

INFORMATION CODE OF CONDUCT

Your organisation will act as partner¹ of the Recipient **UBA - Umweltbundesamt GmbH** within the project **EU4 Green Recovery: EU support to the Green Agenda implementation in the Western Balkans (ADC-Contract No. 8385-00/2022)** funded by the Austrian Development Agency (ADA).

ADA has the statutory mandate to carry out measures of development cooperation. In order to fulfil this mission, **integrity** and **professionalism** are prerequisites for ADA.

ADA expects from its Recipients and their partners the **adherence to the following fundamental rules** in the implementation of its projects:

- Personal interests may affect the objective and substantive performance of the project. Conflicts of interest may arise, for example, due to personal or commercial connections with target groups or third contractual partners of ADA. Partners of the Recipient shall notify the **Recipient promptly of each and every existing or potential conflict of interest**, so that the Recipient can consult with ADA with respect to further action.
- **Recipients and their partners shall not solicit third parties for any gifts or other personal benefits in the course of the project implementation.** Only low-value gratuities which are customary in the local area and business sector may be accepted or granted. It is never permissible to grant or accept gifts or other personal benefits with regard to an action or omission in breach of an obligation or the exercise of an undue influence on the decision-making process of a third party.
- Activities in the course of the project implementation must **not contribute to any violation of human rights** (neither directly nor indirectly). In particular, **non-discrimination principles** and **principles of equal treatment** must be complied with. Social and environmental standards stipulated by local law or international agreements shall be observed.
- Applicable laws or **provisions on combating money laundering or terrorism financing** shall be complied with and all reasonable efforts shall be taken to prevent any violation of such provisions in the course of the project implementation.
- **Reporting Persons** shall not incur any detriment or discrimination due to providing information in **good faith**.

¹ Partners of the Recipient are particularly its sub-contractors and sub-recipients.

ADA INFORMATION POINTS

WHEN TO CONTACT THE INFORMATION POINTS?

In the event of suspicion of irregularities (such as corruption, fraud, misuse of funds, breach of contract) concerning projects funded by the Austrian Development Agency (ADA).

WHO CAN CONTACT THE INFORMATION POINTS?

- ADA employees
- **Contract partners of ADA (Recipients), their partners (sub-contractors, sub-recipients) and their employees**
- Beneficiaries of ADA projects and every informant of the interested general public

HOW TO GET IN TOUCH WITH THE INFORMATION POINTS?

General Information can be found on the **ADA-Website**:

<https://www.entwicklung.at/en/ada/integrity>

• Internal Information Point

ADA Integrity Officers

www.entwicklung.at/en/ada/integrity/electronic-whistleblower-portal

Address: Zelinkagasse 2
1010 Vienna, Austria

You may also contact the competent local **ADA Coordination Office**.

• External Information Point/ Ombudsperson

Dr. Pilar Mayer-Koukol

www.paulitsch.law/ombudsperson-ada/en

E-mail: ombudsperson-ada@paulitsch.law

Phone: +43 1 361 4007

Address: Hoher Markt 8-9/2/10
1010 Vienna, Austria

HOW WILL INFORMATION BE TREATED?

Confidentially: Information will be treated with the highest confidentiality. If requested, the identity of the informant will not be passed on. Anonymous information is also accepted. However, deliberate false reports shall not be tolerated.

Independently: The ADA Integrity Officers (members of the Executive Unit Law) and the External Ombudsperson are not subject to directives in regard to their activities. Only they have access to reported information.

Follow-up: Every reported information is subject to an acknowledgment of receipt.