CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE

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CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE

CODE OF CONDUCT POLICY

June 2023

APPROVAL

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PURPOSE

The Code of Conduct of the Caribbean Community Climate Change Centre (CCCCC) promotes high standards of ethics and integrity that are essential to its reputation and the trust of its stakeholders. It serves as a guiding framework for all members, outlining the values, ethical standards, and behaviors expected of all employees, members, and affiliates who work for or with the CCCCC.

This Code ensures that all actions and decisions align with the CCCCC's overarching vision, mission, and core values of Accountability, Transparency, Integrity, Respect, and Excellence (ATIRE). It enables the organization to uphold its commitment to ethical stakeholder relations, integrity, and compliance with the laws of Belize, while maintaining a positive reputation within the communities it serves.

SCOPE

The Code of Conduct policy and procedures apply to all employees, internal consultants (project personnel), volunteers, interns, and members of the Board of Governors associated with the Caribbean Community Climate Change Centre (CCCCC). Collectively, these individuals will be referred to as *Members* in this Policy.

Moreover, it is expected that third party affiliates including external consultants, contractors, suppliers, and business partners will comply with the CCCCC's Code of Conduct when acting on the organization's behalf.

ACRONYMS/TERMS/DEFINITIONS

Actual Conflict of Interest:	An actual conflict of interest occurs when an individual's personal interests or relationships directly influence their professional decisions or actions, compromising their ability to act in the best interests of the organization.
Beneficiary	An individual or entity that receives benefits, support, or advantages from a specific action, program, or policy. In the nonprofit sector, beneficiaries are individuals or communities that receive aid or services from an organization.
Bribery	Bribery is the act of offering, giving, receiving, or soliciting something of value—such as money, gifts, or favors—with the intention of influencing the actions of

	an official or other person in a position of authority. It is a form of corruption that secures an unfair advantage to obtain services or decisions that are not legally or ethically justified.
CCCCC	Caribbean Community Climate Change Centre
Classified Information	Classified information refers to data or materials that have been officially designated by the CCCCC as sensitive and requiring protection from unauthorized disclosure.
Code of Conduct	A formal document that outlines the ethical principles, expectations, and behavioral standards that govern all members of an organization. It serves as a central guide for employees to support day-to-day decision-making and ensures that all actions align with CCCCC's mission and values.
Conflict of Interest	A conflict of interest arises when an individual's personal interests—whether financial, familial, or otherwise—could potentially interfere with their professional responsibilities or decision-making. It is essential for all members to recognize and disclose any situations that may create a conflict to maintain the integrity of the organization.
Donors	Donors are individuals, organizations, or entities that provide financial support, resources, or in-kind contributions to a cause, project, or organization.
Fraud	The use of deception with the intention of pursuing personal interests and causing loss to the proper interest of CCCCC. The illegitimate utilization of CCCCC's resources for personal gain. The intentional distortion of financial statements or other records by persons internal or external to CCCCC which is carried out to conceal misappropriation of assets or personal gain. This includes, but is not limited to deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts, and collusion.

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Gift	An item, money, or property given voluntarily to another person without compensation or the expectation of payment in return.
Harassment	Harassment refers to unwelcome and inappropriate behavior that creates an intimidating, hostile, unstable or offensive environment for an individual or group.
Interest	Refers to any personal stake, involvement, or benefit that an individual may have in a particular situation or decision whether financial interests, such as ownership in a company or investment in a project, or non-financial interests, such as familial relationships or affiliations with organizations.
Perceived Conflict of Interest	A perceived conflict of interest occurs when a situation creates the impression that an individual's personal interests might improperly influence their decisions or actions, even if no actual conflict exists.
Potential Conflict of Interest	A potential conflict of interest refers to a situation where an individual has a personal interest or relationship that could reasonably lead to a conflict in the future. While no actual conflict has yet materialized, the circumstances suggest that one could arise if the individual's interests were to influence their professional responsibilities.
Proprietary Information	Proprietary information is any data, knowledge, or material that is owned by the CCCCC and is considered confidential or exclusive.
Retaliation	Retaliation refers to any adverse action taken against an individual for reporting misconduct, participating in an investigation, or asserting their rights under organizational policies or laws.
Values	Values underpin everything the Caribbean Community Climate Change Centre (CCCCC) says and does. They shape how the organization interacts with people, guides behavior, and influences communication practices.

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ROLES/RESPONSIBILITIES

The Code of Conduct policy and procedures shall be adhered to at all times.

Employees

All employees share a duty to uphold the CCCCC's Code of Conduct. They are expected to:

a) Comply with the Code of Conduct Policy and its associated standards and procedures.

b) Read, understand, and familiarize themselves with the Code and consult their immediate supervisor/administrator or the Human Resource Administrator for clarification as needed.

c) Prevent and remain vigilant in preventing violations of the Code.

d) Disclose any suspected violations of the Code.

e) Manage, disclose, and appropriately resolve any breach of the Code of Conduct.

Supervisors and Administrators

Supervisors and Administrators are expected to lead by example and model behaviour that aligns with the CCCCC's Code of Conduct. They should:

a) Ensure they are well-versed in this Policy.

b) Build awareness and effectively communicate the expectations outlined in the Code to their teams.

c) Guide employees in fulfilling their obligations under this Policy.

d) Monitor employees' work to ensure that potential violations are appropriately managed.

e) Promptly report any suspected violations.

Human Resources Administrator or Designee

Prior to the commencement of employment, the Human Resources Administrator or designee is responsible for providing all employees with the Code of Conduct and obtaining their written acknowledgment of receipt and commitment to compliance.

Additionally, employees will receive periodic refresher training on the Code of Conduct Policy. HR will maintain records of this training. Additional responsibilities include:

a) Promoting awareness of the Code.

b) Providing expertise regarding the Code and its interpretation.

c) Investigating all allegations of Code violations and recommending necessary actions.

d) Providing the Executive Director with reports on allegations of violations, findings, and actions taken.

e) Promoting the resolution of conflicts as they arise and support whistleblowers who raise legitimate concerns without fear of retaliation.

Consultants, Volunteers, and Interns

Internal consultants (project personnel), volunteers, and interns are expected to adhere to the CCCCC's Code of Conduct, demonstrating a commitment to ethical behavior similar to that of employees. They shall:

a) Contribute to a positive and ethical work environment at the CCCCC.

b) Familiarize themselves with the Code.

c) Perform services with the highest standards of professional and ethical competence and integrity.

d) Report any observed violations or unethical behaviour to their supervisor, the Human Resources Administrator, or designee.

e) Participate in any training sessions related to the Code.

Board of Governors

The values and principles set out in this Policy reflect the standards of conduct expected throughout the CCCCC. Members of the Board of Governors are equally committed to these principles in the exercise of their responsibilities. The conduct of Board members is governed by the Board of Governor's Code of Conduct and Conflict of Interest policies and related governing instruments, which operate in parallel with this Policy and reflect the same commitment to integrity, accountability, professionalism and ethical governance.

CCCCC's Affiliates

All external consultants, contractors, suppliers, and business partners of the CCCCC are also expected to abide by the Code of Conduct. Procurement Staff, Project Managers, Project Development Specialists, and other employees who are primarily responsible for the relationship with these affiliates have the responsibility to ensure that these individuals are aware of the Code and understand the implications of any violations.

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PROCEDURAL STEPS

1. Guiding Principles

Ethical principles are the cornerstone of the Caribbean Community Climate Change Centre (CCCCC), guiding its actions and decisions to fulfill its vision effectively and responsibly. As an institution of public trust, it is essential for all stakeholders to uphold the Centre's integrity.

The core values of the CCCCC are vital for maintaining and enhancing public confidence in the organization. They define CCCCC's identity and serve as a moral compass for guiding conduct. These values inspire employees, set expectations, build trust, and foster a positive organizational culture. By consistently embodying these principles, the CCCCC strives to create a meaningful and impactful organization that contributes positively to the world.

The values of CCCCC include Accountability, Transparency, Integrity, Respect, and Excellence (ATIRE):

Accountability

All members are expected to uphold high standards of conduct, taking ownership and being answerable to stakeholders for their performance and the outcomes of their decisions.

Transparency

By prioritizing transparency, CCCCC fosters a culture of honesty and integrity, ensuring open and straightforward dialogue, visibility, and clarity in its processes and results.

Integrity

The integrity of the CCCCC is enhanced with clear accountability and characterized by its commitment to uphold the highest standards of ethics and professionalism. All members shall act honestly and consistently in all interactions.

Respect

CCCCC cultivates a positive organizational culture that empowers individuals and encourages collaboration. All members are to appreciate and value everyone’s rights, differences, and contributions. This commitment fosters an inclusive environment where diverse perspectives are acknowledged and honored.

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Excellence

All members are expected to provide the highest quality standards and service delivery. This commitment to excellence ensures that all initiatives and programs are executed with accuracy, innovation, and a focus to meet and exceed the expectations of stake holders, ultimately enhancing its impact and fostering trust within the community.

Conflict of Interest

All members of the CCCCC act as representatives of the organization both during and outside working hours, during the course of their professional duties or in connection with the CCCCC.

Members of CCCCC have a responsibility to prioritize the CCCCC's best interests and act independently, free from undue influence or conflicting duties. Members shall avoid situations that give rise to Conflict of Interest as defined in this Policy, in the performance of their duties. Therefore, it is essential for all members to:

a) Familiarize themselves with what constitutes a conflict of interest.

b) Avoid any personal, financial, social, or other situation where their interest conflict with those of CCCCC.

c) Conduct themselves in a manner that does not compromise their integrity or their position.

d) Ensure that they do not endanger or diminish respect for, or confidence in, the integrity of the organization.

e) Do not allow dealings on behalf of the organization to be influenced by personal considerations or relationships.

f) Disclose any potential, actual, or perceived conflicts that may affect their work to the Executive Director via the Human Resource Administrator or designee in consultation with the Legal Advisor.

g) Voluntarily recuse themselves from discussions, decision-making, or voting on matters where a conflict exists or where their impartiality may be compromised.

h) Manage conflicts properly to ensure impartiality in carrying out their responsibilities.

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Identifying Conflicts of Interest

All members shall promptly identify and manage any conflicts between their personal, financial, or private interests and their obligations. Conflicts of interest can arise in various situations, including but not limited to:

a) Personal investments or those of family members in a business that is a supplier, customer, partner, contractor, or other person or company doing business with the CCCCC.

b) Hiring or supervising family members or closely related persons.

c) Conducting oneself in a manner which creates the perception that the employee is using their position at the CCCCC for the benefit of themselves or of an immediate family member, or any other person or entity.

d) Employment with or engaging with outside consultancy without prior disclosure to the Executive Director or designee.

e) Actively associated with the management of, or hold a financial interest in, a profit-making business or other concern, where the member or the business may personally benefit from such association or financial interest due to the member's position with the CCCCC.

f) Serving on the board, advising group, or committee of an external organization, supplier, contractor, or any entity doing business with the CCCCC without prior disclosure to the Executive Director or designee.

g) The application of tender or the exploitation of any business or investment opportunity at CCCCC when a member shares specific, non-public information about the anticipated price or tender of items sought by CCCCC with a close friend or associate for their participation.

h) Having a personal or financial interest or potential gain in any transaction, while performing duties as a member of staff.

i) Accepting gifts, discounts, favours, honoraria, hospitality, or entertainment from any individual or entity on behalf of the CCCCCs without prior authorization.

j) Assisting private individuals or companies with matters that could lead to perceived preferential treatment.

k) Participating in procurement or the purchase of goods or services from businesses in which a member or their family has a financial interest or direct gain.

l) Engaging in activities outside of work that could harm the reputation of CCCCC.

m) Using or disclosing information received for personal benefit or for the benefit of any other person or institution with whom a member has a close personal relationship or external business affiliation.

The examples given above provide guidance in understanding and interpreting conflicts of interest and are not intended to be limiting in the application of the principles.

Identifying a conflict of interest can be challenging, therefore employees with concerns should consult their Supervisor, Administrator, or the Human Resources Administrator or designee.

Declaring Conflicts of Interest

Such conflict-of-interest situations, or a reasonable perception that a conflict of interest exists, do not necessarily imply the occurrence of prohibited practices or violation of this Policy. However, they shall be identified and managed in a way that ensures observance of the highest standard of ethical conduct and confidence in the CCCCC's decision-making and operations.

a) All Members shall disclose existing and potential conflicts of interest upon consideration for employment/engagement with the CCCCC.

b) Disclosing conflicts of interest is a continuous process, as conflict situations may change over time. If an appearance of a conflict of interest arises, or if there is doubt whether an actual, potential or perceived conflict exists, the employee shall promptly disclose the matter in writing to the Executive Director via the Human Resources Administrator or designee.

c) In order to avoid conflicts of interests, all members shall disclose, on a yearly basis, any potential, perceived, or actual conflicts of interest that may interfere with their duties. Such disclosure shall be submitted in writing to the Executive Director via the Human Resources Administrator or designee.

d) To disclose a conflict of interest, the Conflict-of-Interest Disclosure form shall be completed and submitted immediately upon the appearance of a conflicting situation.

e) Once submitted, the Legal Advisor may be consulted to review the alleged conflict of interests' disclosure and ascertain whether a perceived or actual conflict of interest exists.

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Managing Conflicts of Interest

Once it is determined that a conflict of interest exists, the matter shall be immediately submitted to the Executive Director, or to the Chairperson of the Board in the case of the Executive Director, for decision and mitigation. One or more of the following strategies may be appropriate to manage the conflict of interest:

i. Not participating in discussions or decisions regarding certain matters.

ii. Referring specific matters to others for decision.

iii. Declaring any relationship that creates a conflict of interest and establishing alternative supervisory arrangements.

iv. Withdrawing from involvement in a specific project.

v. Disposing of any personal or financial interests.

vi. Recusing oneself from discussions related to transactions with the CCCCC.

A waiver may also be issued by the Executive Director or the Board, defining the extent to which a member or affiliate may participate in the activity that gave rise to the conflict of interest, as deemed appropriate by the Executive Director or Board.

Furthermore, transparency is important. Failure to disclose interests or commitments and where conflicts are investigated and confirmed as violations may result in corrective actions or disciplinary actions up to and including termination.

Discrimination, Harassment, and a Respectful Workplace

The CCCCC and its members have a mutual responsibility in creating a workplace environment and culture that aspires to embody respect, dignity, diversity and inclusiveness. All members are entitled to operate in an environment that is free from discrimination, bullying, harassment (including sexual harassment), and violence.

Commitment to Inclusion and Respect

CCCCC is committed to creating an inclusive and discrimination-free workplace. Discrimination based on race, colour, sex, religion, politics, national origin, age, disability, or any other legally protected status is strictly prohibited. The CCCCC and its members shall:

a) Not engage in any form of discrimination based on age, class, gender, sexual orientation, minority status, geographic location, race, religious freedom, or disability.

b) Recognize and uphold the inherent dignity and equality of all individuals, guided by principles of fairness, inclusion, and respect.

c) Consider the impact of actions on others and challenge biases associated with stereotypes.

d) Strive to gain insights from diverse experiences and backgrounds while respecting the human rights and cultures of the communities it serves.

Favouritism and Equity

The CCCCC promotes an unbiased environment where everyone is treated fairly. The organization ensures that decisions are based on merit, abilities, skills, and contributions, rather than personal relationships. The CCCCC and its members shall:

a) Guarantee that assistance is not provided in return for favours.

b) Avoid giving preferential treatment to family members or close acquaintances in recruitment or contracting practices.

c) Recognize and reward individuals based on their own merits and achievements.

d) Prohibit any form of sexual favour in exchange for recruitment or career advancement.

Misuse of Authority

The CCCCC does not condone the misuse of authority or power for personal gain. The CCCCC and its members shall:

a) Avoid creating hostile work environments through intimidation, threats, or coercion.
b) Ensure that no one exploits their position to intimidate, bully, or discriminate against others.

c) Prohibit any form of sexual exploitation or the exchange of goods or services for sexual favours.

d) Avoid taking unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice.

Harassment and Bullying

CCCCC is dedicated to maintaining a harmonious work environment, essential for employee well-being and productivity. The CCCCC and its members shall:

a) Not tolerate harassment, bullying, or unwanted behaviour in any form, including verbal, physical, sexual, and psychological mistreatment.

b) Ensure a safe and respectful work environment, free from sexual harassment, abuse, and exploitation.

c) Prohibit the use of threatening or abusive language that creates a hostile atmosphere.

d) Reject the spreading of malicious rumours or insulting behaviour intended to demean others.

Acceptance of Gifts & Hospitality

CCCCC is committed to maintaining integrity and transparency in all relationships. To uphold these principles, all members shall adhere to the following guidelines regarding gifts, favors, hospitality, travel, entertainment, or remuneration to avoid any real or apparent conflict of interest or impact independence or impartiality.

a) Members shall:
   i. Not accept any favour, gift, or remuneration from any government. If refusal of an unanticipated favour, gift, or remuneration from a government would cause embarrassment to the CCCCC, the employee may receive it on behalf of the CCCCC and then report and entrust it to the Executive Director.

   ii. Never give, offer, or promise a gift or frequent entertainment that is intended - or reasonably appearing to be intended - to obtain an improper business advantage or influence an individual or entity.

   iii. Accept occasional meals, refreshments, entertainment and similar courtesies from non-governmental sources only if the value is below US$250.00, provided that:

      - They are shared with the person offering payment for such meal or entertainment.
      - They are not lavish or excessive.
      - The courtesies are infrequent and do not reflect a pattern of regular acceptance from the same person or entity.
      - The courtesy could not reasonably be perceived as improperly influencing the professional relationship or creating an obligation to a supplier or contractor.

- The meal or entertainment is neither offered nor accepted during an active bidding process.

b) Prior approval from the Executive Director is required for the acceptance or issuance of any favor, gift, hospitality, travel, entertainment, or remuneration exceeding the value of US$$100.00 or those not explicitly covered or permitted by the rules outlined in (a).

c) Under no circumstances shall cash be accepted.

d) The Executive Director will determine whether the item shall be accepted or rejected to protect the interests of the organization.

e) Employees, who represent the CCCCC as part of their official function such as at dinners and diplomatic receptions or receive a meal when meeting with a government representative, will not be considered as in receipt of a favor or in violation of the Code.

f) Employees are required to complete and submit a report on all gifts and entertainment accepted or issued to the Human Resources Administrator on a monthly basis.

Fraud and corrupt business practices

The CCCCC prohibits all forms of fraud and corrupt business practices whether public, private, active or passive to gain unfair advantages. The mere perception that the CCCCC would engage in unethical business practices to gain an advantage can have a profound impact on the organization's reputation. Therefore, CCCCC remains committed to ensuring that:

- Opportunities for fraud are reduced to the lowest possible level or risk;
- Reasonable measures are taken to keep the identify of complainant confidential'
- Effective controls are maintained to prevent fraud, and
- Systems and procedures are reviewed and improved following detected case of fraud.

All members and their affiliates are to act against any form of fraud or corruption. They have the responsibility as well as the obligation to contribute to the prevention, reporting, and management of fraud and corruption.

a) Members are not allowed to give, promise to give, solicit or accept any form of improper advantage, whether directly or indirectly, to or from any individual or entity with the intention to obtain or retain business in return. Improper advantages include

but are not limited to illegal rebates, bribes, kickbacks and under-the-table payments.

b) All members are to conduct thorough due diligence on external consultants, business partners, contractors, service providers, and other third parties to ensure they are reputable and committed to ethical business practices and compliance with all applicable anti-fraud, anti-money laundering, and corruption policies and regulations.

c) No member shall engage in gambling with individuals or entities who have business dealings with the CCCCC.

d) Members are prohibited from the unauthorized taking, carrying away and appropriating of attractive equipment, such as laptops and cellular phones, office supplies, inventory, or any other assets such as furniture, fixtures or other types of equipment for one's own personal use.

e) Members shall not deliberately misrepresent one's education, work experience, or other credentials to the Organization.

f) Members shall not intentionally mishandle contract obligations and relations with third parties leading to undue benefits, a loss of property or assets, or generating liabilities for the CCCCC.

g) All members shall not encourage, conceal, conspire, or collude in any of the above actions.

h) They shall promptly report any instances where the CCCCC or a member is involved or may be a potential victim of bribery or corrupt business practices.

External Employment and/or Business Activity

To ensure integrity and manage external employment and business activities:

a) All employees who are employed full-time at the CCCCC shall not engage in any outside employment that creates a real or perceived conflict of interest. Employees may engage in external employment provided it:

1. Does not conflict with their official function, duties, or responsibilities.
2. Is not contrary to the interests of the CCCCC.
3. Is consistent with local laws.

4. Is not conducted during normal working hours.

5. Is not actively associated with or hold a financial interest in CCCCC. In exceptional circumstances, such businesses may be engaged by the CCCCC based on specialized knowledge and/or services provided that: such arrangements are disclosed and approved by the Executive Director on an annual or as-needed basis and the member recuses themselves from any involvement or discussions related to the transaction(s).

b) External employment shall be reported to Human Resources Administrator and approved by the Executive Director.

Family & Personal Relationships

To maintain a professional and ethical workplace, all members shall navigate family and personal relationships carefully.

a) Members shall not give preferential treatment to relatives, friends, or organizations in which they have a financial or other interest while performing their duties.

b) If a member is aware that a friend or family member is under consideration for employment or engagement with the CCCCC (including casual hiring), they shall fully disclose the relationship to the Human Resources Administrator, and to the Board's Chairperson in the case of the Executive Director.

c) Appointments shall not be granted to individuals related to an employee—such as a spouse, parent, child, or sibling—unless no equally qualified candidates can be recruited.

d) Members shall avoid direct reporting relationships or being in a direct line of authority with family members or individuals with significant relationships. If such a relationship exists or arises, it shall be reported in writing to the Executive Director via the Human Resources Administrator or designee.

Financial Management

At the CCCCC, funds are used exclusively to advance the mission of the organization. Members shall:

a) Exercise high standards of financial propriety in managing the CCCCC's finances and adhere to all national and international accounting standards and universally accepted procedures.

b) Not abuse, misspend, misappropriate, or defraud the organization of CCCCC funds and resources, nor utilize institutional assets to pursue personal or private matters. This includes failing to reimburse or communicate in a timely manner any irregular receipt of a material amount mistakenly paid by the CCCCC, such as overpayment of per-diem, salary, or any other benefit/advance/allowance to which the person is not entitled.

c) Not intentionally distort financial statements or other records to conceal misappropriation of assets or personal gain.

d) Remain accountable for all financial resources received from donors, government entities, partner organizations, or through self-generated activities at all times. All grants and funding from government and non-government sources shall be used in line with the conditions that apply to them.

e) Not coerce or attempt to coerce funds from a member or third party either for personal gain or in return for a favour or benefit.

f) Communicate accurate and truthful information about CCCCC's mission and financial situation, how funds will be used, and the impact of funds.

g) Ensure that contributions align with the commitments made to fundraising appeals and are specified in the contribution agreements. Ensure that fundraising efforts are truthful and refrain from employing high-pressure tactics and undue influence to solicit donations.

h) Conduct rigorous due diligence checks when engaging with individuals, donors, service providers, and other affiliates to protect the organization's reputation.

i) Avoid any unethical activities such as double funding, misrepresenting, forging, or falsely certifying any official claim or benefit, including failing to disclose a material fact regarding that claim or benefit.

j) Maintain meticulous and comprehensive records to accurately track and report the CCCCC's financial activities.

k) Contribute to the prevention, reporting, and management of fraud, corruption, and unethical financial management practices.

Handling of Classified or Proprietary Information

All members of the CCCCC play a crucial role in protecting confidential information related to employees, donors, and other stakeholders. It is imperative that the security of all

confidential information pertaining to the CCCCC is maintained securely and treated with upmost confidentiality.

a) All members are entrusted with sensitive information and are expected to exercise discretion in its management and safeguarding. Compliance with third-party confidentiality agreements is mandatory and unauthorized disclosure of classified information is prohibited.

b) All members shall follow proper channels and refrain from sharing any non-public information with government bodies, representatives, or third parties unless authorized by the Executive Director as required in the normal course of business.

c) All members shall implement safeguards to prevent misuse, such as disclosing information for personal gain or monetary rewards. All use of resources, including information and equipment, should be responsible and for legitimate business purposes only. Any work developed during employment remains the exclusive property of CCCCC, and they shall not disclose confidential information without written authorization.

d) All members are responsible for their accounts and shall not share passwords. Any suspected incidents of unauthorized access should be reported immediately.

Use of Artificial Intelligence (AI)

Members shall exercise appropriate care and professional judgment when using artificial intelligence (AI) tools in the course of their duties.

a) Confidential, sensitive, or proprietary information of the CCCCC, its Members States, beneficiaries, partners, stakeholders, or personnel shall not be entered into public or third-party AI systems unless the use of such systems has been expressly authorized and appropriate safeguards are in place.

b) Members remain fully responsible and accountable for the accuracy, integrity, and appropriateness of any work product produced with the assistance of AI tools. AI-generated outputs shall be carefully reviewed to ensure that they are accurate, unbiased, and consistent with the CCCCC's policies, confidentiality obligations, and professional standards.

c) The use of AI tools shall not compromise confidentiality, intellectual property rights, data protection obligations, or the integrity and reputation of the CCCCC.

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Safety, Health, and Welfare

The CCCCC is committed to providing a healthy and safe environment for all employees, interns, volunteers, and other stakeholders. The organization prioritizes health, safety, security, and wellness, and strictly forbids the possession of weapons, firearms, explosives, or live ammunition on its premises.

CCCCC's Commitment

The CCCCC shall take reasonable steps to maintain a safe and healthy work environment and to promote the physical and psychological well-being of employees.

a) The CCCCC recognizes that mental health and psychological well-being are essential components of workplace safety. It is committed to fostering a respectful work environment that supports psychological health and to preventing workplace practices or conditions that may give rise to undue stress, harassment, intimidation, or other forms of psychological harm.

b) The CCCCC shall facilitate access, where available, to appropriate support services, including employee assistance programs or other confidential support mechanisms, and may provide guidance on referral pathways to professional services where necessary.

c) Any disclosure by employees relating to mental health or well-being shall be treated with appropriate sensitivity and confidentiality, consistent with applicable policies and legal obligations, and shall only be shared on a need-to-know basis for the purpose of providing support or ensuring workplace safety.

d) Where reasonably practicable, the CCCCC shall respond appropriately to identified mental health concerns, including through supportive measures, referrals, or reasonable workplace accommodations consistent with operational requirements and applicable policies.

e) Managers and supervisors shall promote a respectful and supportive work environment and are expected to exercise reasonable care to identify and address workplace practices or conditions that may contribute to undue psychological stress or harm, and to direct personnel to appropriate support resources where needed.

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Responsibilities of Members

All members are required to:

a) Follow all local safety laws and procedures.

b) Familiarize themselves and comply with CCCCC and Occupational Safety and Health Administration (OSHA) safety practices.

c) Act responsibly to prevent unnecessary harm to themselves as well as that of others.

d) Wear prescribed personal protective equipment (PPE) whenever required and keep work areas clean and free of hazards.

e) Refrain from undertaking work they are not qualified to perform and adhere to safety rules when operating machinery and equipment. They shall report unsafe conditions or malfunctions of CCCCC-owned equipment or vehicles immediately.

f) Refrain from carrying any forms of weapons and actively contribute to preventing criminal, unethical, or violent acts.

g) Notify CCCCC of any relevant criminal convictions or charges prior to or during employment that may impede their ability to perform their duties, in accordance with national legislation.

h) Report any accidents, injuries, incidents of violence, or threats of violence that could affect the safe performance of their job and participate in investigations as needed.

i) Avoid the consumption, selling, or possession of intoxicating drugs, substances, and alcohol while on duty or when driving CCCCC's vehicles.

j) Communicate safety and health requirements to all members, affiliates, and other visitors to ensure a collective understanding of safety protocols.

k) Prioritize a healthy work-life balance and encourage open dialogue among stakeholders.

Relationship with Donors, Beneficiaries, and Partners

The CCCCC actively engages with donor organizations, beneficiaries, and other partners in its efforts to address an ever-changing climate. All members are encouraged to:

a) Prioritize relationships with donors, beneficiaries, and other partners that are rooted in mutual trust, honesty, openness, and respect.

b) Collaborate with these stakeholders to implement programs that align with the CCCCC's purpose and benefit target groups and the wider society.

c) Ensure that collaboration modes reflect best practices of good partnership, respecting autonomy, independence, and diversity.

d) Conduct all forms of communication in a respectful manner towards all stakeholders involved.

e) Not exploit any relationship with a donor, prospective donor, beneficiary, or other stakeholder. Vulnerable groups who engage in activities with the CCCCC shall be protected from all abuse, harm, exploitation, and neglect to create a safe environment for them. Relationships with third parties shall be managed to ensure compliance with the CCCCC's safeguarding policies.

f) Maintain transparency in dealings with these stakeholders, while respecting the confidentiality of private and proprietary information.

g) Engage in the monitoring and evaluation processes established by these stakeholders and ensure accountability for the effective and efficient utilization of the resources they provide.

Political Activity

All members are encouraged to actively engage in the democratic process by exercising their right to vote.

a) Members shall ensure they do not create the impression that they are representing CCCCC or implying that the organization endorses any political figures or activities. It is essential to maintain respectful relations with the government while upholding political neutrality in all operations.

b) Members shall not:

   i. Accept nominations for political candidacy or appointment to a political party office.
   ii. Offer themselves for election or holding an active role in political elections.
   iii. Assist in election campaigns or act on behalf of any political candidate or party.
   iv. Make partisan speeches, distribute campaign literature, or solicit funds for political parties.

v. Show favouritism to members of a particular political party while executing official public business.

a) When considering partnership agreements with the government, members should avoid interfering in the government's internal affairs. Any agreement shall be beneficial to CCCCC in addressing climate change issues and aligning with organizational priorities, without compromising the independence and autonomy of CCCCC.

Community Service

Participation in community service is encouraged by all members; however, it is important to remain mindful that such service may lead to potential conflicts of interest or violations of this code of conduct. All members shall:

a) Ensure that their involvement in the community does not negatively impact or conflict with their official duties or the interests of the CCCCC.

b) Conduct themselves in a professional manner.

c) Avoid actions or public statements that could damage the CCCCC's reputation or relationship with Member States.

Digital Conduct and Social Media Use

Members shall use the CCCCC's digital systems and communication platforms responsibly and in a manner that upholds the professionalism, integrity, and reputation of the CCCCC.

f) In all official electronic communications, including email, messaging platforms, and virtual meeting tools, members shall communicate respectfully, professionally, and in a manner consistent with the standards of conduct expected in the workplace.

f) When participating in virtual meetings or performing duties remotely, members shall maintain the same standards of professionalism and decorum expected in in-person interactions.

f) Members shall not use the CCCCC's name, logo, branding, or official imagery on personal social media platforms in a manner that implies endorsement, official representation, or affiliation without prior authorization.

f) Members shall not post, share, or otherwise distribute internal documents, confidential information, photographs, recordings, or images from internal meetings, institutional events, or activities of the CCCCC on personal or public platforms without prior authorization.

f) Members shall not record, screenshot, or otherwise capture virtual meetings or institutional discussions without the knowledge and prior authorization of the meeting organizer or the CCCCC.

f) Members should exercise sound judgment in their use of personal social media and shall not represent personal views as those of the CCCCC or engage in communications that could reasonably harm the reputation, neutrality, or integrity of the CCCCC.

f) All members shall use emails, blogs, social media, and other communication platforms responsibly. They shall not disclose or publish information to harass, threaten, or disparage any individual or entity or post content and images that are defamatory, pornographic, libelous that can create a hostile work environment or bring the image of CCCCC or its stakeholders into disrepute. The standards of this section apply to public communications by Members and should be read together with the provisions on Digital Conduct and Social Media Use contained in this Code.

Public Statements

CCCCC plays a fundamental role in advancing climate resilience across the Caribbean. Given the organization's mandate, regional influence, and regional scope, effective communication is instrumental in shaping its local and international reputation and maintaining public trust. Accordingly, members shall:

a) Provide information that is accurate, respectful, complete, objective, fair, and timely to any government body, external representative, or third party when discussing CCCCC.

b) Strictly safeguard all sensitive or confidential information from unauthorized disclosure.

c) Refrain from discussing topics that could damage CCCCC's reputation, create a conflict of interest, or undermine the confidence of Member States.

d) Utilize established internal communication channels exclusively. Members shall not disclose non-public, role-acquired institutional information to any government body, external representative, or third party, unless authorized by the Executive Director or required in the normal course of business.

e) Route all official ministerial statements, press releases, public speaking engagements, and media inquiries exclusively through the Lead Communications Specialist or the Executive Director.

f) Defer all critical events or operational disruptions to the Crisis Communications Response Team. This specialized task force holds sole internal responsibility for strategically coordinating and facilitating communications during events that threaten service delivery, disrupt operations, or pose a risk to CCCCC's public image.

Protection of Assets

All organizational property, including physical assets, intellectual property, and digital resources belong to CCCCC and shall be used exclusively for legitimate business purposes. All members are responsible to act as stewards of the CCCCC's property and to protect it from loss, damage, theft, or misuse. They are to:

a) Safeguard all issued equipment, such as computers, laptops, and other equipment, ensuring it is used solely for conducting the CCCCC's business. Misappropriation of CCCCC's property for personal use or resale is strictly prohibited.

b) Safeguard information and intellectual property owned by CCCCC.

c) Recognize that Information Technology (IT) equipment and services are the property of the CCCCC, and there should be no expectation of privacy regarding their use. The IT Administrator may access employee communications, browser history, and documents to investigate potential policy breaches, with authorization from the Executive Director.

d) Accept responsibility for preserving any property, financial, or material resources assigned to them during their engagement with CCCCC.

e) Keep equipment attended to at all times and stored in secured locations.

f) Acknowledge that failure to protect issued equipment, particularly in cases of negligence leading to theft, may result in the obligation to repay the replacement value of the equipment.

g) Refrain from removing property from the organization's premises without prior approval from the Executive Director or their designee.

h) Understand that CCCCC retains the right to inspect all its property at any time to ensure compliance with its policies and procedures.

i) Operate CCCCC-owned vehicles in full compliance with Belize's Motor Vehicle Laws, prioritizing responsible handling and efficient use.

j) Avoid destroying, defacing, or littering the CCCCC's property.

k) Immediately report any instances of theft, damage, unauthorized access, or misuse of CCCCC's equipment or property.

l) Recognize that the CCCCC has a responsibility to investigate and take appropriate action regarding any possible misuse of funds, property, and other organizational assets.

Environmental Responsibility and Climate Stewardship

The CCCCC recognizes that environmental sustainability and climate action are central to its mission. All Members are expected to integrate environmental stewardship into their daily work and decision-making, demonstrating leadership consistent with the CCCCC's mandate.

Members shall:

a) Minimize greenhouse gas emissions in operations, program activities, and official travel by adopting energy-efficient practices, favoring low-emission transportation, and prioritizing virtual meetings where feasible.

b) Conserve energy, water, and other natural resources in all facilities, and actively seek opportunities to reduce, reuse, and recycle materials.

c) Apply environmentally responsible criteria in procurement and contracting, considering lifecycle impact, energy efficiency, and sustainability of goods and services.

d) Incorporate environmental and climate impacts into project planning, program design, and operational decision-making to ensure initiatives align with the CCCCC's climate mandate.

e) Promote and model climate-conscious and sustainable behaviors in professional conduct, demonstrating commitment to the Organization's environmental values and encouraging peers and stakeholders to do the same.

f) Identify and propose new ways to enhance environmental performance within the CCCCC's operations, programs, and activities.

The CCCCC considers adherence to these principles as essential to upholding its credibility, integrity, and leadership in climate action and environmental sustainability.

REPORTING ALLEGED VIOLATIONS OF THE CODE

All members and affiliates are required to report potential breaches or violations of this Code of Conduct Policy and other CCCCC policies, as well as relevant laws, rules,

regulations. Alleged violations of the Code of Conduct shall be reported to the Executive Director via the Human Resources Administrator or designee. The report shall be made directly to the Executive Director involving the Human Resources Administrator or the Corporate Services Director and the Chair of the Ethics Committee on circumstances involving the Executive Director. Moreover:

a) The Human Resources Unit and/or Legal Advisor shall promptly and thoroughly investigate all reports of suspected violations within seven (7) business days of a formal report and submit findings to the Executive Director within twenty (20) business days. The investigation will review the circumstances surrounding the breach, assess any resulting harmful effects, and recommend necessary damage control or mitigation measures.

b) Confidentiality will be maintained to the highest extent possible.

c) All members involved will be treated fairly and with respect.

d) All members are required to fully cooperate with any investigations conducted. Failure to do so may result in corrective or disciplinary actions.

VIOLATIONS OF THE CODE OF CONDUCT

The Caribbean Community Climate Change Centre (CCCCC) is committed to taking prompt action whenever violations of the Code are identified among its members. Measures will be implemented swiftly to address and rectify any breaches, ensuring that appropriate actions uphold the organization's standards and values.

a) In the event that a violation is confirmed, the CCCCC retains the authority to implement corrective measures and/or disciplinary actions against members who were directly involved in the violation, failed to report it, did not participate in the investigation, or failed to exercise reasonable diligence in preventing or addressing the issue. Such action shall be taken in accordance with the CCCCC's applicable policies and procedures.

    i. Any employee who fails to comply with or violates any provision of the Code will face corrective or disciplinary action, which may include written censure on their personal record, suspension with or without pay, or termination of employment.

    ii. For non-employees, non-compliance or violations of the Code may result in consequences such as revocation of membership, disassociation from the CCCCCs, or termination of service.

b) The Executive Director, through the Human Resources Administrator or designee, will determine the appropriate action regarding the breach by appointing a disciplinary panel selected by the Executive Director. This panel will assess the situation and recommend actions such as the severity of the violation, intent, and prior conduct that demonstrates a pattern or practice of improper conduct on the part of the staff member.

c) In certain situations, civil and criminal charges may apply. If there are suspicions of corruption or other criminal offenses, a report will be promptly made to the appropriate authorities for further investigation and potential legal action.

NON-RETALIATION

Retaliation refers to any adverse action taken against an individual for reporting misconduct, participating in an investigation, or asserting their rights under the Code of Conduct or applicable laws. This can include, but is not limited to, verbal harassment, intimidation, adverse employment actions such as limiting personal development opportunities or underutilizing someone's skills and abilities, as well as more subtle behaviors like exclusion from work activities or speaking negatively about someone to colleagues.

The Caribbean Community Climate Change Centre (CCCCC) maintains a zero-tolerance policy towards retaliation in any form, ensuring that all members can report concerns or violations without fear of negative consequences.

a) In cases where evidence of retaliation is found, CCCCC will take disciplinary measures against the responsible member, including and up to termination.

b) In accordance with the CCCCC's Policy on the Protection of Whistleblowers and Against Retaliation, no member, who in good faith, reports a suspected violation of this Code will be penalized or reprised for such, even if the allegations are ultimately found to be unsubstantiated.

c) By contrast, CCCCC will initiate disciplinary action against any member who is found to have knowingly filed a false report with the intention to harm another individual.

ACKNOWLEDGEMENT

All members are required to sign an acknowledgment form confirming that they have read, understood, and agreed to comply with this Code of Conduct.

CODE OF CONDUCT POLICY

KEY RELATED DOCUMENTS

Conflict of Interest Disclosure form

LINKAGES

Anti-Fraud and Corruption Policy

Agreement Establishing the Caribbean Community Climate Change Centre (CCCCC).

Board of Governors – Code of Conduct

Code Of Conduct and Ethics for Caribbean NGOs

Conflict of Interest Policy

Gender Policy and Action Plan

Protection of Whistleblowers and Against Retaliation Policy

Sexual, Exploitation, Abuse and Harassment (SEAH) Policy

POLICY REVISION

This policy will be reviewed every three (3) years or as directed by the Executive Director to ensure its relevance, functional compliance, alignment with best practices and industry standards, and organizational effectiveness.

ADMINISTRATION

The Human Resources Unit holds ownership of this policy and is responsible for its administration, review, interpretation and application of this Policy and its associated standards and procedures.