



CODE OF CONDUCT OF GREEN AGRO SOLUTIONS

Version: 1.0

Date of approval: 11 May 2026

Approved by: Head of Green Agro Solutions Public Union

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1. GENERAL PROVISIONS

1.1. Purpose of the Code

This Code of Conduct, hereinafter referred to as the **Code**, establishes the ethical standards, professional principles and rules of conduct to be observed by all persons acting on behalf of or in the interests of Green Agro Solutions Public Union (NGO).

The Code is one of the core documents of the organisation's internal governance system. It is intended to uphold high standards of professional ethics, integrity, transparency and accountability.

Its provisions contribute to building trust between the organisation, its consultants, partners, donors, farmers, educational institutions and other stakeholders.

1.2. Importance of the Code

Green Agro Solutions regards professional conduct as an integral part of its mission to advance sustainable, organic and regenerative agriculture.

Compliance with this Code is not only a requirement of the organisation's internal policies, but also an important condition for effective international cooperation, participation in grant programmes and implementation of projects supported by the European Union and other international partners.

1.3. Relationship with other documents

This Code shall be applied in conjunction with:

- the Gender Equality Plan of Green Agro Solutions for 2026–2028;
- the Equality, Diversity and Inclusion Policy;
- the Statute of Green Agro Solutions Public Union.

Following their approval, the Code shall also be applied in conjunction with the Policy on the Prevention of Harassment and Complaints-Handling Procedure and the Research Ethics and Integrity Policy.

In the event of a conflict between the provisions of this Code and the legislation of Ukraine, the legislation of Ukraine shall prevail. This Code and the organisation's other internal documents shall be applied together, taking into account their respective subject matter. Where a conflict cannot be resolved through interpretation, the matter shall be decided by the governing body or official authorised under the Statute of the organisation.

2. PURPOSE OF THE CODE

The purpose of this Code is to establish consistent standards of professional conduct that promote:

- integrity;
- transparency;
- accountability;
- mutual respect;
- trust;
- professionalism;
- impartiality;
- compliance with the law;
- alignment with international standards.

The Code is also intended to prevent conflicts of interest, corruption risks, discrimination, unethical conduct and other actions that may damage the organisation's reputation.

3. SCOPE

The provisions of this Code apply to:

- the Head of the organisation;
- independent consultants;
- experts;
- project coordinators;
- lecturers;
- trainers;
- volunteers;
- student interns;
- trainees;

- members of project teams;
- other persons representing the organisation or acting on its behalf.

The Code applies when:

- providing advisory services;
- implementing international and national projects;
- organising training activities;
- holding conferences;
- conducting field demonstrations;
- making public presentations;
- communicating online;
- interacting with public authorities, businesses, educational institutions and the public.

4. CORE VALUES

The organisation's activities are based on the following core values.

Integrity

We act honestly, openly and responsibly, adhering to high ethical standards.

Professionalism

We are committed to continuous professional development, the use of up-to-date knowledge and evidence-based approaches.

Independence

When preparing recommendations, we rely on professional judgement and evidence, avoiding improper influence from third parties.

Accountability

We recognise our responsibility to farmers, partners, society, donors and future generations.

Respect

We respect the rights, dignity, experience and professional views of every person.

Sustainable development

We support the principles of environmental, social and economic sustainability and contribute to the development of responsible agriculture.

Openness

We are open to cooperation, knowledge exchange, constructive criticism and continuous improvement.

5. PRINCIPLES OF PROFESSIONAL CONDUCT

Every person acting on behalf of the organisation shall:

- act honestly and in good faith;
- comply with Ukrainian legislation and the requirements of international programmes;
- perform their duties competently and diligently;
- respect human rights;
- comply with the principles of equality and non-discrimination;
- refrain from all forms of discrimination, workplace mobbing in employment relationships, bullying, psychological pressure or harassment;
- protect the organisation's reputation;
- contribute to an atmosphere of mutual respect and professional cooperation;
- use the organisation's resources responsibly and solely for the achievement of its statutory objectives.

6. ETHICAL STANDARDS

The organisation expects all persons acting on its behalf to comply with the following standards:

- honesty in professional activities;
- accuracy and reliability of information;
- respect for copyright and intellectual property rights;
- responsible use of scientific data and research results;
- timely fulfilment of commitments;
- prevention of false statements or manipulation of facts;
- transparency in relations with partners and donors.

Particular attention shall be paid to the quality of advisory recommendations. Such recommendations shall be based on up-to-date scientific knowledge, verified practices and professional experience. Any limitations or assumptions shall be clearly identified.

7. INTEGRITY AND PROFESSIONAL HONESTY

7.1. General principles

Green Agro Solutions conducts its activities in accordance with the principles of integrity, honesty, transparency and accountability.

Every person representing the organisation shall act in good faith and refrain from any form of deception, manipulation of information or improper use of their position.

The trust of partners, farmers, donors, educational institutions and society is one of the organisation's most valuable assets. Accordingly, every consultant and expert bears personal responsibility for maintaining that trust.

7.2. Professional competence

Persons acting on behalf of the organisation shall:

- perform only work for which they have the necessary education, knowledge and practical experience;
- continuously improve their qualifications;
- use up-to-date scientific knowledge and verified practices;
- recognise the limits of their competence and, where appropriate, recommend the engagement of other specialists.

Assumptions or personal beliefs must not be presented as established scientific facts.

7.3. Reliability of information

All recommendations, analytical materials, presentations, reports and public statements shall be based on reliable data.

The organisation seeks to use information from reliable sources, including:

- scientific publications;
- official documents;
- research findings;
- international standards;
- verifiable practical experience.

Where estimates, forecasts or expert judgements are used, this shall be clearly stated.

8. CONFLICTS OF INTEREST

8.1. General provisions

The organisation recognises that a conflict of interest may arise even in the absence of improper intent.

The purpose of this Section is to ensure the timely identification, disclosure and appropriate management of such situations.

8.2. Definition

A conflict of interest is a situation in which a person's personal, financial, family, professional or other interests may influence, or may reasonably appear to influence, the objectivity of their professional decisions or actions.

8.3. Examples of potential conflicts of interest

Potential conflicts of interest may include:

- participating in decisions concerning an organisation with which the person has a financial relationship;
- evaluating a project prepared by a close relative;
- recommending products or services without properly disclosing a personal interest;
- participating in the allocation of funds where the person is a potential recipient of funding;
- using official or non-public information for personal benefit.

Consultants and experts shall not accept gifts, remuneration, discounts or other benefits where these may influence, or may reasonably appear to influence, the independence of their professional recommendations.

Token hospitality may be accepted only where it does not influence decision-making and does not conflict with the terms of the relevant project or contract.

Where a person is uncertain whether a conflict of interest exists, they shall disclose the circumstances before commencing the relevant duties.

8.4. Responsibilities

Where an actual, potential or perceived conflict of interest arises, the person concerned shall:

- immediately notify the Head of the organisation or the coordinator of the relevant project;
- refrain from participating in the relevant decision until the matter has been resolved;
- provide the information necessary to assess the associated risks.

The organisation regards such disclosures as an expression of professional integrity.

9. CONFIDENTIALITY AND INFORMATION PROTECTION

9.1. General principles

Persons cooperating with the organisation shall handle information obtained in the course of their duties responsibly.

Confidential information shall be used exclusively for the purposes of the relevant project or the organisation's activities.

9.2. Confidential information may include information concerning:

- international grant proposals;
- project budgets;
- personal data;
- results of internal assessments;
- unpublished research;
- internal correspondence;
- financial information;
- partners' commercially sensitive information.

9.3. Personal data protection

The organisation seeks to ensure an appropriate level of personal data protection in accordance with Ukrainian legislation and, where applicable, the conditions of international projects.

Persons with access to personal data shall:

- use such data only for the specified purpose;
- refrain from disclosing it to third parties without a proper legal or contractual basis;
- ensure that the information is stored securely;
- report any suspected personal data security incident.

10. USE OF THE ORGANISATION'S RESOURCES

The organisation's resources shall be used exclusively for the achievement of its statutory objectives, project implementation and the provision of advisory services.

The organisation's resources include:

- financial resources;
- equipment;
- software;
- information resources;
- documents;
- training materials;

- intellectual property;
- the organisation's brand and reputation.

Persons cooperating with the organisation shall use these resources responsibly, economically and only within the limits of their authority.

11. CONDUCT WHEN PUBLICLY REPRESENTING THE ORGANISATION

Persons representing Green Agro Solutions at conferences, seminars, advisory meetings, negotiations or other public events shall:

- act professionally and respectfully;
- respect diversity of opinion;
- refrain from offensive or discriminatory statements;
- clearly distinguish the organisation's official position from their personal views;
- refrain from making public statements on behalf of the organisation without appropriate authority.

12. COOPERATION WITH PARTNERS AND DONORS

The organisation bases its cooperation with partners on:

- mutual respect;
- openness;
- professional integrity;
- transparency;
- responsible fulfilment of commitments.

When implementing international projects, consultants and experts shall comply not only with this Code, but also with the requirements of the applicable grant agreements, donor policies and rules of partner consortia.

13. REPORTING SUSPECTED VIOLATIONS

13.1. General provisions

Green Agro Solutions encourages the timely reporting of suspected violations of this Code, applicable legislation or the organisation's other internal policies.

A report may be submitted in good faith by any person, irrespective of the form of their engagement with the organisation.

Reports are regarded as an important means of maintaining high standards of integrity and good governance.

A person who reports a suspected violation in good faith shall not be subjected to retaliation, discrimination or any other adverse consequences.

13.2. Matters that may be reported

Reports may concern, in particular:

- violations of this Code;
- discrimination or unequal treatment;

- workplace mobbing in employment relationships, bullying, psychological pressure or harassment;
- an undeclared conflict of interest;
- fraud or misuse of funds or property;
- breach of confidentiality;
- falsification of information or documents;
- unethical conduct during project implementation;
- other actions that may damage the organisation or its reputation.

13.3. Submitting a report

A report may be submitted:

- to the Head of the organisation;
- to the person designated as responsible for receiving and handling reports;
- to an alternative authorised recipient where the report concerns the Head of the organisation, the responsible person, or where another conflict of interest exists;
- in writing, by email, during a personal meeting or by another method provided for by the organisation's internal procedures.

The current reporting channels and contact details of authorised persons shall be communicated to persons covered by the Code and may be published on the organisation's official website.

Where possible, a report should include:

- a description of the circumstances;
- the date or period of the incident;
- available supporting materials;
- the reporting person's contact details, where they wish to provide them.

Anonymous reports may also be considered where the information provided is sufficient for a preliminary assessment.

14. HANDLING REPORTS

14.1. General provisions

Upon receipt of a report, the Head of the organisation or a person authorised by the Head shall:

- carry out a preliminary assessment of the circumstances;
- determine whether additional information needs to be collected;
- engage independent experts where necessary;
- decide on further action.

The report shall be handled:

- objectively;
- impartially;
- confidentially;
- with due regard for the right of all parties to be heard.

In handling a matter, the organisation shall be guided by the principles of fairness, proportionality and the presumption of good faith.

A report shall be handled within no more than 30 calendar days from the date of receipt.

Where the circumstances require further examination, this period may be extended on reasonable grounds. The reporting person shall be informed of the extension where they have provided contact details.

As a general rule, the total handling period shall not exceed 60 calendar days.

14.2. Conflict of interest in handling a report

Where a report concerns an act or omission of the Head of Green Agro Solutions, or where another conflict of interest exists, the Head shall not participate in making decisions, conducting the review or otherwise handling the report.

The report shall be referred to the governing body or person authorised to handle it under the Statute of the organisation.

That governing body or person may assign the review to an independent authorised person, an external expert or another impartial person who has no conflict of interest.

The decision designating the person responsible for handling the report shall be documented in accordance with the Statute and the organisation's internal procedures.

15. RESPONSE MEASURES

Where a violation is confirmed, the following measures may be applied:

- an oral or written warning;
- additional training;
- revision of the conditions of the person's participation in a particular project;
- termination of cooperation in accordance with the applicable contract;
- notification of the competent authorities where required by law.

The measure selected shall take into account:

- the nature of the violation;
- its consequences;
- whether it was repeated;
- the degree of responsibility;
- the circumstances of the particular case.

The purpose of the response is not only to remedy the violation, but also to prevent similar incidents in the future.

16. TRAINING AND DISSEMINATION OF THE CODE

The organisation shall ensure that all persons covered by this Code are familiar with its provisions.

Where necessary, the organisation may provide:

- induction briefings;
- thematic seminars;
- webinars;
- discussions of practical ethical situations;

- consultations on the application of the Code.

The Code is a public document and may be published on the organisation's official website or provided to partners, donors and other interested stakeholders.

17. REVIEW OF THE CODE

The Code shall be reviewed:

- at least once every three years;
- in the event of significant changes to Ukrainian legislation;
- where international donor requirements are updated;
- following the completion of major international projects where it is appropriate to incorporate lessons learned;
- by decision of the Head of the organisation.

All changes shall be documented by adopting a new version of the Code or formal amendments to it.

18. FINAL PROVISIONS

This Code shall enter into force on the date of its approval by the Head of Green Agro Solutions.

Compliance with its provisions is mandatory for all persons within its scope.

The Code forms part of the organisation's internal governance system and shall be applied in conjunction with its other internal policies and procedures.

The organisation seeks to improve its ethical standards regularly, taking into account developments in international practice, donor recommendations and experience gained through project implementation.

ANNEX A

DECLARATION OF ACKNOWLEDGEMENT

I hereby confirm that I:

- have read the Code of Conduct of Green Agro Solutions;
- understand its provisions;
- undertake to comply with the established principles and rules;
- will report any suspected violations known to me in accordance with the established procedures.

Full name Position / role Date Signature

ANNEX B

EXAMPLES OF ETHICAL SITUATIONS

The Code applies, in particular, in the following situations:

- a consultant is offered remuneration for recommending a particular product;

- an expert participates in the evaluation of a project prepared by a close colleague or relative;
- a project participant uses the organisation's logo for an activity that has not been approved by the organisation's management;
- a participant makes discriminatory statements during a training activity;
- a person obtains access to confidential materials of an international consortium;
- a consultant uses another author's materials without appropriate acknowledgement of the source.

In each such case, the person concerned shall be guided by the principles of this Code, act in good faith and, where necessary, seek clarification from the Head of the organisation.

APPROVED BY

Head of Green Agro Solutions Public Union
Agricultural Advisory Service, Certificate No. 123 dated 29 December 2023

T: +38 067 216 8555

E: vorontsov@greenas.org

W: <https://greenas.org>



Next review: May 2029