



TUNISIAN INSTITUTE FOR PEACE AND CONFLICT STUDIES

POLICY DOCUMENT · TIPCS-POL-01

Code of Conduct

Standards of behaviour expected of everyone who works with or for TIPCS — Version 1.0, 25 October 2026

This Code sets the standards of integrity, respect, safeguarding, confidentiality, research honesty and independence that apply to Board members, staff, researchers, interns, volunteers, consultants and partners acting for TIPCS, online and offline. It requires everyone to report breaches, protects those who report in good faith, sets out how alleged breaches are handled and within what time limits, and states the consequences of a breach. Every person covered signs the acknowledgement in Annex A.

TIPCS-POL-01 · Version 1.0 · 25 October 2026

Issued by the Secretary General · ratified by the Board of Directors · legally reviewed

Questions and concerns: Contact@tipcs.org · www.tipcs.org

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1. Purpose and status of this Code

This Code of Conduct sets out the standards of behaviour that the Tunisian Institute for Peace and Conflict Studies (TIPCS) expects of every person who works with it or for it. It translates the Institute's values into concrete rules, explains how concerns are raised and handled, and states the consequences of a breach. It is the reference document to which all other TIPCS policies are attached.

TIPCS is a scientific and charitable association governed by Decree-Law No. 2011-88 of 24 September 2011 on the organisation of associations. Its work on peace and conflict research, training through its Academy, and public events depends on the trust of participants, partners, donors, public authorities and the communities it studies. That trust is built or lost through the daily conduct of the people who represent the Institute.

This Code is issued by the Secretary General as version 1.0 on 25 October 2026 and has been ratified by the Board of Directors. It is binding on every person within its scope from the date on which that person signs the acknowledgement in Annex A, and in any event from the date on which the person begins to act for TIPCS after the Code has been communicated to them. Where this Code and a specific TIPCS policy deal with the same matter, the more protective or more detailed rule applies.

This Code does not replace the law. Where Tunisian law, a donor agreement or the law of the country in which an activity takes place imposes a higher standard, that higher standard applies. Nothing in this Code limits anyone's right to report directly to the competent authorities.

2. Scope

This Code applies to the following persons, referred to together as "TIPCS personnel" or "persons covered":

- The Chairperson, the Vice-Chairperson, the Secretary General, the Treasurer and all other members of the Board;
- members of the Executive team and all staff, whatever their contract, including staff of the Research department and of the Academy;
- researchers, associate experts, trainers, interns and volunteers;
- consultants, contractors and partner organisations, and their personnel, while they carry out work funded or commissioned by TIPCS or act in its name;
- members of the association, when they take part in TIPCS activities or speak on its behalf.

The Code applies during working hours and outside them whenever a person acts, speaks or presents themselves in the name of TIPCS, uses TIPCS resources, or takes part in an activity organised or funded by TIPCS. This includes the offices in Monastir and Al Marsa, field research sites, training venues, conferences, travel, accommodation provided in connection with an activity, and all online spaces, including e-mail, messaging applications, video-conferencing and social media.

Conduct in a person's private life falls within this Code only where it involves the exploitation or abuse of any person, a criminal offence relevant to the person's role, or behaviour that directly and seriously damages the independence, safety or reputation of TIPCS. Sexual exploitation and abuse are covered at all times, on or off duty.

Contracts, partnership agreements, volunteer agreements and terms of reference issued by TIPCS shall refer to this Code and require the other party to comply with it, or with an equivalent code of its own that TIPCS has reviewed and found to offer at least the same protection.

3. Definitions

For the purposes of this Code, the following terms have the meanings set out below.

Term	Meaning
Breach	Any act or omission contrary to this Code, to a TIPCS policy referred to in it, or to the law, committed by a person covered.
Harassment	Any unwanted conduct, repeated or serious, that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment, whether verbal, written, physical or online.
Sexual harassment	Unwanted conduct of a sexual nature, including words, gestures, images, messages or physical contact, or pressure to obtain sexual favours, including in exchange for a job, a contract, a grade, a place in a course or any other benefit.
Sexual exploitation and abuse (SEA)	Sexual exploitation is any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes. Sexual abuse is any actual or threatened physical intrusion of a sexual nature, by force or under unequal or coercive conditions. Both terms follow the United Nations definitions used in the TIPCS Safeguarding policy.
Discrimination	Any distinction, exclusion, restriction or preference based on gender, race, colour, descent, national or ethnic origin, religion, belief, disability, age, language, political opinion, social status or any other personal characteristic, which impairs a person's equal rights or opportunities.
Retaliation	Any direct or indirect detrimental action, threatened or taken, against a person because they reported a concern in good faith, cooperated with an inquiry, or refused to take part in a breach.
Child	Any person under the age of 18, regardless of the age of majority or consent in the country concerned.
Participant	Any person who takes part in a TIPCS activity as a research respondent, interviewee, trainee, event attendee or community member, as opposed to TIPCS personnel.
Conduct focal point	The Secretary General, or the person the Secretary General designates in writing, responsible for receiving questions and reports under this Code. Where the Secretary General is concerned, the Chairperson acts in that role.
Working day	Any day other than Saturday, Sunday or an official public holiday in Tunisia.

4. Core values and guiding principles

Every rule in this Code derives from five values. When a situation is not expressly covered, persons covered shall act in the way that best honours these values and shall ask the conduct focal point for guidance.

Value	What it means in practice
Integrity	Honesty with money, data, findings and people; doing what we say; never using a position at TIPCS for private gain.
Independence and impartiality	No political party, funder, authority or private interest dictates our research questions, methods or conclusions; we treat all parties to a conflict fairly.
Respect and non-discrimination	Equal dignity for every person; no discrimination, harassment or humiliation; reasonable adjustments so that everyone can take part.

Value	What it means in practice
Do no harm	Anticipating and preventing the risks our work may create for participants, communities, colleagues and partners, especially children and persons at risk.
Accountability	Answering for our decisions to donors, partners, communities, members, the authorities and the public; admitting and correcting mistakes.

These values reflect the principles that Decree-Law No. 2011-88 requires every association to respect in its statutes, activities and funding, namely the rule of law, democracy, pluralism, transparency, equality and human rights, and the commitments of the Core Humanitarian Standard on Quality and Accountability.

5. Legal and standards basis

5.1 Tunisian law

- Decree-Law No. 2011-88 of 24 September 2011 on the organisation of associations, in particular its provisions requiring respect for the rule of law, democracy, pluralism, transparency, equality and human rights, and prohibiting incitement to violence, hatred, fanaticism or discrimination, the distribution of funds to members for personal benefit and support to political parties or electoral candidates (articles 3 and 4).
- Labour Code (Law No. 66-27 of 30 April 1966, as amended), which governs employment relationships, disciplinary measures and dismissal for serious misconduct.
- Penal Code, which criminalises, among other acts, theft, breach of trust, forgery, bribery, threats, violence and sexual harassment.
- Organic Law No. 2017-58 of 11 August 2017 on the elimination of violence against women, which defines physical, moral, sexual, political and economic violence and sexual harassment.
- Organic Law No. 2018-50 of 23 October 2018 on the elimination of all forms of racial discrimination.
- Organic Law No. 2004-63 of 27 July 2004 on the protection of personal data, supervised by the National Authority for the Protection of Personal Data (INPDP).
- Organic Law No. 2017-10 of 7 March 2017 on the reporting of corruption and the protection of whistleblowers.

5.2 International instruments and standards

- The Universal Declaration of Human Rights (1948) and the core United Nations human rights treaties, including the Convention on the Rights of the Child.
- The United Nations Convention against Corruption (UNCAC), to which Tunisia is a party.
- The UN Secretary-General's Bulletin ST/SGB/2003/13 on special measures for protection from sexual exploitation and sexual abuse, and the IASC Six Core Principles relating to Sexual Exploitation and Abuse (2019).
- The Core Humanitarian Standard on Quality and Accountability (CHS, 2024 edition).
- ILO Convention No. 190 on violence and harassment in the world of work (2019), used by TIPCS as a reference standard of good practice.
- The conduct, safeguarding and ethics requirements of the donors and partners with which TIPCS has signed agreements, including European Union and United Nations grant conditions where applicable.

6. Roles and responsibilities

Responsibility for this Code is shared. The table below sets out the specific duties of each body and role.

Role	Responsibilities
Board	Ratifies the Code and its revisions; ensures that adequate resources are available for its application; receives the annual report on conduct; decides on breaches alleged against the Secretary General, the Chairperson or other Board members, without the participation of the person concerned.
Chairperson	Receives reports concerning the Secretary General or the Executive team; acts as conduct focal point when the Secretary General is conflicted or absent; signs the acknowledgement of the Secretary General.
Vice-Chairperson	Replaces the Chairperson where the Chairperson is concerned by a report or is otherwise unable to act.
Secretary General	Issues the Code and the related procedures; acts as conduct focal point; keeps the register of acknowledgements and the confidential conduct register; ensures induction and training; decides on measures within the limits set by section 11; reports annually to the Board.
Treasurer	Ensures that financial rules referred to in this Code are applied; reports any financial irregularity to the Secretary General or, if the Secretary General is concerned, to the Chairperson; quantifies losses for recovery.
Executive team and heads of department	Lead by example; ensure that their teams, consultants and partners know the Code; identify risks in their activities; pass on any concern without delay; never discourage reporting.
All persons covered	Read, sign and comply with the Code; complete the required training; report breaches; cooperate honestly with any inquiry; ask when in doubt.

7. Standards of conduct

Persons covered shall observe the following standards. Each sub-section states the rule; the more detailed TIPCS policy named in it applies in addition.

7.1 Lawful and honest conduct

- Comply with Tunisian law, the law of any country where you work for TIPCS, donor rules and TIPCS policies, and never ask or allow anyone to break them.
- Be truthful in all documents, reports, timesheets, expense claims, CVs, applications and statements made for or to TIPCS.
- Never offer, promise, give, request or accept a bribe or any undue advantage, directly or through another person, and never make a facilitation payment.
- Inform the Secretary General without delay if you are charged with, or convicted of, a criminal offence relevant to your role, or if you become subject to any sanctions measure.

7.2 Respect, dignity and non-discrimination

- Treat colleagues, participants, partners and members of the public with courtesy and respect, regardless of their gender, origin, colour, religion, belief, disability, age, language, political opinion or social status.
- Base all decisions on recruitment, selection of trainees, speakers, consultants and partners, promotion and pay on objective, documented criteria.
- Do not harass, bully, intimidate, insult or humiliate anyone, in person or online, and do not make jokes, comments or images that demean a person or a group.

- Provide reasonable adjustments, as far as resources allow, so that persons with disabilities can take part in TIPCS work and activities.

7.3 Safeguarding and protection from sexual exploitation, abuse and harassment

TIPCS applies zero tolerance to sexual exploitation, abuse and harassment. In line with the IASC Six Core Principles and the TIPCS Safeguarding policy, persons covered shall observe the following rules at all times:

- Sexual exploitation and abuse constitute gross misconduct and grounds for termination of any relationship with TIPCS.
- Sexual activity with a child is prohibited, whatever the local age of majority or consent; mistaken belief about the child's age is no defence.
- Exchanging money, employment, goods, services, grades, places in a course or any other benefit for sex, including sexual favours or other humiliating, degrading or exploitative behaviour, is prohibited.
- Sexual relationships between TIPCS personnel and research participants, trainees under their supervision or persons who depend on TIPCS for assistance are strongly discouraged because they rest on unequal power; any such relationship involving improper use of rank or position is prohibited.
- Any concern or suspicion of sexual exploitation or abuse by anyone, whether or not they work for TIPCS, must be reported through the channels in section 9.
- Managers shall create and maintain an environment that prevents sexual exploitation, abuse and harassment, including safe venues, mixed facilitation teams where appropriate, and no unnecessary one-to-one contact with children.

7.4 Conflicts of interest, gifts and hospitality

- Declare in writing to the Secretary General, as soon as it arises, any personal, family, financial, political or professional interest that could influence, or appear to influence, your work for TIPCS, and withdraw from the related decision.
- Do not hire, supervise, evaluate or contract with a relative or close associate, and do not favour anyone on the basis of family, regional, political or personal ties.
- Modest, occasional courtesies worth less than 100 TND may be accepted if they are open, not linked to a decision and not repeated; anything of greater value must be declined or declared to the Secretary General and recorded in the gifts register.
- Never accept any gift during a tender, grant decision, recruitment or evaluation involving the giver, and never accept cash or cash equivalents.

The Conflict of interest policy and the Anti-fraud, anti-corruption and gifts policy set out the declaration forms, the gifts register and the procurement thresholds in detail.

7.5 Use of funds, assets, name and logo

- Use TIPCS funds, equipment, vehicles, premises, accounts and supplies only for approved TIPCS purposes and with care, and return them when your relationship ends.
- Respect the rule that gifts and grants to TIPCS are received only by bank transfer into its account; never receive money for TIPCS in cash or into a personal account.
- Use the TIPCS name, logo and letterhead only for authorised activities; do not create the impression that TIPCS supports a personal, commercial or political initiative.

7.6 Confidentiality and personal data

- Protect confidential information, including unpublished research, donor negotiations, personnel files and the identity of sources, and use it only for TIPCS purposes, during and after your relationship with TIPCS.
- Process personal data lawfully, fairly and only for the stated purpose, in line with Organic Law No. 2004-63; collect only what is needed, obtain consent where required, and keep data secure.
- Store research data and participant information only on TIPCS-approved devices and services, protected by passwords or encryption; never share it on personal social media or messaging groups.
- Report any loss, theft or unauthorised disclosure of personal data to the Secretary General immediately, and in any event within 24 hours of becoming aware of it.

7.7 Research and publication integrity

- Conduct research honestly: cite all sources, never fabricate, falsify or plagiarise data or text, and state the methods, limits and funding of each study.
- Obtain informed consent from research participants, protect their anonymity where promised, and never put a respondent at risk to obtain information.
- Do not allow any funder, partner or authority to alter findings; correct published errors openly with a dated note, in line with the Research ethics and editorial independence policy.

7.8 Public communication, media and online conduct

- Only the Chairperson, the Secretary General or persons they authorise speak to the media on behalf of TIPCS. Researchers may present their own work but must make clear when they speak in a personal capacity.
- Online and offline, do not engage in hate speech, incitement to violence or discrimination, harassment, or disclosure of the private data of colleagues or participants.
- Do not publish photographs, recordings or names of participants, especially children or persons at risk, without their informed consent and a check that publication will not endanger them.
- Keep a clear separation between personal opinions and TIPCS positions, and do not use a TIPCS title in a personal post in a way that suggests an institutional position.

7.9 Political neutrality and independence

TIPCS may express views on public affairs, as Decree-Law No. 2011-88 permits, but it shall not collect funds for, or give material support to, any political party or electoral candidate. Persons covered keep their civic rights, but shall not use TIPCS resources, events, contacts or name for partisan purposes, and Board members and staff who hold office in a political party shall declare it under the Conflict of interest policy.

7.10 Health, safety and fitness for work

- Take reasonable care of your own health and safety and that of others; follow security briefings for field work and travel.
- Do not work, drive for TIPCS or supervise participants under the influence of alcohol or drugs; do not possess or supply illegal drugs during TIPCS activities.
- Do not carry weapons during TIPCS activities, and never use violence or threats.
- Report accidents, near misses and unsafe conditions to your manager or the Secretary General on the same day where possible.

7.11 Partners, contractors and sanctions screening

Persons who select or manage partners, consultants, suppliers or speakers shall apply the due-diligence and sanctions-screening steps of the Sanctions, counter-terrorism financing and due diligence policy, shall ensure that the Code is attached to the relevant contract, and shall report any indication that a partner is in breach of it.

8. Prohibited conduct

Without limiting the standards above, the following conduct is never acceptable and will normally be treated as serious or gross misconduct:

- fraud, theft, embezzlement, forgery, money laundering or misuse of funds;
- bribery, extortion, or abuse of influence;
- sexual exploitation or abuse, sexual harassment, or any sexual activity with a child;
- harassment, bullying, violence or threats of violence;
- discrimination, racist or hateful speech, or incitement to violence;
- retaliation against anyone who reports a concern or cooperates with an inquiry;
- knowingly making a false accusation or obstructing an inquiry, including destroying evidence or pressuring witnesses;
- research misconduct: fabrication, falsification or plagiarism;
- serious breach of confidentiality or of personal-data rules;
- dealing with a person or entity subject to United Nations or nationally applicable sanctions in breach of the Sanctions policy;
- working under the influence of alcohol or drugs, and any conduct that seriously damages the independence or reputation of TIPCS.

9. Duty to report and how to raise a concern

Every person covered who witnesses, suspects or is told about a breach of this Code must report it promptly. Reporting is required for sexual exploitation and abuse, harm to a child, fraud, corruption and sanctions concerns, and is strongly encouraged for every other breach. You do not need proof; a reasonable, good-faith belief is enough. Do not investigate the matter yourself and do not confront the person concerned.

9.1 Reporting channels

- Your line manager or head of department, who must pass the report to the Secretary General the same working day, without investigating it.
- The Secretary General, as conduct focal point, in person or by e-mail to Contact@tipcs.org with the subject "CONFIDENTIAL – Concern".
- The Chairperson, where the concern involves the Secretary General or the Executive team, including by sealed letter marked "Confidential – for the Chair of the Board" sent or delivered to the registered office, Avenue Mahmoud Bourguiba, Monastir 5000.
- The contact form on the TIPCS website, choosing "General enquiry" and starting the message with the word CONFIDENTIAL; anonymous reports are accepted through any channel.
- The donor concerned, or the competent public authorities, including the public prosecutor and the authority in charge of fighting corruption, without first going through TIPCS.

Reports may be made orally or in writing; the form in Annex C may be used but is not compulsory. A person who receives an oral report shall write it down, read it back to the reporter where possible, and send it to the conduct focal point.

9.2 Protection of reporters

The identity of a reporter is kept confidential and shared only with those who strictly need to know in order to investigate or act, or where the law requires. TIPCS shall not dismiss, demote, threaten, exclude or otherwise penalise any person for a report made in good faith, even if the concern proves unfounded. Retaliation is itself a serious breach of this Code. These protections are in addition to those provided by Organic Law No. 2017-10. Full details are in the Whistleblowing and complaints policy.

10. Handling of alleged breaches

Every report is handled promptly, confidentially and fairly, with a presumption of good conduct until the facts are established. The following steps and time limits apply. Where a report concerns safeguarding or sexual exploitation and abuse, the shorter time limits and survivor-centred procedures of the Safeguarding policy prevail.

Step	Action	Time limit	Responsible
1. Immediate safety	Where anyone is at risk of harm, take measures to protect them, including medical or psychosocial referral, and secure evidence.	Within 24 hours	Conduct focal point
2. Acknowledgement	Acknowledge receipt to the reporter, if known, with a reference number; record the report in the confidential conduct register.	3 working days	Conduct focal point
3. Initial assessment	Decide whether the matter falls under this Code, its urgency and seriousness, whether interim measures are needed, whether donors or authorities must be informed, and who will inquire.	10 working days	Conduct focal point
4. Inquiry	An impartial inquirer with no stake in the matter (external where senior persons are concerned or the matter is complex) gathers facts, hears the reporter, witnesses and the person concerned, and writes a report.	Normally within 60 days of the report	Inquirer appointed by the conduct focal point or the Board
5. Decision	Decide whether a breach is established and what measures to take, according to section 11, after the person concerned has had the opportunity to respond in writing to the findings.	10 working days after the inquiry report	Secretary General or Board (see section 11)
6. Feedback and closure	Inform the reporter and the person concerned of the outcome, as far as confidentiality and law allow; record lessons learned; report to donors where the grant agreement requires.	Within 60 days of the report where possible, or a written explanation of the delay	Conduct focal point

10.1 Fairness to the person concerned

- The person concerned is informed of the allegations at a time that does not compromise the inquiry or the safety of others, and may respond, present evidence and name witnesses.
- They may be accompanied at any interview by a person of their choice who is not involved in the matter, or by a staff representative where the Labour Code or the applicable collective agreement so provides.
- No one may take part in handling a report in which they have a conflict of interest; the Vice-Chairperson or the Board replaces any person so conflicted.

10.2 Interim measures

Pending the outcome, the Secretary General, or the Chairperson where the Secretary General is concerned, may take proportionate interim measures to protect persons or evidence, such as a change of duties, removal from contact with participants, suspension of access to systems, or precautionary suspension with pay in accordance with the Labour Code. Interim measures are not sanctions and do not prejudice the outcome.

10.3 Referral to authorities and donors

Where facts may constitute a criminal offence, TIPCS shall refer them to the public prosecutor or other competent authority, taking account of the wishes and safety of any survivor, and shall inform donors within the time limits set in the relevant grant agreements. Suspicions of money laundering or terrorism financing are handled under the Sanctions, counter-terrorism financing and due diligence policy, including any reporting to the Tunisian Financial Analysis Committee (CTAF) where the law requires it.

11. Consequences of a breach

Measures are proportionate to the seriousness of the breach, its consequences, the intent or negligence involved, the person's role and record, and any cooperation or remedy offered. For employees, disciplinary measures are taken in accordance with the Labour Code, the applicable collective agreement and the employment contract. For Board members and members of the association, measures are taken in accordance with the TIPCS statutes. For consultants, contractors and partners, measures are taken under the contract or agreement.

Level	Examples	Possible measures	Decision by
Minor	Isolated discourtesy; late declaration of a small gift; careless but harmless handling of documents.	Guidance, written reminder, training, warning.	Line manager with the Secretary General
Serious	Undeclared conflict of interest; repeated harassing behaviour; breach of confidentiality; misuse of TIPCS assets; partisan use of TIPCS resources.	Reprimand, suspension, removal from a project or role, suspension of a contract, repayment of losses.	Secretary General
Gross	Sexual exploitation or abuse; any harm to a child; fraud, theft or bribery; violence; retaliation; research fabrication; dealing with sanctioned persons.	Dismissal for serious misconduct, termination of contract or relationship, exclusion from membership, recovery of losses, referral to the authorities and donors.	Secretary General, informing the Board; the Board where a Board member or the Secretary General is concerned

A person who is subject to a measure under this section may ask, within 10 working days of notification, for the decision to be reviewed. The review is carried out by the Board, or by the General Assembly where the statutes so provide, by persons who took no part in the original decision. A request for review does not suspend interim protective measures. Nothing in this procedure affects the right to seek remedies before the competent courts.

TIPCS shall not provide a positive reference for, or knowingly re-engage, a person dismissed for sexual exploitation, abuse or harassment, and shall participate, where lawful and consistent with Organic Law No. 2004-63, in inter-agency misconduct disclosure schemes required by donors.

12. Acknowledgement, induction and training

- Every person covered shall receive the Code in the language of their choice among Arabic, French and English, and sign the acknowledgement and commitment form in Annex A before starting work or, for persons already in post, within 30 days of the issue of this version.
- Board members sign the form on taking office; the Secretary General's form is countersigned by the Chairperson.
- Staff, researchers, trainers, interns and regular volunteers shall complete an induction session on the Code, safeguarding and reporting within their first month, and a refresher at least once a year.
- Before each field activity, training course or event involving participants, the activity lead shall brief the team, including consultants, on the key rules of the Code using the quick-reference table in Annex B.
- Participants in Academy courses and events shall be informed, in simple language, of the standards they can expect from TIPCS personnel and of how to raise a concern.

13. Record-keeping and data protection

The Secretary General shall keep (a) a register of signed acknowledgements and training attendance, and (b) a confidential conduct register recording each report, its reference number, dates, steps taken, outcome and lessons learned. Case files are kept separately from personnel files, in a locked cabinet or encrypted folder accessible only to the conduct focal point and persons authorised for a specific case.

Personal data processed under this Code, including data on alleged offences, is handled in accordance with Organic Law No. 2004-63, collected only for the purposes of this Code, disclosed only to those who need it or as the law requires, and protected against loss and unauthorised access. Data subjects may exercise their rights of access and rectification, subject to the limits needed to protect an inquiry, a reporter or a survivor. Complaints about data handling may be brought to the INPDP.

Record	Retention period
Signed acknowledgement forms and training records	Duration of the relationship plus 5 years
Case files where the allegation was not substantiated	2 years after closure, then destroyed or anonymised
Case files where a breach was established	10 years after closure, or longer where required by law, a court or a donor agreement
Anonymised statistics and lessons learned	Kept permanently

14. Monitoring and review

- The Secretary General shall present to the Board each year an anonymised report on the application of the Code: acknowledgements signed, training delivered, number and type of reports, time taken to handle them, outcomes and lessons learned. A summary shall appear in the TIPCS annual report.
- The Code shall be reviewed at least once a year, with the next review due in October 2027, and earlier after a serious incident, a change in the law, or a new donor requirement. Persons covered, including staff and volunteers, shall be consulted on proposed changes.
- Revised versions are issued by the Secretary General, ratified by the Board, published on the Policies page of the TIPCS website and communicated to all persons covered.

15. Relationship to other TIPCS policies

This Code is the umbrella document. The following policies develop specific parts of it and form part of the commitments that every person covered accepts by signing Annex A.

Policy	Link with this Code
Safeguarding and protection from sexual exploitation, abuse and harassment	Section 7.3; procedures for safeguarding reports and survivor support.
Anti-fraud, anti-corruption and gifts policy	Sections 7.1, 7.4 and 7.5; gifts register, financial controls, procurement.
Conflict of interest policy	Sections 7.4 and 7.9; declarations and withdrawal from decisions.
Whistleblowing and complaints policy	Sections 9 and 10; channels, protection, time limits.
Sanctions, counter-terrorism financing and due diligence policy	Sections 7.11 and 10.3; partner screening and reporting.
Research ethics and editorial independence policy	Sections 7.6 to 7.8; consent, data, publication.

16. Glossary of abbreviations

Abbreviation	Full name
TIPCS	Tunisian Institute for Peace and Conflict Studies
CHS	Core Humanitarian Standard on Quality and Accountability
CTAF	Tunisian Financial Analysis Committee
IASC	Inter-Agency Standing Committee
ILO	International Labour Organization
INPDP	National Authority for the Protection of Personal Data
JORT	Official Journal of the Republic of Tunisia
SEA / PSEA	Sexual exploitation and abuse / protection from sexual exploitation and abuse
TND	Tunisian dinar
UNCAC	United Nations Convention against Corruption

17. Version history and approval

Version	Date	Description	Issued / approved by
1.0	25 October 2026	First full edition of the Code of Conduct, expanding the summary published on the TIPCS website.	Issued by the Secretary General; ratified by the Board of Directors

Next scheduled review: October 2027.

Approval and document control

Document number	TIPCS-POL-01
Version	1.0
Date of issue	25 October 2026
Policy owner	Secretary General
Next review	October 2027 (and after any serious incident or change of law)
Applies to	Board members, staff, experts, researchers, interns, volunteers, consultants, partners and suppliers acting for TIPCS
Status	In force; ratified by the Board of Directors and legally reviewed

Version	Date	Change
1.0	25 October 2026	First issue

Issued by the Secretary General
Name, signature and date

Ratified by the Board of Directors — Chairperson
Name, signature and date

References

1. ICNL – Decree-Law No. 88 of 2011 on the organisation of associations (English translation) — https://www.icnl.org/research/library/tunisia_88-2011-eng/
2. Idaraty – Loi organique n° 2017-58 du 11 août 2017 relative à l'élimination de la violence à l'égard des femmes — <https://idaraty.tn/fr/publications/loi-organique-58-aout-2017-elimination-violences-femmes>
3. MERIP – The limits of confronting racial discrimination in Tunisia with Law 50 (Organic Law 2018-50) — <https://merip.org/2021/08/the-limits-of-confronting-racial-discrimination-in-tunisia-with-law-50/>
4. Organic Act No. 2004-63 of 27 July 2004 on the protection of personal data — <https://ictpolicyafrica.org/es/document/1bmfv348z kf>
5. IASC Six Core Principles relating to Sexual Exploitation and Abuse (2019) — <https://psea.interagencystandingcommittee.org/update/iasc-six-core-principles>
6. UN Secretary-General's Bulletin ST/SGB/2003/13 — https://digitallibrary.un.org/record/504355/files/ST_SGB_2003_13-EN.pdf
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8. Education International – What about Convention No. 190 in Tunisia? — <https://www.ei-ie.org/en/item/23587:what-about-convention-no-190-in-tunisia-eliminating-violence-and-harassment-in-the-world-of-work-by-emna-aouadi>
9. UNCAC Coalition – Tunisia civil society parallel report — <https://uncaccoalition.org/uncacparallelreporttunisia/>
10. Africarrières – Tunisia labour law: harassment and discrimination (Labour Code, Law 66-27) — <https://africarrieres.com/tunisie/fr/guide/droit-du-travail/harcelement-discrimination>

This document is public. It is a governance commitment and does not replace legal advice.

Annex A — Acknowledgement and commitment form

To be completed by every person covered before starting work or, for persons already in post, within 30 days of the issue of this version. The signed original is kept in the register of acknowledgements held by the Secretary General; the signatory may keep a copy.

Full name

Role / position

Category (Board member, staff, researcher, intern, volunteer, consultant, partner, member)

Department or project

Language in which the Code was received (Arabic / French / English)

By signing below, I confirm that:

- I have received, read and understood the TIPCS Code of Conduct (TIPCS-POL-01, version 1.0) and have had the opportunity to ask questions about it;
- I will comply with the Code and with the TIPCS policies to which it refers, including the Safeguarding, Anti-fraud, Conflict of interest, Whistleblowing, Sanctions and Research ethics policies;
- I will never engage in sexual exploitation, abuse or harassment, and I understand that any sexual activity with a person under 18 is prohibited;
- I will report any breach or suspected breach of which I become aware, through the channels described in the Code;
- I have declared below, or will declare without delay, any conflict of interest and any criminal proceedings relevant to my role;
- I understand that a breach may lead to disciplinary or contractual measures, including dismissal or termination, recovery of losses and referral to the authorities;
- I consent to TIPCS keeping this form and related records in accordance with Organic Law No. 2004-63 for the purposes described in section 13 of the Code.

Declarations (conflicts of interest, relevant proceedings), or "none"

Place and date

Signature of the person covered

Received for TIPCS by (name, role, signature)

Date of induction training

Annex B — Quick-reference “do and don’t” table

This one-page summary is used for briefings before field activities, courses and events. It does not replace the full Code.

Do	Don't
Treat everyone with respect and courtesy, online and offline.	Harass, bully, insult, humiliate or discriminate against anyone.
Report any concern about abuse, fraud or misconduct promptly to the Secretary General or the Chairperson.	Investigate yourself, confront the person, or ignore what you saw or heard.
Keep professional boundaries with participants, trainees and children.	Have sexual contact with a child, or exchange money, jobs, grades or help for sex.
Declare conflicts of interest and gifts above 100 TND.	Accept cash, or any gift during a tender, grant decision, recruitment or evaluation.
Use TIPCS funds, equipment, name and logo only for approved purposes.	Receive money for TIPCS in cash or into a personal account.
Obtain informed consent and protect participants' identity and data.	Post photos, names or data of participants without consent, or share data on personal apps.
Cite sources, state funding and limits, and correct errors openly.	Fabricate, falsify or plagiarise, or let a funder change findings.
Make clear when you speak in a personal capacity.	Speak to the media for TIPCS without authorisation, or use TIPCS for partisan purposes.
Follow security briefings and report accidents and unsafe conditions.	Work, drive or supervise participants under the influence of alcohol or drugs, or carry weapons.
Support colleagues who raise concerns.	Retaliate against, or pressure, anyone who reports or acts as a witness.

In doubt? Ask before acting. Concern? Contact the Secretary General, or the Chairperson if the concern involves the Secretary General or the Executive team: Contact@tipcs.org, subject “CONFIDENTIAL – Concern”.

Annex C — Conduct incident report form

Use this form to report a suspected breach of the Code. You may leave your name blank to report anonymously. Write only what you saw, heard or were told; do not investigate. Send the completed form to the Secretary General or, if the concern involves the Secretary General or the Executive team, to the Chairperson, in a sealed envelope or by e-mail to Contact@tipcs.org with the subject "CONFIDENTIAL – Concern". If anyone is in immediate danger, contact the emergency services first.

Part 1 – About you (optional)

Name

Relationship with TIPCS

Preferred safe contact (phone or e-mail)

Part 2 – The incident

Date(s) and time of the incident

Place (office, field site, venue, online platform)

TIPCS activity or project concerned, if any

Type of concern (e.g. harassment, sexual exploitation or abuse, child safeguarding, fraud, conflict of interest, data breach, research misconduct, discrimination, safety, other)

Description of what happened, in your own words

Person(s) believed to be responsible (name, role), if known

Person(s) affected; is any of them under 18?

Witnesses, if any

Documents or other evidence available (do not collect more yourself)

Is anyone at immediate risk? What has already been done?

Part 3 – Signature (optional)

Date and signature

Part 4 – For TIPCS use only

Reference number

Received by and date of receipt

Date of acknowledgement (within 3 working days)

Immediate safety measures taken (within 24 hours)

Initial assessment and severity level (within 10 working days)

Inquirer appointed; donors or authorities informed (who, when)

Outcome, measures and date of closure

Feedback given to reporter (date)
