

REPUBLIC OF BURUNDI



MINISTRY OF ENVIRONMENT, AGRICULTURE AND LIVESTOCK

BURUNDIAN OFFICE FOR PROTECTION OF NVIRONMENT



CODE OF ETHICS AND PROFESSIONAL CONDUCT

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CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

Summary

CHAPTER I: GENERAL PROVISIONS	4
Section 1: Purpose, scope and definitions.....	4
Paragraph 1: Object.....	4
Section 2: Application Scope	4
Section 3: Definitions.....	4
Section 2: Compliance with standards	5
Section 3: Ethics.....	6
Section 4: From the professional environment.....	6
Section 5: Harassment.....	6
CHAPTER II: RULES OF CONDUCT	7
Section 1: Strict application of laws and regulations	7
Section 2: Adopting and implementing good practices in each area of activity.....	7
Section 3: Remuneration and promotion.....	7
Section 4: Donations and gifts.....	8
Section 5: Professional secrecy	8
Section 6: conflicts of interest.....	9
Section 7: Duty of reserve	10
Section 8: Misappropriation of funds.....	10
Section 9: Irregularities and dishonest acts	10
Section 10: Unauthorized or fraudulent use of information.....	11
Section 11: Creation of false data, false and use of false.....	12
Section 12: Corruption	12
Section 13: Communication and declaration of accurate financial information	13
Section 14: Reporting of offenses	13
Section 15: Audits, investigations	14
Section 16: Duty of training.....	15
Section 17: Exchange of information within the office.....	15
Section 18: Knowledge of partners	15
Section 19: Confidentiality of information	15
Section 20: Email and the Internet.....	17
Section 21: Public Statements and Media Relations.....	17
Section 22: Staff rights	17
Section 23: Abuse of corporate assets	18
CHAPTER III: MODALITIES OF APPLICATION AND SUPERVISION OF THE CODE	19



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

GLOSSARY

Allegation	Declaration or accusation by a person that an act contrary to the rules and principles contained in this code has been or would have been committed. It is not wrong, in this case, to provide evidence or name the suspects, but there is usually a stated basis for the charge.
Code	Code Set of rules, laws, regulations or legal texts
Deontology	Gathers, for people exercising certain public or private activities, the legal and moral rules which they have the duty to respect.
Investigation	Procedure intended to establish the reality of the facts which are the origin linking a person or an organization to a behavior which breaks the law or the policies and procedures of the BOPE.
Ethics	Ethics is the individual disposition to act according to virtues, in order to seek the right decision in a given situation.
Risk assessment	Process used to analyze the risks that can harm or prevent the achievement of the organization's objectives, and which determines whether these risks should be avoided, mitigated, transferred or accepted.
Fraud	The use of deception by a person with the intention of obtaining a benefit for themselves or for a third party by evading an obligation or by causing harm to another party. Fraud includes, among other things, offenses such as: deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, embezzlement, misrepresentation, concealing facts and collusion.
Harassment	Comments, repeated, arbitrary and / or unwanted, gestures, actions, suggestion, or physical contact, based on sex, ethnic origin, or any other physical characteristic which are perceived and attested to as harassment and / or bullying.



CHAPTER I: GENERAL PROVISIONS

Section 1: Purpose, scope and definitions

Paragraph 1: Of the object

Article 1: The purpose of this code of ethics and professional conduct is to formalize the principles and values to govern the BOPE which have been built up over time and constitute the culture of the Office. These principles and values are shared with all staff, members of the Board of Directors and BOPE partners.

This code is not intended to replace or adjust the laws and regulations in force. It allows the Direction, the staff and the partners of the BOPE to have elements of appreciation and references in the conduct of professional activities.

Section 2: Scope Of application

Article 2: The code of ethics and professional conduct applies to all staff and members of the Board of Directors of the Office, which unanimously adheres to these principles and values. It also applies to all the relationships that the OBPE maintains with its partners.

Section 3: Definitions

Article 3: Allegation	Declaration or accusation by a person according to which an act contrary to the rules and principles contained in this code has been or would have been committed. It is not wrong, in this case, to provide evidence or name the suspects, but there is usually a stated basis for the charge.
Code	Set of rules, laws, regulations or legal texts
Deontology	Gathers, for people exercising certain public or private activities, the legal and moral rules which they have the duty to respect.
Investigation	Procedure intended to establish the reality of the facts which are the origin linking a person or an organization to behavior which breaks the law or the policies and procedures of the BOPE.
Ethics	Ethics is the individual disposition to act according to virtues, in order to seek the right decision in a given situation.
Risk assessment	A process used to analyze risks that can harm or prevent the achievement of the organization's objectives, and which determines whether these risks should be avoided, mitigated, transferred or accepted.
Fraud	The use of deception by a person with the intention of obtaining a benefit for themselves or for a third party by evading an obligation or by causing harm to another party. Fraud includes, among other things, offenses such as hoax, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, embezzlement, misrepresentation, concealing facts and collusion.
Harassment	Comments, repeated, arbitrary and / or unwanted, gestures, actions, suggestion, or physical contact, based on sex, ethnic origin, or any other physical characteristic which are perceived and attested to as harassment and / or bullying.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

Sexual harassment:	Sexual harassment is defined as a chain of sexist acts, the repetition of which psychologically weakens the victim.
Moral harassment	Moral harassment at work is defined as abusive conduct (gestures, words, attitudes, behaviors, etc.) which offend their dignity, physical or mental integrity by their insulting or repetitive nature. 'a person. It is however important to distinguish moral harassment, pressure and stress related to certain functions or certain professional contexts.

Notice: Considering the difficulty associated with qualifying certain situations of harassment, an email should be sent to the competent service, which will help the officer concerned to better qualify the situation experienced. It should be noted that harassment is not always linked to a hierarchical relationship and can have various sources and origins within the BOPE.

For each situation qualified as harassment by the competent service, the General Management will take the necessary measures to put an end to this situation in accordance with the disciplinary measures provided for by the internal rules of the BOPE.

Section 2: Compliance with standards

Article 4:

4.1. Any person linked to the BOPE by an employment contract, a mandate or seconded from the public service made available to the BOPE must agree to submit to compliance with the standards defined in this Code of Ethics as well as the rules fixed within the Office.

4.2. Supervisors must ensure that the rules and principles are applied, but also that an enabling environment is maintained in order to encourage staff to comply with the rules.

4.3. No act contrary to these rules will be permitted simply because it is justified by the uses of the environment.

4.4. In case of non-compliance, the BOPE employee could be subject to disciplinary measures up to the termination of the employment contract.

In the event of termination of the employment contract, all rights to the property and to the information held or obtained under the contract revert entirely to the Office.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

Section 3: Ethics

Article 5: Ethics is defined as the search for appropriate conduct in a given situation. It takes into account the particularities of a situation as much as its complexity and aims to find solutions. It allows you to make a right decision in the uncertainty of the moment. When the rule does not say it all, ethics are of great help in the following circumstances:

- There are no rules or laws applicable to the situation concerned;
- The rule exists, as well as the associated laws and directives, but they do not provide information on the conduct to adopt.

Article 6: The provisions of this code do not dictate the behavior of each actor in every detail. This code constitutes a benchmark for BOPE staff to guide their reflections with a view to acting appropriately in the most delicate situations.

In the event of a difficult decision to be made, the General Management of the BOPE trusts its staff and is convinced that it is able to carry out a reasonable analysis of the situation and act according to its judgment, under the light values of the Office.

Section 4: The Professional Environment

Article 7: A healthy environment without any discrimination must be created and permanently maintained within the BOPE in order to ensure the best working conditions and opportunities for everyone. Staff integrity and respect for each person are sacred values. Any form of discrimination between staff is prohibited. Staff are required to observe honesty and candor in interprofessional relationships.

Section 5: Harassment

Article 8:

8.1 Harassment and bullying is prohibited. The Agency and its employees must act positively to ensure an environment free from all forms of harassment. In order to respect others, employees must not discriminate against anyone within the Office.

8.2. Any officer who is the victim of harassment or ill-treatment must report it to his superior or to the manager of the treatment and career management section. The allegation thus made will be the subject of investigations.

8.3. All forms of violence and bullying or sexual harassment at work is unacceptable and prohibited.



CHAPTER II: RULES OF CONDUCT

Section 1: Strict application of laws and regulations

Article 9:

9.1. All BOPE staff and administrators must comply, at all times and in all places, with the spirit and the letter of the laws and regulations in force.

9.2. In developing all of its policies, procedures, products and strategies, the Office must ensure compliance with these texts and thus reaffirm its commitment to comply with the laws and regulations governing its activities

9.3. All activities within the Office must therefore be carried out by the Office's employees in accordance with legal and regulatory requirements with the obligation to ensure that they are fully aware of the texts governing the profession and their respective activities.

Article 10: As no one is supposed to ignore the law, workers must not take any act contrary to a law or regulation in force. In the context of the interpretation or application of these texts, any concern should be brought to the attention of hierarchical superiors and the unit responsible for legal affairs. It is recommended in such circumstances to seek legal advice.

Section 2: Adopting and implementing good practices in each area of activity

Article 11:

11.1. Each operational manager must implement and maintain their own monitoring system by appropriate means (information, consultation on the internet, subscription to newsletters and professional journals, etc.).

11.2. When the monitoring methods have a cost (membership of professional organizations, for example), a request for a partial subsidy or full support for this monitoring activity may be established by the Operational Manager and sent to the Human resources.

Section 3: Remuneration and promotion

Article 12: The remuneration of the personnel is made on the basis of the performances and results achieved. Any promotion is granted on the basis of merit and not on personal considerations.



Section 4: Donations and gifts

Article 13:

13.1. BOPE workers are prohibited from accepting gifts in the form of cash or any other financial instrument or benefit of any amount and of any kind.

13.2. Agents are also prohibited from accepting gifts, gratuities or other advantages related to their function from external partners, with the exception of non-financial gifts according to the following criteria:

- Within the framework of professional uses (corporate gift of a non-financial nature and of symbolic value);
- The value of the gift must not exceed 50,000 FBU;
- Not influencing the judgment, the objectivity or the independence of the employee which he must demonstrate in the exercise of his functions.

13.3. In the event of difficulty in estimating the value of a gift, the employee consults his hierarchy. The latter resorts to the Ethics Committee for decision if necessary. Gifts and presents with a value greater than 50,000fbu received from external entities and bodies must be given to the Chairman of the Ethics Committee. Depending on the case, the opinion of the Ethics Committee will be required.

Article 14: The Ethics Committee may decide to hand over to the function responsible for human resources management (salary section and career management), gifts whose value is estimated to be non-symbolic and which cannot be refused or returned. These gifts must be transferred to a charity within one month of their transmission to the Care and Career Management section.

Section 5: Professional Secrecy

Article 15:

15.1. Professional secrecy consists of the rules which govern the behavior of the actors with regard to any information or fact relating to the Institution and not yet made public, or information communicated by the staff, the partners and administrators.

15.2. Every BOPE worker is bound by professional secrecy. He must avoid disclosing, intentionally or unintentionally, sensitive and confidential information. The following are considered sensitive and confidential information:



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

- Information held on projects / programs,
- Opinions and comments during meetings of the various committees,
- Information and data management systems,
- Individual freedoms,
- Reports and procedures for internal use,
- Information gathered during interviews with authorities and other officials,
- Information received from suppliers and / or service providers,
- Finally, any information the disclosure of which is likely to prejudice the BOPE.

15.3. Professional secrecy remains after the cessation of functions and can only be lifted within the precise framework of legal provisions.

Section 6: conflicts of Interest

Article 16:

16.1. Conflicts of interest situations constitute any situation of apparent, real or potential interference between a public interest and public or private interests which is likely to influence or appear to influence the independent, impartial and objective exercise of its functions.

16.2. The situation of conflict of interest materializes when an agent, in the exercise of his / her duties, makes prevail directly or indirectly his / her personal or professional interests or those of a person with whom he / she has ties to the detriment of interests of the Office.

16.3. All workers must avoid carrying out activities in which their personal interests could come into real, apparent or potential conflict with the interests of the Office.

Article 17:

17.1. Conflict of interest situations arise, inter alia, in the following cases:

- Participation of staff in the management of companies or organizations with which they have an interest, personally or through family members, or in which they derive personal profit. Otherwise, he will seek the approval of General Management. If it is the Chief Executive Officer, the approval of the Board of Directors must be sought;
- Interview by staff of business relations with the Office on the sole basis of friendly or family relations and with the aim of attracting donations or doing favors;
- Use of the BOPE label for personal purposes, in particular for the purpose of raising funding or other form of donation.

17.2. Any member of the Board of Directors is prohibited from participating in debates and decision-making on subjects which put them in a situation of conflict of interest or which are likely to compromise their objectivity and independence.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

Article 18:

18.1. In the exercise of their functions, the directors, officers and collaborators of the BOPE have the obligation to promote the interests of the Office. Consequently, they cannot personally profit from a transaction, a service provider, a partner.

18.2. In this regard, workers must subscribe to the annual declaration of conflicts of interest. They will notify their supervisor and the ethics committee and the manager of the career management and treatment section of any business relationship, any professional relationship involving family ties or other than professional.

18.3. Regarding the Directors, prior to their assumption of office and each year during their mandate, the Director submits to the Board of Directors a declaration of conflicts of interest relating to links of any kind which he maintains directly or indirectly with the 'Office, its leaders, its partners.

Section 7: Duty to Reserve

Article 19: In the exercise of their functions, the staff is bound to a strict neutrality of opinion. He undertakes not to use their membership in the BOPE to enhance their personal situation in other instances.

Section 8: Misappropriation of funds

Article 20:

20.1. At all times, the Office is required to protect funds received from the State and partners and to prevent any form of improper use.

20.2. Improper use may include theft, fraud, embezzlement, unauthorized "borrowing" or operations of convenience (ie profit in one way or another from the delay between cashing a check and clearing it), cavalry operations.

20.3. Workers must not, under any circumstances, embezzle funds or property, or knowingly assist anyone to do so. Likewise, they should not convert assets of their own or use them for their own benefit or for the benefit of persons other than the rightful owners, or assist anyone to do so.

Section 9: Irregularities and dishonest acts

Article 21:

21.1. Office workers are responsible for the honesty and integrity that prevail in the workplace. It is therefore the workers' responsibility to protect the rights and funds of the Agency and its partners, and the reputation of the Agency.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

21.2. Any worker, who learns that another worker is acting dishonestly, that he engages in illegal activities, that he carries out operations or maintains links that could likely give rise to a conflict of interest, that " falsifies paperwork or reports, contravenes the Code of Ethics, is responsible for a major breach, or commits any other serious offense within or outside the Office, is required to report these facts without delay to his superior, to the Service in charge of Human Resources (Careers and Career Management Section) and the Ethics Committee, the latter will notify, if necessary, the competent bodies at the Office level.

Article 22: Violations of the Code of Ethics committed by the directors of the Office must not only be reported in accordance with the above guidelines, but also be brought to the attention of the Director General, the Ethics Committee and the Board of Directors.

Article 23: If workers notice an unusual situation in the activities of a partner which could have repercussions on the Office, they must communicate their concerns to the above-mentioned persons. Office workers must respect the limits of the powers conferred on them (signature, delegation of powers, IT clearances, requirements stipulated in policies, etc.). They must follow all instructions from their superiors, unless the instruction expressly violates an Agency principle or rule or poses an unusual danger to their health or safety

Section 10: Unauthorized or fraudulent use of information

Article 24: BOPE workers naturally have access to certain information concerning projects / programs, personnel or external third parties. The disclosure of certain information such as communication on projects / programs (free of charge or on a commercial basis), the dissemination of information relating to an employee's file, etc. is completely prohibited. Each worker will ensure, individually as well as for the personnel under his hierarchical responsibility, the proper use of this information.

Article 25:

25.1. The tools, methods and procedures of BOPE must in no case be disseminated to external third parties, personal relations or unauthorized internal agents unless authorized by General Management.

25.2. Requests or requests for information of external origin (Court of Auditors, General Inspectorate of State, Consultant / service provider, etc.) must be dealt with by the appropriate hierarchical level (Director General, Head of department, Head of section, etc.) Specific contexts and situations such as: the interventions of consultants will justify the transmission of certain information; this must imperatively be carried out centrally and authorized by General Management.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

25.3. It is strictly prohibited for workers of the Office to access and consult information which is not intended for them. In this case, the worker is required to inform the holder or recipient of the information to alert him to the need to conceal the information.

Section 11: Creation of false data, false and use of false

Article 26:

26.1. The creation of false data is defined as the entry into a system or a register of information not backed by a tangible medium (creation of a fictitious project / program on the basis of non-existent or unidentified data, etc.) and whose it is impossible to justify truthfulness.

26.2. Imitating a signature also constitutes an offense punishable by disciplinary and penal sanctions even if it is not carried out with the aim of defrauding, that is to say for reasons of convenience or speed of an operation (signature or endorsement of check, transfer order, etc.).

26.3. The creation of false data also includes the manipulation of accounting data, in particular the interpretation or implementation.

Article 27: Any worker who makes possible a case of creation of false data, who authorizes it or who detects it in the exercise of his functions without alerting his hierarchy or the competent bodies (General Management, Internal Audit, ethics committee, etc.)even without being the beneficiary is also in an irregular situation with regard to our internal rules and this Code.

Section 12: Corruption

Article 28:

28.1. The BOPE formally prohibits its employees from taking advantage of their current or past responsibilities and powers to monetize services, interventions or perform any action likely to justify consideration.

28.2. Regarding purchases, they will be made in accordance with procedures; the specific case of emergency purchases should be avoided as much as possible and be raised in exceptional situations. The relevant departments will take all the necessary measures, in particular as regards early detection of needs and planning of purchases in order to avoid placing the BOPE in emergency purchasing situations, carrying the risk of embezzlement and subjective attribution.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

28.3. In situations where the emergency purchase cannot be avoided, the competent service will draw up a note justifying the merits of launching an emergency purchase procedure and will specify the measures it intends to take to minimize the use of this procedure.

Section 13: Communication and reporting of accurate financial information

Article 29: Conscious of our role on the economic level at the national level, of the legal and regulatory requirements in terms of financial information and of the confidence of the State, of the Administrators, donors and partners, the BOPE undertakes to provide all of its stakeholders (State, donors, Court of Auditors, General Inspection of State, etc.) financial information sincerely reflecting the situation of the Office.

Article 30: In order for the Office to be able to meet this obligation of transparency in the best possible conditions, each worker is requested to take all the necessary measures at all levels so that the Office can fulfill its obligations in declarative and publication matters.

Article 31: The acts of negligence as well as the incompetence in the seizure of the operations are likely to gangrene the quality of information within our institution. This has the consequence of degrading the quality of decision-making processes and creating information asymmetries with our stakeholders (administrators, donors, partners, regulators, public authorities, employees, suppliers, etc.).

The entity ensures compliance with the rules of transparency and sincerity of information useful to regulatory authorities, administrators.

Section 14: Reporting of offenses

Article 32: Any worker authorized to act on behalf of the BOPE and noting or suspecting the existence of an infringement of the law, the regulations or even this code, must immediately report the said infringement to the ethics committee so that a thorough investigation is carried out to confirm or deny the offense. Staff should under no circumstances:

- Communicate with the alleged perpetrator to find out the facts or request redress,
- Discuss the facts or the allegations surrounding the case with anyone outside the BOPE,
- Attempt to carry out investigations or interviews themselves.

Article 33:

33.1. Because certain allegations can taint the integrity, moral and good repute of their colleagues, employees must take care to report matters with a spirit of responsibility and discernment. Consequently, any false information is punishable.

33.2. In the event of an allegation or violation, the Chairman of the Ethics Committee must draw up a detailed written report on the suspected cases.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

33.3. The Ethics Committee decides whether it is necessary to request a further investigation. The Ethics Committee will take the necessary sanctions in accordance with the internal or work regulations. He is responsible within the BOPE for the protection of the ethical whistleblower.

Article 34:

34.1. Reporting of violations of laws and regulations will not result in retaliation. It is a duty to launch an internal alert and no worker may be penalized, dismissed from service or subjected to discriminatory treatment, directly or indirectly, for having launched an internal alert in good faith and in accordance with best practice.

34.2. Any questions relating to the protection provided in the event of denunciation may be referred to the Administrative Service, which may seek the advice of the Office responsible for legal affairs, litigation and treaties.

Section 15: Audits, investigations and investigations

Article 35: Each worker must give his full contribution to the controls, audits and investigations carried out both internally and by outside persons by diligently providing the requested information. To ensure the reliability and integrity of the information provided, the worker will provide the information by following the appropriate hierarchical channel. This information dissemination circuit guarantees levels of controls, each corresponding to the overall information reliability process.

It is therefore formally prohibited to conceal information or to neglect to communicate it to controllers and auditors. Any information that is false or falsified or that could mislead controllers and auditors is also prohibited.

Article 36:

36.1. Faced with a suspicion or a situation of fraud, checks or diligence are carried out. Employees are required to cooperate fully in investigations. The fight against fraud seeks to assess the initial exposure of the BOPE to the risk of fraud, based on the identification of flaws and vulnerabilities both internally (voluntary concealment, intentional transactions not notified, unauthorized activities, funding fraud, theft, extortion, embezzlement, etc.), only externally (data piracy, document forgery, computer malevolence (viruses, file destruction, hacks, etc.)

36.2. Any refusal to cooperate or any proven obstruction may be grounds for dismissal. It will be the same when during an investigation, it will appear on the part of an employee, unjustified behavior or illegitimate collusion.



Section 16: Duty of training

Article 37: Directors and staff regularly update their knowledge to improve their skills and better exercise their responsibilities.

Section 17: Exchange of information within the office

Article 38: The exchange of information within the Office may be restricted to ensure that no confidential information concerning a project / program is shared with such employees or such services which are outside the processing of the request or make one of them use that could create a conflict of interest.

Section 18: Knowledge of partners

Article 39: Every worker has the obligation to understand the needs of the projects / programs submitted, this obligation implies the responsibility to always seek to understand the objectives, challenges of each project / program submitted. Projects / programs should be treated fairly. They must be subject to exhaustive and relevant treatment before submission for funding request.

Section 19: Confidentiality of information

Article 40:

40.1. The Office undertakes to ensure the protection of internal information and that relating to the projects / programs to be financed.

40.2. In this regard, the Office takes the necessary measures to ensure the security of the information system, in particular for the purposes of protecting information.

40.3. Office staff will receive all necessary training in this regard. Respect for confidentiality is a requirement for the Office.

40.4. The providers and suppliers of the Office must undertake to respect the secrecy of the treatment of information emanating from the Office with their services and employees.

Article 41: Subject to legal and regulatory requirements, the information must only be used in the context in which it was provided. Workers must at all times respect the confidential nature of the information of which they become aware in the exercise of their profession. They must therefore ensure that they obtain the consent of General Management before transmitting this information to third parties. This information can therefore only be transmitted to third parties in the cases provided for by law. If in doubt, consult the ethics committee.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

Article 42:

42.1. Any information not yet brought to the attention of the public, of which workers will become aware during the exercise of their functions must exclusively be protected.

42.2 In addition, employees are strictly prohibited from communicating confidential information concerning their previous employers to the public. The same applies to any work designed or produced and implemented on behalf of a previous employer. Any non-public information relating to the Office, the previous structure of the employee, his partners and his staff should be considered confidential.

42.3. Exceptions to this rule assume that the communication of such information has been made with the consent of the persons concerned or in the cases expressly provided for by law. The following are considered to be exclusive and confidential information:

- The organization and architecture of the information system, when the disclosure of this information is not justified,
- Places where IT equipment is installed, in particular servers and processing center,
- Unpublished financial statements,
- Non-public information on employees (wages and benefits),
- Non-public information on projects / programs.
- Etc.

Article 43: In order to ensure the confidentiality of proprietary information, it is the workers' responsibility to ensure the protection of their working environment (space protection measures). Workers must also take all measures to ensure that documents containing confidential information when photocopied, scanned, faxed are kept or immediately destroyed to prevent unauthorized persons from having access to them. Workers also ensure that access to their desks, computers and miscellaneous work equipment conforms to the security standards defined in this area by the Office. Workers must not use the name and sign of the Office (including using letterhead) for personal use.

Article 44:

44.1. Workers cannot testify about the Office, for any question involving these entities, taken individually or collectively, as a party, witness, etc. without prior authorization from General Management.

44.2. When the worker leaves the Office, he has the obligation to protect the right to secrecy of partners and collaborators and to ensure the confidentiality of the Office's activities.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

44.3. Personal publications through the press which may have a link with the Office must, however, to avoid conflicts of interest and any possible impact on the reputation of the Office, obtain the prior agreement of the function in communication manager.

Section 20: Email and the Internet

Article 45: In order to avoid private use of electronic mail, the Office requests its employees not to use e-mail for personal purposes or to propagate through this tool information that would not be useful to them normal performance of their work.

The use of research tools such as the Internet should be strictly reserved for professional use. The holder of such accesses undertakes to respect this principle and is liable to sanctions in the event of breaches.

Section 21: Public Statements and Media Relations

Article 46:

46.1. Workers are required to strictly comply with the internal rules of the BOPE with regard to media relations. In particular, they are prohibited from requesting press contacts and granting interviews or communicating information relating to the Office if they are not duly authorized to do so. If they meet with media representatives in the context of outside events, they should exercise the utmost discretion in matters relating to the Agency.

46.2. The BOPE must pay particular attention to the use by workers of new communication tools accessible via the internet such as social networks (e.g. Facebook, LinkedIn, Twitter) blogs and photo and video sharing sites (eg YouTube, Flickr).

46.3. Only authorized workers are authorized to communicate on behalf of the Office on its activities and services. For personal communications, the workers of the Office should take care not to discuss in public matters relating to the activities of the Office, including those which concern them directly.

46.4. This Code reminds each worker that any information posted on the internet can be accessed by anyone, from anywhere and without limitation. Each employee is therefore invited to pay particular attention to the content of their publications on the internet.

Section 22: Staff rights

Article 47:

47.1. The BOPE constantly monitors respect for the rights of staff, with the principle of not discriminating, for whatever reason, in hiring and in labor relations. Management respects the dignity and privacy of everyone.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

47.2. It promotes social dialogue with employee representative bodies. The BOPE respects and promotes the fundamental values of labor law which are:

- The elimination of all forms of forced or compulsory labor,
- The effective abolition of child labor,
- The elimination of all forms of discrimination in respect of employment and occupation.

Article 48:

48.1. Staff must ensure that their actions and behavior are not likely to affect the rights and dignity of their colleagues.

48.2. The BOPE respects the individual commitment of its personnel in public, political or associative activities. However, such commitments must not affect the activity or the brand image of the structure, knowing that discretion has always been the rule.

Section 23: Abuse of corporate assets

Article 49:

49.1. Staff are responsible for ensuring the proper use of the Office's physical assets. The equipment and installations, whatever their nature, are only made available by the Office for professional use, unless private use is expressly authorized.

49.2. Staff should, if possible, take all reasonable and appropriate measures to limit the costs and expenses incurred by the Office, so that the available resources can be used as efficiently as possible.

49.3. A supervisor may not require his employees to perform tasks of a private nature, for themselves or for their family.

49.4. Staff have the obligation to respect and protect property that is the property of the Office. Unless expressly authorized by the Director General, it is prohibited to allow third parties to use BOPE services or resources for private purposes, such as office supplies, photocopiers, telecommunications or locomotion, etc.

Article 50: It is permitted to personnel under authorization from the General Management on an occasional basis and within reasonable limits, to use the material resources of the Office for private purposes. Line managers are responsible for ensuring that the existence of this tolerance does not lead to abuse. The private use, outside working hours, of laptops or other similar equipment made available to certain members of staff is authorized. In any event, the procedures laid down must be respected so that the cost of certain services is borne by the user, in particular in the telecommunications field.

Each agent also has an obligation to avoid loss, damage, misuse, theft, embezzlement or destruction of Agency property.



CHAPTER III: APPLICATION AND SUPERVISION PROCEDURES

Article 51:

51.1. Staff, temporary workers, trainees or service providers must be aware of and comply with the Code of Ethics and comply with BOPE policies and procedures.

51.2. Any active actor who is part of the Office , must complete an act of commitment to respect this Code and affix his signature, the date and the words "**read and approved**".

Article 52: The Human Resources department is responsible for handing over the Code of Ethics to new recruits, and collecting signed deeds of engagement. A copy is placed in the administrative file. The original of the act of engagement is to be communicated to the unit responsible for legal affairs, litigation and treaties.

Article 53:

53.1. This code cancels and replaces all previous instructions and procedures dealing with the component of the code of professional conduct within the Office.

53.2. The Board of Directors ensures the proper application of the Code of Ethics by both the directors and the staff of the BOPE.

53.3. The Internal Audit service is responsible for monitoring compliance with the provisions of this Code within the framework of the missions and procedures specific to the said functions.

Article 54: The Ethics Committee, under the leadership of the Board of Directors, is responsible for enriching the Code and making it evolve, authorizing certain modifications and granting exemptions. He ensures that the Code is respected throughout the organization.

Article 55: The functional departments ensure the implementation of the provisions of the Code in line with the policies and procedures of the BOPE. Given their proximity to the agents, it is up to them to make their agents aware of the challenges of the Code and to make their arrangements to ensure that their teams understand each clause correctly.

Article 56: Directors remind their teams on a daily basis of the provisions of the Code and, if necessary, issue orders for violations of the Code deemed to be non-material. Any breach, violation or violation of this code of ethics will be considered a professional fault and therefore liable to sanctions. Any member of staff who becomes aware of a violation or possible violation of the rules cited in this code of ethics must immediately inform the Ethics Committee.



CODE OF ETHICS OF BURUNDIAN OFFICE FOR PROTECTION OF ENVIRONMENT (BOPE)

Article 57: Directors and all staff must comply with the principles and values set out in this code. The Office organizes awareness and training sessions for all of its staff on this code. Modifications and changes to this document are initiated by the internal auditor and are subject to validation by the Ethics Committee and approval by the Board of Directors of BOPE.