



LE GROUPE-CONSEIL BAASTEL – CODE OF ETHICAL CONDUCT

Approved May 2023

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PREAMBLE

Le Groupe-conseil Baastel's mission is to contribute to sustainable human development. This contribution aims to achieve success and to strengthen practices and developmental activities (projects, programs, policies) through quality consulting services.

This document presents Baastel's guidelines for ethical conduct in all its work. These apply to all employees, business partners, consultants, and subcontractors working for or on behalf of Baastel (herein referred to as "partners").

This code of ethics was developed by consulting the *UNEG Ethical Guidelines for Evaluation* (2020), the European Union's General Data Protection Regulation (GDPR), the *UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis*, the *UNESCO Code of Conduct for Social Science Research* and the *Canadian Evaluation Society's Ethics Code*.

Note: Baastel partners must always comply with the most demanding applicable requirements, whether they are relevant applicable laws, client codes of conduct, or Baastel's own requirements.

SECTION I: RESPONSIBLE BUSINESS PRACTICES

Do No Harm

Baastel's core value of responsibility and of ethical practice includes adherence to the principle of "do no harm." This principle guides Baastel and its partners when undertaking work for or on behalf of Baastel and means that partners seek to assess and avoid any potential harmful effects to anyone involved in work by Baastel. This includes exacerbating environmental degradation, conflict, or insecurity among populations.

Harm may also refer to harassment, violence, discrimination, exploitation and sexual misconduct. Baastel tolerates no form of harassment or violence (emotional, physical, sexual) against anyone with whom Baastel's partners come into contact (including research subjects, community members, partners, client staff, Baastel employees, or any others).

Sexual harassment may include inappropriate or unwanted physical contact, insulting comments or jokes of a sexual nature that cause discomfort or embarrassment, and inappropriate inquiries about an individual's sex life.

Baastel and its partners take all possible measures to prevent harassment and, when such behaviour is known, report it to the appropriate authorities and take any necessary corrective measures.

Victims and witnesses can address complaints to the relevant Baastel project manager or their superior. All complaints will be handled confidentially.

Diversity and Inclusion

Baastel is committed to inclusiveness and justice, and does not cooperate or enter in any form of exploitation in business practices and consultancy relationships.

Baastel tolerates no form of discrimination on the basis of race, national or ethnic origin, religion, sex, gender, sexual orientation, age, or mental or physical disability.

Baastel fully complies with the legal requirements and the spirit of the Canadian Charter of Rights and Freedom.

Environmental Impact

Baastel is committed to limiting any negative environmental impacts of its activities and promoting sustainability. We recognize the importance of addressing the environmental challenges posed by our operations and strive to maximize positive impacts while minimizing harm. To this end, Baastel has implemented the following measures:

- **Carbon Emission Compensation:** Baastel acknowledges the carbon footprint associated with air travel and takes responsibility for mitigating it. As part of our dedication to environmental stewardship, Baastel compensates the carbon emissions of all flights taken by its internal and external consultants. We ensure that the necessary steps are taken to offset the environmental impact of air travel. The methods of calculations used for carbon emissions and the certificate of compensation for the previous fiscal year are available upon request.
- **Green Plan:** Baastel has established a comprehensive Green Plan that outlines our strategies and actions for sustainability. The Green Plan encompasses various initiatives aimed at reducing our environmental footprint and promoting eco-friendly practices throughout our organization. Baastel's full Green Plan is available upon request.
- **Monitoring and Evaluation:** Baastel has developed robust procedures and tools for monitoring our environmental impact. We regularly assess our operations, including air travel and resource consumption, to identify areas for improvement and track our progress towards environmental goals.
- **Efficient Travel Practices:** Baastel and its partners actively seek to reduce air travel whenever feasible. When necessary, we prioritize environmentally efficient modes of transportation, such as train travel, considering alternatives such as video conferencing and public transportation to minimize our carbon footprint.
- **Resource Conservation:** In all our activities, Baastel implements measures to minimize resource consumption and associated waste and pollution. We emphasize the principles of reduce, reuse, recover, and recycle, promoting a circular economy and sustainable resource management.
- **Sustainable Procurement:** Baastel is committed to sourcing supplies, including energy, from sustainable sources. We prioritize partnering with vendors and suppliers who share our environmental values and promote sustainability in their operations.

Corruption

Baastel is committed to opposing all forms of corruption and under no circumstances will become involved in, involve partners in, or tolerate the involvement of partners in, any unethical activity. Should a partner become aware of any form of corruption occurring in relation to Baastel work or any project in which Baastel is involved, the details must be reported to Baastel immediately.

Conflict of Interest

Baastel and its partners act with transparency when participating in activities related to the company. Baastel's partners are responsible for informing the company of any potential conflict of interest related to their involvement in a project.

Fees, Payment Practices, and Fiscal Responsibility

Baastel strives to offer its clients the best value for money. When establishing budgets and fees, Baastel applies consultancy fees and payment schemes to partners that are respectful of local legislation, contexts, needs and conditions of dignity.

Baastel does not engage in the practice of reducing or minimizing taxes through illegitimate finance practices. Baastel complies with all its fiscal obligations and reporting.

SECTION II: RESPONSIBLE CONSULTING PRACTICES

Professional Competence

Professionalism contributes to the credibility of Baastel's work. Key aspects include education and training; adherence to ethics, norms and standards; and recognition of knowledge, skills and experience.

Baastel and its partners truthfully represent their professional qualification, accurately describe their experience and do not misrepresent or oversell their capabilities.

Baastel and its partners strive for personal and professional development, recognizing the need and value of continued professional development and staying informed regarding best practices and work methodologies.

Integrity, Independence, and Impartiality

Baastel's partners perform all activities with integrity, adopting an attitude of impartiality, and exercising independent judgment. The key elements of impartiality are objectivity, professional integrity, and absence of bias.

Independence is necessary for credibility, particularly in the context of evaluation. Baastel supports its partners' freedom to conduct impartial evaluations and freely express their assessments.

Baastel's partners treat any person they come into contact with through their work without favour or discrimination. They take into account all views of stakeholders and provide a balanced presentation of findings and results.

Informed Consent and Protecting Vulnerable Populations

Baastel is committed to respecting and protecting the rights of human research subjects. When engaging human subjects, Baastel partners seek informed consent and ensure that participants are appropriately informed that their participation is voluntary. During data gathering and analysis, partners take measures to ensure the safety, dignity, and rights of participants.

As far as possible, Baastel partners seek to create opportunities for people – including children and vulnerable populations – to give their own accounts rather than have others speak on their behalf.

Any project seeking to involve children requires additional measures to ensure the protection of children. Baastel partners comply with the following principles for work involving children:

- The best interest of the child must always be the primary consideration.
- Evidence generation involving children and young people under the relevant age of majority as defined by local law must take into account their competencies and the circumstances relating to their autonomy.
- Where autonomy is limited or where cultural norms dictate, consent must be sought from a guardian, parent, or relevant caregiver.
- In addition to a caregiver's consent, where possible and reflecting their capacities, assent must be sought from the child.

SECTION III: CONFIDENTIALITY

In May 2018, the EU implemented the General Data Protection Regulation (GDPR) to reinforce human rights, hold actors accountable on their personal data processing, and help existing regulations gain credibility.

As a company that handles personal data and information, Baastel complies with the regulation and requires that its partners also safeguard any personal data they obtain through their work with Baastel. Baastel stores necessary information on safe servers and archive documents in a manner that protects its clients and its partners' confidentiality.

Baastel partners respect the privacy of all stakeholders and participants in data gathering and related processes. Whenever required by the nature of its activities and mandates, full confidentiality and anonymity of participants is maintained, and participants are informed of any potential limitations to such confidentiality.