**ATTACHMENT 1   
CI CODE OF ETHICS**

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| |  | | --- | | 1. Scope of Applicability   The following ethics standards apply to all persons and entities which receive, are responsible for the deposit or transfer of, or take or influence decisions regarding the use of Grant Funds received from CI (jointly referred to as ‘Grant Fund Recipients’). Grant Funds Recipients include employees, agents, sub-contractors and sub-recipients of the aforementioned persons and entities.   1. Ethics Standards   Grant Funds Recipients are expected to observe the highest standards of professional and personal ethics in the implementation of projects funded by the CI.  **Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at** [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com)**.**  Grantee shall communicate and advertise the below ethics standards and the availability of the Ethics Hotline for Project related complaints to all Grant Fund Recipients.  Grant Funds Recipients are required to implement, monitor and enforce compliance with a Code of Ethics that substantially reflects the following ethics standards:  Integrity:   * Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times. * Comply with Funding Terms and Conditions, internal policies of the Grantee as well as all applicable laws, rules and regulations, domestic and international, in every country where the Grantee does business and where Project related activities are carried out. * Reflect actual expenses or work performed in expense reports, time sheets, and other records. * Never engage in any of the following acts: falsification of business documents, theft, embezzlement, diversion of funds, bribery, or fraud.     Transparency:     * Perform duties, exercise authority and use Grant Funds and assets procured with Grant Funds for Project purposes and never for personal benefit. * Avoid conflicts of interest and not allow independent judgment to be compromised. * Not accept gifts or favors from Project vendors/suppliers, sub-recipients or sub-contractors in excess of token gifts.     Accountability:     * Disclose to CI, at the earliest opportunity, any information they have or become aware of, that may result in a real or perceived conflict of interest or impropriety. * Exercise responsible stewardship over Grant Funds and assets procured with Grant Funds; spend Funds wisely, in furtherance of the Project. * Manage programs, activities, staff and operations in a professionally sound manner, with knowledge and wisdom, and with the goal of a successful Project outcome.    Confidentiality:     * Not disclose confidential or sensitive information obtained during the course of the Project     Mutual Respect and Collaboration:     * Assist CI, Project partners and beneficiaries in building the necessary capacity to carry out the Project efficiently and effectively and to manage Funds in a fiscally and operationally prudent manner. | |

**I hereby acknowledge receipt of CI’s Code of Ethics and certify agreement and compliance therewith.**

FOR SUBRECEPIENT OF CEPF FUNDS (administered by CI):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_