

Approved at the meeting of the Multi-Stakeholder Group held on 22 August 2015

Multi-Stakeholder Group Code of Conduct

Preface

This Code is based on “the Memorandum of Understanding on the Implementation of the Extractive Industries Transparency Initiative (EITI) in the Republic of Azerbaijan”, the EITI Code of Conduct and other relevant documents.

The Multi-Stakeholder Group Code of Conduct aims to ensure that the entire society should benefit from qualitative implementation of the EITI in Azerbaijan.

Article 1. Coverage of the Code

This Code shall apply to members of the **Multi-Stakeholder Group (MSG)** (including principal and alternate members) acting within the framework of the EITI in the Republic of Azerbaijan and employees of the local EITI Secretariat, and shall define ethical conduct procedures to be followed during the execution of their responsibilities [hereinafter referred to as responsibilities] in accordance with “the Memorandum of Understanding on the Implementation of the Extractive Industries Transparency Initiative (EITI) in the Republic of Azerbaijan” and the EITI Annual Action Plan, and during other activities carried out within the EITI framework.

The persons covered by the Code shall always treat their status in the EITI, the international transparency and reporting standard, with respect and confidence, and contribute to efficient management of the EITI.

Article 2. Compliance with Laws

Members of the EITI MSG and employees of the Secretariat shall execute their responsibilities in accordance with “the Memorandum of Understanding on the Implementation of the Extractive Industries Transparency Initiative (EITI) in the Republic of Azerbaijan”, which governs current activities of the EITI, and international EITI practices through compliance with the laws of the Republic of Azerbaijan. If EITI activities are defined by any other laws or guidelines in the future, members of the EITI MSG and employees of the Secretariat shall be governed by such laws and guidelines.

Article 3. Good Practices

3.1. Members of the EITI MSG and employees of the Secretariat shall perform their duties in an honest and efficient manner and comply with the highest standards of conscientious and ethical conduct.

3.2. Members of the EITI MSG and employees of the Secretariat shall enhance the reputation of the MSG through good practices, have respect for and confidence in the MSG and themselves, and hold their name and honor high.

3.3. Members of the EITI MSG and employees of the Secretariat shall not engage in action that would run counter to their responsibilities, prejudice their status and name, and diminish the national and international reputation of the MSG and the EITI.

3.4. Members of the EITI MSG and employees of the Secretariat shall contribute to promoting the international transparency and reporting standards in the country.

Article 4. Respect for Others

Members of the EITI MSG and employees of the Secretariat shall have respect for the private life, honor and dignity of others, be courteous, kind, polite and patient in relations with each other and within the EITI, make fair judgments and abstain from abuse of their authority.

Article 5. Professionalism

Members of the EITI MSG and employees of the Secretariat shall perform their duties professionally and in a timely manner, and make every effort to regularly attend the events aimed at improving professionalism.

Article 6. Non-Discriminatory Treatment

While performing their duties, members of the EITI MSG and employees of the Secretariat shall treat others impartially, not allow preferential treatment or provision of conditions for such preferential treatment of any person or a group of persons on the basis of race, nationality, religion, language, sex, social, proprietary or service status, creed, affiliation to a public or any other association, and creation of any restrictions for any person or a group of persons.

Article 7. Impartiality

7.1. Members of the EITI MSG and employees of the Secretariat are required to be politically impartial while performing their duties.

7.2. Members of the EITI MSG and employees of the Secretariat shall be independent of the decisions and positions of political parties and other public associations while performing their duties.

7.3. Members of the EITI MSG and employees of the Secretariat shall not allow or create conditions for their own interests or the interests of stakeholders to influence the performance of their duties.

Article 8. Use of Information

8.1. Members of the EITI MSG and employees of the Secretariat shall ensure that the information at the disposal of the MSG is obtained and distributed in the manner specified in applicable legislation.

8.2. Members of the EITI MSG and employees of the Secretariat shall use the confidential information obtained in connection with their status only for the execution of their responsibilities.

8.3. Members of the EITI MSG and employees of the Secretariat shall not use or distribute the confidential information obtained in connection with their status for their own or other people's interest.

8.4. Members of the EITI MSG and employees of the Secretariat shall comply with the restrictions stipulated under Article 8.3 for two years after the expiration of their term of office.

Article 9. Use of Property and Other Assets

9.1. Members of the EITI MSG and employees of the Secretariat shall use the property, financial resources and equipment available to the MSG and the Secretariat for the intended purpose, economically and efficiently, and shall be responsible for maintaining them in proper condition.

9.2. Members of the EITI MSG and employees of the Secretariat shall not use the property, financial resources and equipment available to the MSG and the Secretariat for

their personal interest and for purposes not associated with the execution of their duties, and shall not allow acquisition or use of such property, financial resources or equipment on the part of unauthorized persons.

9.3. Members of the EITI MSG and employees of the Secretariat shall submit a quarterly written report to the MSG, detailing expenses on travel, performance of work and others.

Article 10. Recruitment

10.1. Election of an EITI MSG member and appointment of a Secretariat employee shall be based on individual capacity and be carried out irrespective of a candidate's gender, origin, religion, disability, marital status, etc.

10.2. At the time of recruitment, preference shall not be given to persons and organizations members of the EITI MSG and employees of the Secretariat, their family members or friends are in a close relationship with. If such a situation does occur, the concerned MSG member or employee of the Secretariat shall report on the conflict of interest and not participate in the decision-making process.

Article 11. Conflict of Interest and Prevention of Malfeasance

11.1. While executing their responsibilities and adopting decisions under the EITI, members of the EITI MSG and employees of the Secretariat shall act in the interests of the EITI only, not pursue personal gain or interest, not allow a conflict of interest, not use their official powers for personal use and rule out any form of influence of their personal interest on impartial and proper execution of their responsibilities.

11.2. In case of a conflict or potential conflict between the responsibilities and personal interest, members of the EITI MSG or employees of the Secretariat shall be required to inform the MSG about the nature of such interest. At the same time, the concerned member of the MSG or the Secretariat employee shall not participate in the decision-making process.

11.3. The per diem expenses associated with any travel of members of the EITI MSG and employees of the Secretariat under the EITI shall not contradict applicable legislation of Azerbaijan and relevant international regulations.

Article 12. Anti-Corruption Policy

12.1. Members of the EITI MSG and employees of the Secretariat shall not engage in action (or inaction) intended to derive unlawful material or non-material benefit, privileges or concessions with respect to their responsibilities and shall take measures to rule out the occurrence of such situations.

12.2. Members of the EITI MSG and employees of the Secretariat shall not require, on their own behalf or on the behalf of other persons, or accept gifts or rewards capable of affecting the performance of their responsibilities or producing such an impression.