



IMRO

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IMRO CODE OF ETHICS

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1. Introduction

Ihorere Munyarwanda (IMRO) is a Non-Governmental Organization that was founded in 1999 and legally operating in Rwanda since 2002. It has 17 years of experience implementing interventions in the context of Poverty Alleviation, Gender Equality, Nutrition, GBV, HIV, Education, Environment, Peace Building, Health Promotion, accountability, Advocacy and Networking in order to improve lives of Rwandans Citizen at individual, family and, community levels for sustainable social economic development.

2. General Scope

This Code of Ethics sets forth legal and ethical standards for directors, officers and employees of Ihorere Munyarwanda Organization (IMRO). This Code is intended to deter wrongdoing and to promote the ethical conduct of all the Company.

Ethical behavior is an essential part with any position with IMRO and it is a personal responsibility that should be taken very seriously. We need and expect each Employee to be accountable for their work and behavior and to support the values, principles and standards upon which IMRO's reputation rests.

The purpose of the Code is to describe principles of business conduct and to provide guidance in ethical decision making. Each employee is expected to become familiar with ISC policies that directly impact his/her daily work.

The Code is especially important for IMRO because laws, rules and regulations are in place, The Code outlines the basic legal obligations of all IMRO employees. We must be aware of our obligations and conduct ourselves in accordance with the highest ethical and moral standards.

3. Compliance with Laws, Rules and Regulations

IMRO requires that all employees comply with all laws, rules and regulations applicable to the Organization. You are expected to use sound judgment and common sense to comply with all applicable laws, rules and regulations.

If you become aware of the violation of any law, rule or regulation by the Company, whether by its officers or employees or any third party doing business on behalf of the Company, it is your responsibility to promptly report the matter to your supervisor.

4. Conflict of Interest

A company's reputation depends on the actions and integrity of its employees. It is essential that they avoid relationships and activities that hurt, or appears to hurt, their ability to make objective and fair decisions.

Employees must act in the best interests of the organization. They must refrain from engaging in any activity or having a personal interest that presents a "conflict of interest." It is their responsibility to disclose any transaction or relationship that reasonably could be expected to give rise to a conflict of interest.

5. Confidentiality

Employees must maintain the confidentiality of confidential information entrusted to them in their capacity with IMRO. Unauthorized disclosure of any confidential information is prohibited. Additionally, employees should take appropriate precautions to ensure that confidential or sensitive organization's information,

whether it is proprietary to IMRO or another organization, is not communicated within the organization except to employees who have a need to know such information to perform their responsibilities.

6. Honest, Ethical Conduct and fair dealing

Employees, officers and directors should deal honestly, ethically and fairly with the IMRO's beneficiaries, competitors and employees. Statements regarding the Company's products and services must not be untrue, misleading, deceptive or fraudulent. You must not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice.

7. Conduct when representing IMRO

Employees must conduct themselves professionally and with personal integrity, both in and out of the workplace, reflective of MRO's values. Communicate and negotiate with honesty with all Employees, customers, partners, stakeholders, suppliers, associates and other members of the public. IMRO employees have the obligation to act with integrity and within the spirit of this code, which continues while traveling, whether domestically or abroad.

8. Protection and Proper Use of Corporate Opportunities

IMRO's employees must advance the Company's legitimate interests when the opportunity to do so arises. They must not take for themselves personal opportunities that are discovered through their position with IMRO or the use of property or information of IMRO.

9. Accuracy of Reports

IMRO Employees must honestly and accurately report all business transactions. They are responsible for the accuracy of all records and reports. Accurate information is essential to IMRO's ability to meet legal and regulatory obligations.

10. Reporting and Compliance Procedures

Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this Code.

Any employee who knows or believes that any other employee or representative of the organization has engaged or is engaging in the Organization-related conduct that violates applicable law or this Code should report such information to his or her supervisor or to the General Counsel. Such reports should be made without any fear of retaliation. The Company will not discipline, discriminate against or retaliate against any employee who reports such conduct, unless it is found that the report was made with knowledge that it was false, or who cooperates in any investigation or inquiry regarding such conduct.

10.1. The work environment

IMRO is committed to supporting a safe, healthy and positive workplace for all Employees. IMRO will not tolerate behavior that interferes with an Employee's ability to perform his or her duties.

Employees should act with integrity, comply with laws, maintain a professional work environment and comply with company policies. They should treat customers, colleagues, and partners ethically at all times.

10.2. Protecting the organization's assets

Employees should always act to protect IMRO's assets, including physical, intellectual, and electronic or digital properties.

10.3. Gift acceptance

Gifts or benefits of any kind must not be given or received by an employee or their immediate family, when it might be perceived that an obligation is created or a favor is expected. The giving and receiving of gifts and promotional items of modest value is acceptable as is reasonable entertainment, if within the limits of responsible and generally accepted business practices.

IMRO's employee must never solicit or accept a personal benefit as a condition of performing his/her duties.

10.4. Anti-bribery and corruption

A company's integrity is essential for maintaining trustworthiness and reputation. Employees should always do their work fairly, honestly, and legally.

10.5. Attendance and punctuality

Employees are expected to be regular and punctual in attendance. This means being in the office, ready to work, at starting time each day. Absenteeism and tardiness burden other employees and the organization.

10.6. Absence without notice

Employees who are unable to work due to illness or an accident should notify their supervisor. This allows the organization to arrange for coverage of their duties and helps others continue to work in their absence. If an employee does a report for work

and the organization is not notified of an employee's status for 3 days, it is typically considered as job abandonment.

10.7. General harassment and sexual harassment

IMRO is committed to providing a work environment free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic are not tolerated.

10.8. Cell phone use at work

Personal cell phone usage during work hours is discouraged, except in the interest for work or extreme cases such as an emergency.

10.9. Internet use at work

Employees may use the Internet when appropriate to access information needed to conduct a business company business. Use of the Internet must not disrupt or injure the company computer network. Use of the Internet must not interfere with an employee's productivity.

10.10. Dress Code

A professional appearance is important. Employees should be well groomed and decently dressed appropriately for the organization and for their position.

10.11.Substance abuse

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on IMRO's property is prohibited. Being under the influence of illegal drugs, alcohol, or substances of abuse on IMRO's property is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.

Aimable MWANANAWA LLB, MIRD

IMRO National Coordinator



Flavienne NDAYISHIMYE

Legal Representative

A handwritten signature in blue ink, appearing to read 'Flavienne Ndayishimye', written over two horizontal lines.