



# Code of Ethics

ICG Research

Approved by the ICG Research Founding Board

The ICG Research is a research and advisory organization established in Tirana, Albania.

In pursuing its mission to contribute to enhance the private sector and decisionmakers awareness for the challenges of good governance, investing with integrity and transparency through the development and promotion of advisory solutions, alternatives for a higher quality of governance in the public and private sector as well as to ensure capital commitment to good governance the ICG Research works with public and private bodies, corporations, investors, international organizations and other non-governmental entities in Albania, Southeast Europe and wider.

It is focused in developing and promoting good governance best practices in public and private sector and fostering public debate on good governance

The ICG Research is committed to the highest standards of ethical conduct in all its dealings and activities, and this Code of Ethics sets out the core principles that inform those standards.

The Code of Ethics of the ICG Research is based on the guiding principles of the United Nations Charter.

## **I. Honest and Ethical Conduct and Fair Dealing**

Board members, experts and ICG Research consultants should endeavor to deal honestly and ethically with public opinion, the partner institutions, civil society organizations and fellow associates. Statements regarding the ICG Research products and services must be true, and not be misleading, deceptive or fraudulent. There cannot be improper merits taken of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other improper practices.

## **Use of confidential information**

We protect confidential information provided to or generated by the ICG Research and refrain from unauthorized disclosure. Information that is not publicly available is not to be used for any private or professional gain. This responsibility continues after employment or contract for services at the ICG Research have ended

## **Compliance with Laws, Rules, Regulations and Policy**

The ICG Research requires that all associates, experts, directors and interns comply fully with all laws, rules, regulations and Policy applicable to the ICG Research wherever it does research, surveys or related activities.

The ICG Research has adopted and maintains an ICG Research Ethics Manual providing for a Compliance Committee comprised of certain senior managers. The Compliance Committee meets at least quarterly, or additionally in special occasions, to identify, assesses and acts as necessary on multiple aspects of compliance as broadly defined in this manual.

## **Employment Practices**

The ICG Research works to ensure that all associates and applicants for employment are given consideration and treated without regard to their race, religion, origin, gender, age, marital status, disability or other characteristics protected by law. The ICG Research does not tolerate any behavior that harasses, disrupts or interferes with another person's ability to work.

## **Accuracy of Books and Records and Public Reports**

ICG Research officers, directors and experts will honestly and accurately report all financial transactions. Accurate information is essential in maintaining the ICG Research's ability to meet legal and regulatory obligations. The ICG Research will never take any fraudulent action to influence, coerce, manipulate, or mislead any external accountant engaged to perform an audit of the I ICG Research's records and/or financial statements.

All ICG Research's books, records and accounts must be maintained in accordance with all applicable regulations and standards and accurately reflect the true nature of transactions recorded.

## **Financial transparency**

We ensure financial transparency and disclosure of our activities. We apply best standards according to Albanian law to our accounting, audit and other financial practices. At the end of each year, on the website of the organization will be published the annual report of the activities of the ICG Research.

## **Abuse of authority**

We pledge not to misuse authority entrusted to us for any sort of personal or professional gain.