



## Code of Ethics for Individuals

This Code of Ethics is a set of principles and values outlining the responsibilities and professional practices for individuals and organizations in the field of EU project management for the entire project cycle.

I, as being involved in the management of EU projects, declare the intention...

### Communication

- ...to be honest and act with integrity.
- ...to act with responsibility and respect toward all stakeholders.
- ...to demonstrate transparency in my work and in the communication with all involved stakeholders.
- ...to provide all necessary information, accurately and within the defined time schedule to all relevant stakeholders.
- ...to respect the right to confidentiality and privacy of all individuals who are involved in the project activities and to use information only for the work-related purposes for which it was intended.
- ...to respect the intellectual property rights of others with care and caution.

### Quality

- ...to always strive for the highest quality of results.
- ...to ensure that project results are relevant to the specific end-users / beneficiaries of the project.
- ...to regularly monitor the progress of the project, especially against the assumptions made during the planning phase.
- ...to verify and influence all relevant factors that can affect the sustainability of the projects results.
- ...to adhere to the principles of Corporate Social Responsibility (CSR) and the Human Rights-Based Approach (HRBA).

### Professionalism

- ...to strive to achieve effectiveness and efficiency by applying recognized project management methods and tools according to the situation.
- ...to strive constantly to improve my knowledge and skills in the field of project management.
- ...to be familiar with, and constantly improve acquired knowledge of, EU policies, their objectives, legal documents and specific funding programmes.
- ...to only accept the type of engagements for which I have gained experience and competence.
- ...to learn from end-users' feedback, take time for self-reflection and seek ways to improve own performance.
- ...to document, report and disseminate lessons learnt and maintain project documentation in consistence with the applicable requirements of the respective programme.
- ...to act with leadership.

### Interests

- ...to be aware of the various interests of the stakeholders who are affected by the project activities.
- ...to respect the different interests of the project partners and to discuss conflicts of interest in a project consortium proactively with the partners.
- ...to develop and respect formal agreements between partners in a project consortium.

### Accountability

- ...to keep costs of services for the end-users / clients affordable and the mechanisms to establish those costs transparent.
- ...that any work done for the preparation of a proposal, regardless of the success of the proposal, should be reasonably compensated for.
- ...to reject any form of corruption.
- ...to use all project funding correctly.