



CODE OF CONDUCT

February 2024



This Code of Conduct provides the framework within which those who work for or on behalf of International Conflict and Security Consulting (INCAS), regardless of location or role, undertake to carry out their duties and to conduct themselves while doing so. It sets out what INCAS expects of those who work for or with us, and what they can expect from INCAS.

All those who work for or on behalf of INCAS are required to sign up to this Code of Conduct. Any breach of the Code of Conduct could result in immediate termination of contract and/or relationship with INCAS.

OUR COMMITMENTS

At INCAS, we will:

- Be guided by our values of kindness, integrity, honesty, respect, transparency, accountability and inclusion in everything we do;
- Ensure the highest standards of honest, ethical and transparent behaviour by those who work for or on behalf of us;
- Ensure a safe and inclusive work environment that promotes wellbeing, personal development and productivity;
- Take a zero-tolerance approach to any form of bullying, harassment, discrimination, exploitation or abuse;
- Implement robust data protection protocols to protect the personal data of and confidential and/or sensitive information regarding those who work for us, our business, clients and partners;
- Not divulge non-public information about a client or partner to any other party, without the permission of that client or partner, or unless a judicial decision requires us to do so;
- Address actual, potential or perceived conflicts of interest quickly and constructively;
- Take a zero-tolerance approach to all forms of fraud, bribery and corruption.
- Abide by local law in all countries where we work, and respect international standards as articulated in the Universal Declaration on Human Rights and ILO Core Conventions; and
- Reduce our carbon emissions and pursue an environmentally sustainable business model.



YOUR COMMITMENTS

While working for or on behalf of INCAS, you will:

Integrity

- Uphold the integrity and reputation of INCAS by ensuring that your professional and personal behaviour is consistent with INCAS's values and standards, as set out in this Code of Conduct;
- Be open, honest and trustworthy in your work and with all those with whom we work;
- Not work under the influence of alcohol or any illegal substances;
- Inform INCAS of any criminal convictions or charges you have had prior to working with us;
- Inform INCAS if you have been subject to any administrative or disciplinary action by contracting entities and/or employers related to misconduct, abuse of power or sexual harassment; and
- Notify INCAS if you face any criminal charges or administrative or disciplinary action by others during your work with us.

Respect and dignity

- Treat all people with whom you work, or who you encounter while carrying out your work, with respect and dignity;
- Contribute to a work environment that promotes mutual respect, integrity, dignity and non-discrimination; and
- Challenge and call out any form of bullying, harassment, discrimination, exploitation or abuse.

Health, safety and security

- Comply fully with INCAS's health, safety and security (HSS) protocols; and
- Ensure my behaviour or the behaviour of colleagues does not cause any unnecessary risk to the health, safety, security or welfare of yourself and others.

Confidentiality and data protection

- Respect the confidentiality of clients, suppliers, co-workers and INCAS itself;
- Protect confidential and/or sensitive information from unauthorised access or disclosure; and
- Comply fully with INCAS's data protection protocols.



Conflict of interest

- Declare any actual, potential or perceived conflicts of interest; and
- Declare any financial, personal or family interests which may have an impact on INCAS's work.

Bribery and corruption

- Not offer, promise, give or accept any bribes; and
- Challenge and report any form of corruption.

Rule of Law and international standards

- Not break the law in any country where you work for or on behalf of INCAS; and
- Respect international standards.

Climate responsibility

- Endeavour to work in an environmentally sustainable way.

Whistle blowing

- Report to the INCAS CEO any concerns you have about the conduct of any of our associated experts, staff, or partners, if you feel safe to do so; or
- Send an email to our anonymous whistle blowing email at: alert@incasconsulting.com, where you can safely report concerns and breaches of conduct.

In accepting my association with INCAS, I agree to carry out my work and to regulate my conduct in accordance with the standards and values set out in this Code of Conduct.

Signature:

Name:

Date:



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