discrimination of other people because of their gender or ethnic background or disability
- 4. Financial impropriety in any form, including (but not limited to) bribery.
- 5. Sexual or other forms of harassment.
- 6. Threatening violence or engaging in violent behavior in the workplace.
- 7. Theft, misappropriation or inappropriate removal or possession of any assets, funds or other property belonging to PIRON, a coworker, a business partner, or a client.
- 8. Showing favoritism (for example, showing an improper preference or allowing inappropriate factors to influence decisions regarding dealings with others, including suppliers, contractors, business partners, clients, and employees)
- 9. All forms of alcoholism and abuse of drugs
- 10. Falsification of records
- 11. Excessive absenteeism or any excessive absence without notice.

We will annually review and internally discuss our progress and ensure this Code of Conduct remains relevant to our needs.

Bonn/Accra, February 2022

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