



STONE SOUP CODE OF ETHICS

May 2019
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Purpose

The Stone Soup Code of Ethics provides a framework for developing an ethical and values-based professional practice and should be the first guide to deal with arising situations. The professional actions held by Stone Soup community members must be consistent with the vision and terms of this Code of Ethics. At Stone Soup we know that resolving ethical issues is a process. Our community members are expected to engage in a carefully considered ethical decision-making process and evaluate the context of each situation. They are also expected to work in collaboration with people, organisations and communities and make decisions that strengthen and empower them.

Stone Soup holds the responsibility to introduce the Code of Ethics to new Stone Soup community members, to periodically remind community members of the obligations under the Code of Ethics, and to communicate it openly. Stone Soup community members have a responsibility to read, understand, sign, and follow the Stone Soup Code of Ethics and adhere to applicable laws and regulations. A breach of the standards and principles provided herein does not necessarily constitute legal liability or violation of the law; such action is established in legal and judicial proceedings.

The Stone Soup Code of Ethics serves three main purposes:

1. The Code sets forth the ethical commitments of Stone Soup community members - partners, consultants, employees, external consultants and interns.
2. The Code serves as an ethical guide to our behaviours and decision-making process and establishes standards for the professional practice at Stone Soup Consulting.
3. Its principles and standards serve as the basis for eventual inquiries and ethical debates and/or dilemmas and reflections concerning our community members' professional practice.

The Stone Soup Code of Ethics contains three main sections that address the following areas:

1. Consulting ethically
2. Professional responsibility in consulting ethically
3. Resolving ethical issues

Consulting ethically

At Stone Soup, we are committed to meeting our social, environmental, economic, cultural, legal and **ethical corporate responsibilities**. As a socially driven international consultancy business, we collaborate with others to secure the best possible outcomes for initiatives and organisations that address the most pressing needs of our society and to contribute to a responsible and sustainable social transformation.

Our social commitment drives us to place our **human capital** - Stone Soup community members – at the centre of our responsibility, through the collaborative development of inclusive, fair and transparent management practices, a fair distribution of consultancy assignments, and the participation in performance assessment processes and in strategic planning.

We aspire to maintain open relationships based on an **honest communication** with all our stakeholders, colleagues, professionals and other consultancy firms. We set, manage and monitor concrete objectives and targets to improve our performance, responsibilities and stewardship, and we communicate our practices and impact openly through the media and several communication and network platforms.

Focus on social and environmental impact

We regard our social, cultural, economic and environmental impact as a primary measure of success for our business and prioritize it at the same level as the economic viability of the company. Stone Soup monitors and evaluates its on-going social and environmental performance and solicits specific feedback from its internal and external stakeholders. We prioritize our effort to understand our own impact and use our learnings to improve our work. Stone Soup works in consultancy projects with a clear social purpose and does not favour or engage in activities that are or could be considered “brand-washing”.

Honesty reporting

At Stone Soup, we are honest about our impact: the positive, the lack of it and the impact that we did not intend to generate. To do so, we seek to increase accountability and transparency at all levels of the company. We publicly share information on our social and environmental performance by publishing our biannual Honesty Report, which also includes financials that are reviewed by an independent auditor.

Healthy and fair competition

We aim to develop both an ethical climate and fair deal with clients, consultants, employees, external consultants, interns, trainees, competitors, suppliers, public institutions, media and the general public, while fostering a robust business environment. Stone Soup does not participate in unethical public tendering and procurement processes. Our members proactively communicate the company's ethical standards on fair competition to its stakeholders.

Fees and payment practices

We apply consultancy fees and payment schemes to service providers, clients, and community members that are respectful of their local legislation, contexts, needs, and conditions of dignity.

Fiscal responsibility

Stone Soup community members commit to promoting a new economy where finance and banking contribute to the common good. Stone Soup does not engage in the practice of reducing or minimizing taxes through illegitimate finance practices (e.g. invoices related to false expenses) or the use of corporate shells.

Corruption

Stone Soup commits to the fight against corruption and proactively communicates the company's ethical standards. Stone Soup does not offer, promise to offer or collaborate in payment schemes to providers, clients or any other third party that uses its authority and status in unethical ways to promote the company's interests.

Advertising and soliciting clients

When advertising or representing the company's services to the public, Stone Soup community members identify the company's credentials in an accurate way that is not false, misleading, deceptive, or fraudulent.

Services and training advertisements

We develop services and products, conduct workshops, trainings and events and ensure that the advertisements concerning these services are accurate and complete.

Membership and certifications

Stone Soup claims memberships and certifications that are current and in good standing. We clearly differentiate between current, active and former

memberships in associations.

Public responsibility

Reports to third parties: our community members are accurate, honest, and objective in reporting activities and views to appropriate third parties. These include current and prospective clients, other consultancy firms, funding agencies or those who are the recipients of evaluation reports.

Media presentations:

Whenever representing Stone Soup and providing advice by means of public presentations, articles, recordings, technology-based applications, mailed material, radio, or television programmes, community

members take reasonable precautions to ensure that it is based on appropriate literature, practice, and/or evidence and are consistent with this Code of Ethics.

Non-discrimination and exploitation

We do not engage in discrimination against prospective or current clients, students, employees, external consultants, interns, trainees or consultancy project participants based on age, culture, disability, ethnicity, race, religion/spirituality, sex, gender identity, sexual orientation, marital/partnership status, language preference, socioeconomic status, immigration status, any

other specific diversity characteristics or any basis proscribed by law.

We do not cooperate or enter in any form of exploitation in business practices and consultancy relationships

Recruitment

We follow ethical recruiting practices designed to respect diversity and equal opportunity, without any discrimination. Stone Soup is a non-exclusive company and thus we guarantee free and open competition for the best human talent, and we encourage professionals to work freely in the market, even with a competitor, by jointly addressing potential conflicts of interest.

Professional responsibility in consulting ethically

Stone Soup community members have the responsibility to engage in consultancy practices that are based on rigorous methodologies and apply ethical standards. Stone Soup community members behave in an ethical and legal manner and are aware that our client's welfare and trust depends on a high level of professional conduct.

Stone Soup community members not only offer their knowledge as experts but also build capacity and facilitate the generation of new knowledge, through developing customised solutions and innovative methodologies with an emphasis on creating tools and practices that organisations can apply in the future.

Our community members actively attempt to understand the diverse contexts, cultural backgrounds, circumstances, and interests of the clients, organisations, and other professionals they work with. We respect diversity, local cultures, traditions, and economic differences.

Conflicts of interest

Stone Soup community members are loyal to Stone Soup's mission and respectful of the agreements and relationship of trust that the company has built with other organisations. Stone Soup community members are loyal to the company's mission and respectful of the agreements and relationship of trust built with other organisations. In cases where there is a potential conflict of interest, before proceeding further, the concerned party submits needed information about the situation for joint assessment and decision making.

Consultancy and advocacy

When appropriate, our community members can engage in advocacy efforts on behalf of a client or project to enhance social impact. They can also work towards the removal of systemic barriers or obstacles that inhibit the client's growth and the capacity to develop social solutions. Prior to engaging in advocacy work requested by a client, Stone Soup obtains the client's consent, and the client is included in every step of the process.

Receiving gifts

We understand the challenges of accepting gifts and recognize that small gifts may be a token of

respect and gratitude. When determining whether to accept a gift from a third party, we consider the monetary value of the gift and whether it puts us in debt to someone. We ensure that gifts are nominal, legal, and exceptional. No luxury or high value gifts are accepted, all monetary gifts are prohibited.

Consultations on ethical obligations

We take reasonable steps to consult with other members of the community or related professionals when we have questions regarding our ethical standards and principles or professional practice.

Promoting to those advised

Stone Soup community members do not use consultancy or training activities to promote other services or training events in a manner that is deceptive or that disregards the client's needs and circumstances.

Recruiting through independent consultancy

Stone Soup community members do not use their collaboration with Stone Soup to recruit clients for their own independent work, consultancy firm or competitors with whom they collaborate. If a work

opportunity with a Stone Soup current or former client arises, community members should notify Stone Soup's partners immediately and inform the client of their collaboration with Stone Soup (or of his/her changed situation if the community member is not part of Stone Soup anymore) before accepting to discuss the work.

Professional qualifications

Stone Soup community members truthfully represent their professional qualifications. In the same way, our members clearly distinguish between paid and volunteer work experience and accurately describe their continuing education and specialised training. Stone Soup community members clearly state their educational degrees, using the correct terminology.

Professional competence

Our community members continuously acquire specialised knowledge and experience and use it responsibly. They monitor their performance and strive for personal and professional development to improve their effectiveness and ability to generate social value. They recognise the need for continued professional development, research, and education to acquire and

maintain the required level of technical and professional information in their fields of activity. They also remain informed regarding best practices and work methodologies and do not misrepresent or oversell their capabilities.

Independence

Stone Soup is committed to promoting political freedom and autonomy as well as respect and appreciation for the religions, beliefs and customs of its diverse community members and the people with whom they interact. Stone Soup respects its community members' beliefs and preferences, while not adhering to any religious confession and being independent from all political parties. Stone Soup community members apply objective and specialised

knowledge and experience to meet the client's expectations and seek to minimize influence any personal beliefs have on their work.

Consultancy data and documentation

Stone Soup creates, safeguards, and maintains necessary documentation for rendering professional services, such as proposals or contracts. Our community members take reasonable steps to ensure that the documentation accurately reflects the services we provide. In addition, they also update the documents with any changes or amendments. All sensitive and confidential information is maintained as such, in fulfilment of Stone Soup's Privacy Policy and international and national

law.

The European Union General Data Protection Regulation on data protection and privacy is applied by Stone Soup regardless of where its activities are developed or where data is collected or processed.

Consultancy plans

Stone Soup works together with its clients in devising consultancy plans that are consistent with their needs, expectations, context, and circumstances. We do not impose a particular plan or methodology because it is more convenient to Stone Soup. Stone Soup and clients regularly review consultancy plans to assess their continued viability and effectiveness, respecting the clients' interests, preferences, and priorities.

Resolving ethical issues

Stone Soup community members strive to resolve their ethical dilemmas through a direct and open communication among all the involved parties and can seek consultation with other community members when necessary. We also hold our community members to high ethical standards and are willing to take appropriate action to ensure they remain upheld.

Standards and the Law

To ensure the application of this Code, our community members must know, understand and become familiar with it, as well as with other applicable ethical standards from certifications

and organisations of which they and Stone Soup are members. Lack of knowledge or misunderstanding of an ethical commitment is not an acceptable argument to defend a behaviour that is not in line with these ethical principles and standards.

Our community members make their commitment to the Stone Soup Code of Ethics. In case of conflict with national and international law that set less strict standards than the ones set by Stone Soup, this Code of Ethics shall prevail.

Ethical decision making

When facing an ethical dilemma, Stone Soup community members follow a multistep process including: identification and communication to the Stone Soup Ethics Commission; joint analyses and consideration of relevant ethical standards, principles, and laws; generation of potential courses of action; deliberation of risks and benefits; and selection of an objective

If any of our members is affiliated to or collaborates with an organisation that poses a conflict with this Code of Ethics, he/she will be required to specify the nature of such conflict, express his/her commitment to the Stone Soup Code of Ethics, and address the situation through the appropriate

decision based on the circumstances and welfare of all those involved.

The Stone Soup Ethics Commission oversees internal management of eventualities and supervises the enforcement of the Code. In addition, other community members can also collaborate in enforcing and updating it.

Suspected breaches of the Code

If we have any reason to suspect that a Stone Soup channels.

If Stone Soup is working with a client or project that applies ethical standards that conflict with the Stone Soup Code of Ethics, Stone Soup will actively promote a joint assessment and the adoption of the corrections deemed necessary but may terminate the relationship if the conflict

community member is acting against the vision and the ethical standards included in this Code, we attempt to first clarify and try to resolve the issue informally - provided that such action does not violate any confidentiality rights or laws. If a breach of our ethical standards is proved and cannot be resolved informally, our community members will take further action depending on the situation and will always respect our clients' confidentiality rights persists.

If a third party identifies a situation where Stone Soup breached the Code of Ethics, Stone Soup will carry out the necessary investigation, require independent auditing, and collaborate with all parties to resolve the suspected violation.

The Stone Soup Community Members' Code of Ethics Pledge

By signing this Code of Ethics, I hereby certify that:

I am aware of and have read the Stone Soup Code of Ethics.

I understand the conduct guidelines, obligations and prohibitions set forth therein.

I commit to conduct myself in accordance with Stone Soup values and comply with the Stone Soup Code of Ethics provisions thereof.

I collaborate with the Stone Soup group of partners in applying the Code of Ethics.

I am aware that Stone Soup has a procedure in place for reporting non-compliance and that it is my obligation to report through this procedure any instances of non-compliance that come to my attention.

I understand and accept that there is a consequence for misconduct, up to and including revocation of my membership in the Stone Soup community.

And I understand that those who have been or are sanctioned by a government agency or convicted in a court of law of an action that violates the Stone Soup Code of Ethics may be barred from membership or expelled from the Stone Soup community.

Name

Signature


Date



 www.stone-soup.net

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