

# Silba – Initiative for Dialogue and Democracy’s Code of Conduct

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## SECTION 1: GENERAL PRINCIPLES

### ARTICLE 1

Participants shall maintain strict impartiality in the conduct of their duties and will, at no time, publicly express or exhibit any bias or preference in relation to national authorities, parties, candidates, or with reference to any issues in contention in the election process.

### ARTICLE 2

Participants shall behave in an unobtrusive manner and shall not interfere in the electoral process.

### ARTICLE 3

Participants shall attend all required mission briefings and debriefings and adhere to the deployment plan provided by the EOM Coordination Team.

### ARTICLE 4

Participants shall at all times follow the instructions given by the EOM Coordination Team.

### ARTICLE 5

Participants shall exhibit the highest levels of personal discretion and professional behaviour at all times. This includes behaviour during free time and after working hours.

### ARTICLE 6

The use of illegal substances is strictly forbidden and shall result in immediate expulsion from the mission. Excessive alcohol intake shall not be tolerated.

### ARTICLE 7

Participants shall comply with all national laws and regulations.

### ARTICLE 8

Participants shall not take any unnecessary or undue risks. Each member’s personal safety and security overrides all other considerations.

### ARTICLE 9

Participants shall not add comments to the media on the electoral process or on the substance of their observations, and any comment to the media shall be limited to general information about the observation mission and the role of the observers. If a participant is approached by the media with questions about the mission, he/she is required to inform the Coordination Team, give binding instructions on how to approach the medium in question.

### ARTICLE 10

Participants shall at all times respect the policy against Harassment, Sexual Harassment and Discrimination.

## **SECTION 2: POLICY AGAINST HARASSMENT OR DISCRIMINATION IN ANY FORM**

Silba has a zero-tolerance policy for behaviour that constitutes harassment, sexual harassment or discrimination regarding gender, race, religion or belief, nationality, ethnic or social origin, age, sexual orientation, marital status, disability or other aspects of personal status.

### **ARTICLE 11**

Each participant, must acknowledge to obey this Code of Conduct by accept the terms in writing, and also acknowledges that he or she shall refrain from engaging in behaviour that constitutes harassment, sexual harassment or discrimination.

### **ARTICLE 12**

Silba reserves the right to use all measures necessary to prevent and stop behaviour related to harassment, sexual harassment or discrimination.

## **SECTION 3: IMPROPER BEHAVIOUR, COMPLAINTS AND COURSE OF ACTION**

### **ARTICLE 13**

If a participant experiences the behaviour of a fellow participant or coordinator is improper the participant is encouraged to contact any one or all of the coordinators and take the following steps:

1. Explain what you have experienced, which articles of the Code of Conduct you feel have been breached and, if applicable, that you tried to talk to the person to solve the problem.
2. Tell the coordinator(s) how you would like to proceed (for example, the coordinator could talk to the person to resolve the problem). If this does not lead to a satisfactory solution, the participant can lodge a formal complaint with the coordination team. This should include the following:
  1. The participant's name
  2. Type of improper behaviour the participant experienced, including which articles the participant feels have been breached.
  3. The date, time and place of the occurrences
  4. Name of the person(s) accused of improper behaviour
  5. Supporting documents if possible (for example, e-mails or other correspondence)

### **ARTICLE 14**

If a participant experiences improper behaviour from one of the coordinators, he or she is encouraged to take the following steps:

1. Discuss the problem with another coordinator.
2. If this is not an option, or if this does not lead to a satisfactory solution, contact Silba's EOM Responsible
3. The participant can file a formal complaint against the alleged offender by contacting the main board of Silba. This complaint should state the following:
  1. The participant's name
  2. Type of improper behaviour the participant experienced, including which articles the participant feels have been breached.
  3. The date, time and place of the occurrences
  4. Name of the person(s) accused of harassment or discrimination
  5. The relief that is claimed and the solution that the participant would like to see)

6. Supporting documents if possible (for example, e-mails or other correspondence)

#### ARTICLE 15

Information given by the victim as well as the accused in a matter brought before the coordinators shall, upon request, be heard under conditions of strict confidentiality unless these conditions create a breach of the Code of Conduct.

#### ARTICLE 16

A participant that is part in a complaint, be that the accused or the victim in a case of improper behaviour, shall always be heard by more than one coordinator, so as to avoid any possible confusion, inconsistency or bias of information.

### **SECTION 4: DISCIPLINARY MEASURES**

#### ARTICLE 17

The coordination team, in coordination with Silba's EOM Coordinator or any relevant members of the main board of Silba, reserves the right to give out informal warnings, formal warnings and the right to expulse a member from the mission, if he or she is in violation of this Code of Conduct. Furthermore, the coordination team has the right to expulse a participant directly and without coordinating this matter with the aforementioned board members if his or her behaviour endangers the safety or security of the mission, a participant, or local population.

#### ARTICLE 18

A informal warning is defined as a warning, given in verbal and written form that shall not be entered into Silba's records. The informal warning should state that the behaviour of a participant is in breach of the Code of Conduct and which articles have been breached. This warning shall be given by at least two members of the coordination team, to avoid any possible confusion, inconsistency or bias of information. The informal warning is typically given for mild offenses.

#### ARTICLE 19

A formal warning is defined as a warning, given verbally and in written form that shall be entered into Silba's records and has consequences for future participation in a Silba EOM. The formal warning should state that the behaviour of a participant is in breach of the Code of Conduct, which articles he or she has breached and why this behaviour calls for the issuing of a formal warning. This warning shall be given by at least two members of the coordination team, to avoid any possible confusion, inconsistency or bias of information. The formal warning is typically given for more serious breaches of the Code of Conduct or repeated improper behaviour.

#### ARTICLE 20

Expulsion from the mission includes the confiscation of the participants' accreditation, exclusion from the mission programme, and expulsion from the mission accommodation. A decision to expulse a participant should be taken in coordination with the EOM Coordinator or the main board of Silba, unless it is abundantly clear that the participants' behaviour calls for expulsion. Furthermore, the participant in question has the right to receive written information containing the following:

1. Type of improper that has led to the disciplinary measure, including which articles of the Code of Conduct have been breached.
2. The date, time and place of the occurrences
3. The reason for choosing the disciplinary measure used

4. Supporting documents if possible (for example, e-mails or other correspondence)

**ARTICLE 21**

Any participant who becomes subject to disciplinary measures may appeal the decision to hand out a written warning or the decision to expulse the participant to the main board of Silba.

**ARTICLE 22**

If a participant has become the subject of expulsion or a written warning, the main board of Silba reserves the right to be informed.

**SECTION 5: ROLE OF THE COORDINATION TEAM**

**ARTICLE 23**

The coordinators shall take the greatest possible care to behave professionally and be an example to participants, especially when handling complaints from the participants or handling confidential information.

**ARTICLE 24**

The decision to use disciplinary measures must always be taken unanimously by all coordinators, or if this is not possible by the largest number of coordinators available. In case an issue is not solved in due course of time, the Head Coordinator is to take an executive decision in order to resolve the issue.

**ARTICLE 25**

The coordinators shall handle sensitive or confidential information with the highest possible level of scrutiny.