



## CODE OF ETHICS AND PROFESSIONAL CONDUCT

Kisserup's Code of Ethics and Professional Conduct communicates the basic principles that Kisserup's employees, associates, partners, and subcontractors must accept and adhere to when acting for or on behalf of the company. Our Code of Ethics and Professional Conduct is in alignment with the United Nation's Sustainable Development Goals.

Our commitment to ethical and professional practice includes overarching principles that express our values and standards which guide our conduct.

## COMPETENCE

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Competence refers to the ability of a person to acknowledge their level of proficiency and personal limitations. Each person has a responsibility to:

- Maintain an appropriate level of professional expertise by continually developing knowledge, skills, and cultural understanding
- Perform professional duties in accordance with relevant laws, regulations, technical standards, and cultural understanding
- Recognize and communicate professional limitations or other constraints that would preclude responsible judgment or successful performance of an activity
- Engage only in those services for which the firm has the necessary knowledge, skills, and experience



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## CONFIDENTIALITY

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Confidentiality refers to keeping someone else's affairs private. It implies full trust and belief that a person is someone reliable worthy of keeping matters private. At Kisserup, we are committed to protect and respect the privacy and personal data of every employee, associate, partner, and subcontractor. For this reason, each individual has a responsibility to:

- Not to share confidential information with anyone, including family and friends or other employees who do not need the information to carry out their duties
- Keep information confidential, except when disclosure is authorized or legally required
- Inform all relevant parties regarding appropriate use of confidential information and monitor subordinates' activities to ensure compliance
- Refrain from using confidential information for unethical or illegal advantage
- Comply with data privacy regulations of the countries in which we have businesses.
- Only use the confidential information for businesses purposes and when approved to do so



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## CREDIBILITY

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In order to demonstrate credibility, it is necessary to adhere to the company's commitments, display honesty and integrity, and achieve the company goals through honorable conduct. Each person has a responsibility to:

- Communicate information fairly and objectively
- Disclose all relevant information that could reasonably be expected to influence an intended user's understanding of reports, curricula, analyses, or recommendations
- Disclose delays or deficiencies in information, timeliness, processing, or internal controls in compliance with the organization policy and/or applicable laws
- Add the source in any document when the information has been obtained from a third-party

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## SUSTAINABILITY

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It is extremely important to reduce the impact on the environment. We specially focus on reducing waste through recycling and reusing.

At Kisserup, each person has a responsibility to:



- Undertake our operations, services, and research with proper regard for the safety, health, and welfare of workers and the public and for the protection of the environment
- Undertake our operations, services, and research in compliance with all applicable laws, regulations, and policies of local, provincial, and federal jurisdictions
- Ensure devotion to service, sustainability, and protection of the environment
- Endeavour to further public understanding of environmental impacts and its place in society
- Actively participate in and contribute to the development of our communities and the markets in which we participate
- Actively pursue the usage environmentally friendly products, procure green when possible and utilize carbon offsets when travelling on projects where possible

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## FAIRNESS

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Fairness refers to the act of making decisions and behave impartially and objectively, free from prejudice and favoritism. Each person has a responsibility to:

- Provide equal treatment, treat others in the same fashion that one would want to be treated
- Conduct businesses with integrity and fairness with respect for the law
- Be impartial, intellectually honest, and disclose any conflict of interest that may arise
- Undertake work without bias as to national origin, race or ethnicity, age, religion or spirituality, disability, sex or gender identity, political affiliation, sexual orientations, or economical status and actively encourage the equitable participation of marginalized people
- Not to take advantage of another person through manipulation, concealment, abuse of privileged information, misrepresentation, or any other unfair treatment



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## RESPONSIBILITY AND ACCOUNTABILITY

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Responsibility refers to taking ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences that arise from that action. Each person has a responsibility to:

- Only accept jobs that are consistent with Kisserup's background, experience, skills, and qualification
- Fulfill the commitments undertaken within the timelines agreed to
- Act in accordance with the applicable laws and regulations and the present Code
- Strive to provide quality services
- Give the interests of the client highest priority, providing prompt, honest, objective, and timely services



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## GENDER EQUALITY AND SOCIAL INCLUSION

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Kisserup is characterized by being a multicultural and diverse workplace. Each person has a responsibility to:

- Provide equal opportunities work environment in terms of recruitment, compensations, access to training, promotion, termination, or retirement
- Not to discriminate on the basis of gender, race, religion or belief, nationality, ethnic or social original, age, sexual orientation, marital status, disability, or other aspects of personal status
- Treat everyone with respect and dignity
- Avoid bullying, harassment, or abuse of any kind
- Avoid situations that may be perceived as inappropriate
- Avoid offensive language, jokes, or degrading comments

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## HONESTY

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Honesty refers to being truthful, sincere, and straightforward. Each person has a responsibility to:

- Be honest in all communications and actions and never falsify, or alter information
- Not to conceal information, unless professional duties require confidentiality or special discretion
- Not deliberately mislead or deceive others by misrepresentations, overstatements, partial truths, selective omissions, or any other means
- Supply relevant information and correct misapprehensions of facts if such occurs

# INTEGRITY

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Integrity is the foundation to possess good judgement and establish trust between Kisserup and its clients. In order to have integrity, it is required to be honest, fair, and leave aside any personal gain or advantage. Each person has a responsibility to:

- Declare and mitigate actual conflicts of interest and regularly communicate with business associates to avoid apparent conflicts of interest. Advise all parties of any potential conflicts
- Refrain from engaging in any conduct that would prejudice carrying out duties ethically (not act in a way that will affect our ethics)
- Abstain from engaging in or supporting any activity that might discredit the profession of education and professional services
- Behave in a trustworthy manner



# UN 17 SUSTAINABLE DEVELOPMENT GOALS



Kisserup's employees, associates, and partners shall act in accordance with the principles and values stated in the Kisserup's Code of Ethics and Professional Conduct and shall encourage others within their organizations to adhere to them.

Kisserup's management and staff commit to adhere to the United Nations Sustainable Development Goals.

## **GOAL 1: NO POVERTY**

Economic growth must be inclusive to provide sustainable jobs and promote equality.

*Kisserup works to provide capacity building for sustainable livelihoods, upwards social mobility, and equal opportunity for all.*

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## **GOAL 2: ZERO HUNGER**

The food and agriculture sector offers key solutions for development and is central for hunger and poverty eradication.

*Kisserup promotes development of the food and agriculture sector to assist with creating affordable food for all.*

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## **GOAL 3: GOOD HEALTH AND WELL-BEING**

Ensuring healthy lives and promoting the well-being for all at all ages is essential to sustainable development.

*Kisserup promotes and supports a healthy, mentally, and physically lifestyle and strives to promote this in and outside the workplace. Kisserup has developed a policy with procedures that must be followed in response to the COVID-19 pandemic that is affecting the entire world.*

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## **GOAL 4: QUALITY EDUCATION**

Obtaining a quality education is the foundation to improving people's lives and sustainable development

*Kisserup emphasizes participatory learning in all its projects and believes in knowledge transfer and that education is a critical part of sustainable development.*

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## **GOAL 5: GENDER EQUALITY**

Gender equality is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous, and sustainable world.

*For Kisserup, Goal 5 is residing within all the 17 SDGs. All Kisserup employees have to achieve the Canadian certification Gender-based Analysis Plus (GBA+), which is an analytical process used to assess how different women, men, and gender diverse people may experience policies, programs, and initiatives. Furthermore, employees also attend different UN Women training modules and must keep training current.*

*Equal opportunities in terms of recruitment, compensations, access to training, promotion, termination, or retirement are provided. Every person, despite sex or gender identity, is treated equally, with respect and dignity.*



## **GOAL 6: CLEAN WATER AND SANITATION**

Clean, accessible water for all is an essential part of the world we want to live in.

*Where possible, Kisserup participates in initiatives that support a green planet, accessible water, and sanitation.*

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## **GOAL 7: AFFORDABLE AND CLEAN ENERGY**

Energy is central to nearly every major challenge and opportunity.

*Where possible, Kisserup participates in projects that promote, facilitate, and innovates green energy. Carbon offsets are offered on Kisserup projects where travel may be included.*

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## **GOAL 8: DECENT WORK AND ECONOMIC GROWTH**

Sustainable economic growth will require societies to create the conditions that allow people to have quality jobs.

*At Kisserup, every person experience decent work, an employment that is productive, delivers fair income, and ensures workplace security, social protection, better prospects for personal development and social integration. Furthermore, Kisserup's employees are constantly attending seminars, workshops, course to improve their skills in order to grow professionally. For every project, Kisserup undertakes on Economic Development; this principle guides the team when designing methodologies and performance indicators.*

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## **GOAL 9: INDUSTRY, INNOVATION, AND INFRASTRUCTURE**

Investment in infrastructure is crucial to achieving sustainable development.

*Kisserup undertakes projects in many locations where high-speed internet access is not provided; thus, Kisserup supports ICT-based infrastructure and, where possible, implements innovation in projects across sectors and geography.*

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## **GOAL 10: REDUCED INEQUALITIES**

To reduce inequalities, policies should be universal in principle, paying attention to the needs of disadvantaged and marginalized populations.

*Kisserup aims at encouraging the participation of disadvantaged and marginalized groups in any and all projects, social, and gender inclusion are key principles inherent in Kisserup's work.*

## **GOAL 11: SUSTAINABLE CITIES AND COMMUNITIES**

There needs to be a future in which cities provide opportunities for all, with access to basic services, energy, housing, transportation, and more.

*Kisserup works by engaging the communities in which it works, nationally and globally.*

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## **GOAL 12: RESPONSIBLE CONSUMPTION AND PRODUCTION**

Responsible production and consumption.

*Kisserup policies include adherence to responsible consumption and production, recycling, and green procurement.*

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## **GOAL 13: CLIMATE ACTION**

Climate change is a global challenge that affects everyone, everywhere.

*Kisserup supports initiatives that engage in innovative ways of combatting climate change, from Kisserup's first participation in COP15, today and in the future.*

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## **GOAL 14: LIFE BELOW WATER**

Careful management of this essential global resource is a key feature of a sustainable future.

*Kisserup supports Life below water initiatives, sustainable water management and support conservation and preservation of water.*

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## **GOAL 15: LIFE ON LAND**

Sustainably manage forest, combat desertification, halt and reverse land degradation, halt biodiversity loss.

*Kisserup undertakes projects that support sustainable life on land. The promotion of sustainable destination management that prevents habitat and biodiversity loss is part of Kisserup call of actions in tourist-based projects.*

## **GOAL 16: PEACE, JUSTICE, AND STRONG INSTITUTIONS**

Access to justice for all and building effective accountable institutions at all levels.

*Kisserup stands at supporting justice for all.*

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## **GOAL 17: PARTNERSHIPS**

Revitalize the global partnership for sustainable development.

*Kisserup facilitates technical assistance projects all around the world. Kisserup partners with local in-market consultants, stakeholders, and associations to ensure that national ownership and engagement continues post project implementation. Kisserup's partners share the core values, Code of Ethic and policies of the organization.*