



OPEN DATA KOSOVO

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NON-GOVERNMENTAL ORGANIZATION

NGO Number: 5200316-4

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Informational Package and Code of Ethics for employees

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Consent with Informational Package and Code of Ethics

As an employee of Open Data Kosovo, I agree that I have read the Informational Package and the Code of Ethics. I understand that the documents aim to provide me with information on the policies and procedures of human resources, as well as standards of professional behavior of Open Data Kosovo.

I understand that the policies and procedures of this package may change from time to time and if this occurs, I will be informed in due time. Also, I am aware that it is my responsibility to make sure that when I access a given part of this manual, I should access the latest version.

And I ultimately understand that if I need clarification for whatever part of this document, I should consult the official/delegated representative of Open Data Kosovo.

Please, write down your name, surname, signature, and the date of your consent. After signing it, please submit it to the Human Resources Office.

Name and surname of the employee of Open Data Kosovo:

Signature: _____

Date _____

Organization's mission

Open Data Kosovo is a civic-tech organization that uses technology to contribute to good governance, transparency, and accountability. The organization accomplishes its mission while contributing to the development of Kosovo's tech community through youth engagement activities that expose participants to new and enabling technologies while problem-solving social issues.

OPEN DATA KOSOVO is a non-governmental organization established on October 9th, 2014, with registration number 5200316-4. Its scope of work includes digital product development, training and workshops, data analysis and community building.

Human Resources Management Policy Manual

This manual aims to serve as guidelines for current and future staff in terms of all human resources practices of Open Data Kosovo. Its content derives from the existing legislative framework applicable in the Republic of Kosovo (Law on Labor No.03/L-212) ratified on December 16, 2010, with all respective secondary legislation), as well as from best international practices of human resources management. This manual should be updated periodically according to the needs and changes of circumstances internally as well as outside the organization. These changes may be made also through annexes that will be approved by the Board. Every change to the manual should be communicated to the entire staff of Open Data Kosovo.

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PART I - MANAGEMENT AND DEVELOPMENT OF HUMAN RESOURCES

1.1 Introduction

Open Data Kosovo as a non-governmental organization with its scope of work aims to implement its strategic objectives through good management of financial, human and technological resources, as well as in close cooperation with local and international donors and partners.

Through good management, Open Data Kosovo is determined to contribute to Kosovo society by providing equal job opportunities for all communities of the Republic of Kosovo, through the implementation of HR policies and procedures, which are in line with applicable legislation in Kosovo, as well as with the best international practices of HR Management. By providing clear policies to its staff, a positive, motivating and developmental environment, the Executive Director of Open Data Kosovo enables every individual to give their maximum potential and establish synergy with organization's strategic objectives, always by increasing cooperation and partnership with local and international partners in order to provide as much assistance as possible to the communities and groups targeted by the organization, as well as by ensuring editorial independence of the work of the organization.

1.2 Staff - classification of the employees

In line with the Law on Labor of the Republic of Kosovo (Law No. L-03/L-212 approved on December 16, 2010), Open Data Kosovo classifies its staff in these categories:

- Permanent staff (contract of indefinite duration)
- Long-term staff (contract with definite duration)
- Mid-term staff (contract with definite duration)
- Short-term staff (for specific job or task)
- Interns

If Open Data Kosovo recruits foreign individuals, their working contract should be made in line with the Law on Labor, the Law on Foreigners, as well as other applicable law in Kosovo.

1.3 Permanent staff

This category of the staff has contracts of indefinite duration and they are not subject to specific projects. Usually, the permanent staff is the core of the organization providing managerial, technical and administrative expertise for the organization's sustainability. In addition to their main roles, they may support or work on projects, but as the core of the organization, they remain part of the organization also when projects come to an end. Contract of permanent staff, a period of resignation, as well as benefits, differ from the rest of the staff. Also, this category is classified for a compensation package should there be a collective dismissal as stipulated by the Law on Labor (Article 76).

1.4 Long-term staff

Long-term staff is those employees with a contract of a definite duration of no less than 12 months and no more than 10 years. If their contract exceeds the 10-year period, they shall be reclassified as permanent staff. Usually, the long-term staff is those employees working on the core program of the

organization, which is related to the development/enhancement of the organization and core mission of ODK. Their contracts and benefits are in line with the Law on Labor.

1.5. Mid-term staff

Mid-term staff is those employees working on projects and their contracts are in line with the duration of specific projects, not longer than 12 months (per project). Their contracts and benefits are in line with the Law on Labor.

1.6. Short-term staff

This category of Open Data Kosovo staff is commissioned to do a specific task or job, according to the specific job description. Usually, they are paid according to the job they have been given, in line with the contract, and they are not entitled to the same benefits as the two staff categories above. This category may be local or foreign individuals, and their engagement cannot last longer than 120 days per the calendar year.

1.7 Interns

Open Data Kosovo can take interns within the organization in order to provide them the opportunity to get (monitored) working experience, as well as in order for them to provide assistance for project activities. Interns can be students' university or master's degree graduates. The duration of their engagement is one (1) to six (6) months.

Interns have their duties and responsibilities like other staff of the organization, but they do not enjoy the right to annual leave and other benefits of permanent, long-term and mid-term staff. All duties and responsibilities of the interns should be explained in the contract, which includes job description. Interns should be provided with protection and safety at work in line with the Law Nr. 2003/19 on Safety and Health at Work.

If Open Data Kosovo decides to pay an intern, depending on the available budget, the intern should be paid at least the minimum wage in Kosovo (as proposed by the Social and Economic Council of Kosovo every end of the year).

PART II - TAX ON SALARY AND PENSION CONTRIBUTIONS

2.1 Salary

For the delivered tasks and on monthly basis, Open Data Kosovo pays each of its employee's net salary, taxes, and pension contributions, clearly defined in every contract in line with the legislation of Kosovo, Tax Administration and the applicable pension contribution scheme.

2.2 Pension contributions

According to Article 6 of the Law No.04/L-101 on Pension Funds in Kosovo:

- ✓ Each Employer shall pay an amount equal to five percent (5%) of the total wages of all Employees and
- ✓ Each Employee shall pay an amount equal to five percent (5%) of his or her total wages.

2.3 Income tax

According to Law No.05/L -028 on Income Tax, Article 6, the personal income tax shall be charged at the following rates:

- For taxable income eighty (80) Euro or less, zero percent (0%);
- For taxable income over eighty (80) Euro up to two hundred fifty (250) Euro including the amount of two hundred fifty (250) Euro, four percent (4%) of the amount over eighty (80) Euro;
- For taxable income over two hundred fifty (250) euro up to four hundred fifty (450) euro, including the amount of four hundred fifty (450) euro, eight-point sixty (8.60) plus eight percent (8%) of the amount over two hundred fifty (250) euro; and
- For taxable income over four hundred fifty (450) euro, sixteen (16) euro plus ten percent (10%) of the amount over four hundred fifty (450) euro.

Therefore, according to the above-mentioned laws, Open Data Kosovo subtracts the respective percentages and pays those to the Tax Administration and Pension Trust.

PART III - LEAVE

3.1 The right to leave

Open Data Kosovo grants its employees four (4) weeks of annual leave in line with the Labor Law (Article 32, paragraph 1). Four weeks of leave are 20 days of work per year. According to Article 32 (2) of the Labor Law, the employees have the right to additional days of leave in line with their work experience during a lifetime. The extension of annual leave is defined on the basis of work experience, whereby one day is added for every five (5) years of service.

The employees who are parents with children under 3 years of age or persons with disabilities have the right to 2 additional days of leave per year.

3.2 Using days of leave

All the accumulated days of leave should be used before June 30 of the year but it is highly recommended that the annual leave be used during the respective year. It is the responsibility of the employee in consultation with the manager to plan the use of annual leave, which is then submitted to an HR representative, who then passes it for approval of the Executive director in line with the following principles.

The requests need to be filled out in the leave request forms, which can be found at the HR representative, who then notifies them in a timely manner.

Usually, Open Data Kosovo does not expect from the staff being in the trial period to ask for annual leave, except for specific cases approved by the Executive director. They can use the annual leave after the end of the trial period, only for the days accumulated during their work.

In Open Data Kosovo the leave should be accumulated before it is used. However, in specific cases, the Executive Director may approve up to 10 days of advance leave. If the leave is used without being gained (accumulated) and approved by the executive director and if the employee does not complete the working hours according to the contract, this will be subtracted from her/his last salary. Open Data Kosovo encourages its staff to use their annual leave during the calendar year of the accumulated days.

- For annual leave of 1-2 days, the employee shall request at least one day before and will be informed immediately on that day whether the request is approved or not.
- For annual leave of 3-5 days, the employee shall request at least seven (7) days prior to when she/he plans to use the annual leave. They will be notified on the approval two days following the filing of the request.
- For annual leave of 6-10 days, the employee shall request from the employer at least fifteen (15) days prior to when she/he plans to use the annual leave. They will be notified on the approval three (3) days following the filing of the request.
- For annual leave longer than 10 consecutive days, this can be requested only in extraordinary situations and depending on the circumstances, they will be notified at the earliest opportunity.

In case the employee asks for annual leave when the executive director is away (within the above mentioned periods of time), the request is submitted to the manager and approved by the HR Officer.

The unused leave is not compensated with pay.

3.3 Sick leave

According to Labor Law, Open Data Kosovo provides a total of 20 days of sick leave per year. The sick leave can be used for medical checks of the staff.

When the employee takes sick leave, she/he must inform the manager by the start of the working day. The manager should inform the HR representative in order to register the absence. When she/he returns to work, she/he should retroactively fill the sick leave form. In cases of scheduled medical checks, the employee should fill the sick leave form and get the signatures prior to her/his sick leave.

If the sick leave is longer than 3 days of work, a medical report should be submitted confirming the illness and the medical recommendation for sick leave. The employee should bring the report the first day she/he returns to work. If the staff member fails to provide a medical report, the sick leave will be considered as annual leave.

3.4 Unpaid leave

In cases when the staff does not have accumulated days off, but have an emergency that requires them to leave, for instance, due to sick family member, Open Data Kosovo provides the possibility of unpaid leave of up to 20 days. In these cases, the payment is suspended for the days off until the employee returns to work.

3.5 Maternity leave

Open Data Kosovo respects the Labor Law regarding maternity leave, providing its women staff with twelve (12) months of maternity leave. Based on a medical certificate, the expectant mother may start the maternity leave 45 days before the set (expected) due date. Also, 28 days before the expected due date, Open Data Kosovo may ask the expectant mother, with her approval, to start the maternity leave if she is not able to complete her tasks.

- ✓ For the first 6 months of maternity leave, the employer pays 70 percent of the base salary.
- ✓ For the next 3 months, Kosovo Government pays 50 percent of the average salary in Kosovo
- ✓ The mother may extend her maternity leave for up to 3 additional months without pay.

If she does not want to use the maternity leave, according to Article 49, paragraph 4, she should inform the employer 15 days in advance.

The father of the child can take the rights of maternity leave, if the mother passes away or abandons the child during maternity leave, or before the leave comes to an end.

The rights pertaining to paragraphs 4 and 5 of Article 49 of Labor Law can be transferred to the father with the approval of the mother.

In case there is a failed pregnancy, the staff member has the right to 5 days of paid leave. Depending on the situation and the doctor's recommendation, Labor Law stipulates up to 45 days depending on the circumstances specified in Article 51.

If the newborn requires special care as a result of its health conditions, permanent needs, etc., Labor Law stipulates that after the end of maternity leave, the mother may continue working part-time until the child is two years old. This is also applied to guardians, should the parents pass away or abandon the child.

The expectant mother should submit the request for maternity leave one month before the start of the leave. During maternity leave or absence because of the special care for the child, the employer cannot terminate the contract nor transfer the employee somewhere else. The contract can be terminated only due to reasons specified in Article 76 of the Labor Law.

3.6 Paternity leave

Open Data Kosovo provides paternity leave of up to 3 days of paid leave for every birth of a child, as stipulated in the Labor Law. This also applies to fathers who adopt a child. Also, the father has the right to up to 2 weeks of unpaid leave after the birth or adoption of a child. He may exercise this right until the child is three years old. The rights of maternity leave pertaining to Article 49, paragraph 4 and 5 (of the Labor Law) may be transferred to the father with the approval of the mother.

3.7 Clemency leave

Open Data Kosovo provides employees up to 5 days of leave to attend the funeral of, or meet their obligations related to the death of a close family member, such as spouse, children, parents, and siblings. For other relatives, such as aunts, uncles, and other relatives, parents in law or grandparents, they can take one day of leave or the annual leave may be used to meet these obligations.

The employee should inform the manager immediately regarding the case, and they fill the form upon returning to work.

3.8 Other paid leaves

The employees are given paid leave in the following cases:

- 5 days in case of marriage
- Depending on the year, activities conducted, number of staff, and coordination and delegation of work, at the end of the year and beginning of the new one, the director might establish anywhere from 4 to 8 days of leave, which fall within the holiday season and that are given to staff, on top of regular leave days. Specific dates will change each year accordingly, and will be established by the beginning of November; they will depend on the year-long work and ongoing activities. Therefore, these days are subject to the yearly decision.

3.9 Registration and management of leaves

All employees should fill the request for leave which can be taken from the HR representative who informs the employee about the approval within the above specified times. Also, all employees should include the days of leave in the electronic calendar of the organization on the day of requesting the leave. The HR representative has the obligation to register the leave each time in the leave register and monitor as well as ensure the return of the employees to work at the specified time. Also, the employees should be provided with balance sheets of periodical leaves and each time such a thing is requested by the individual employees. Before beginning their leave, employees, in consultation with their manager, should ensure that their responsibilities are being adequately covered while they are absent. They should also set an Out of Office message on their email, explaining who messages should be redirected to.

3.10 Official holidays

Open Data Kosovo gives its employees leave during the official holidays of the Republic of Kosovo, in line with the Law on Official Holidays No.03/L-064, which stipulates the following holidays:

- ✓ New Year, 1st and 2nd January;
- ✓ The Independence Day of Republic of Kosovo, 17 February;
- ✓ Constitution Day of Republic of Kosovo (April 9th);
- ✓ International Labor Day, 1st May;
- ✓ Eid Al-Fitr - the first day;
- ✓ Eid Al Addha – the first day;
- ✓ Christmas Day (Catholic) – 25 December;
- ✓ Christmas Day (Orthodox) - 7 January;
- ✓ Easter Monday, (Catholic);
- ✓ Easter Monday (Orthodox);

This list of holidays should be updated in line with the changes issued by relevant authorities of the Republic of Kosovo regarding official holidays. If Open Data Kosovo employs individuals who celebrate days of a religion different from the above specified days, the Executive director will decide about such specific requests, while the said persons will get paid leave.

PART IV - Staff administration and other instructions

4.1 Employee files and access to files

Access and maintenance of employee files are limited to the HR representative and Executive Director. HR representative prepares and maintains a file system for every employee. This system is made of: Copy of ID, CV, job description, contracts, education diplomas, references, medical reports, leave forms, annual assessment forms, letters of promotion, letters of resignation, etc.

4.2 Evidencing working hours

All employees are obliged to complete a timesheet evidencing daily working hours for their projects. All timesheets should be submitted at the end of each month to the manager for approval.

4.3 Engagement outside Open Data Kosovo

All employees, except for cases where otherwise is stated in their contracts, are obliged to work eight (8) hours a day for Open Data Kosovo. Employees who wish to perform paid work in addition to their employment with Open Data Kosovo should agree on this in writing with the Executive Director. The Executive director should inform the Board about her/his engagement in other organizations outside Open Data Kosovo. All employees and the Executive director cannot be engaged and employed outside the organization to perform tasks and deliver services that are contrary to the mission and goals of the organization.

PART V - Management of performance and staff development

At the beginning of each year, as part of annual activity planning that involves all employees, the objectives of the organization are set. Also, the managerial team prepares at the beginning of the year an annual plan for finances and fundraising of the organization.

5.1 Setting objectives

In Open Data Kosovo the main objective of the performance assessment system is to assess the work and the potential of the employees. Both the manager and the employee gain from the assessment by improving their performance, by making it easier to identify the advantages, shortages and by determining training and adequate development of the staff. In Open Data Kosovo the performance assessment process takes place at the beginning of each year, by setting individual objectives for every employee in line with annual and strategic objectives of Open Data Kosovo and assessing the realization of the previous year's objectives. Progress is also reviewed during a mid-year review.

5.2 Performance assessment

Evaluation of internal staff will be performed at different levels:

- Director will meet with each employee one month prior to the end of the contract to discuss termination or extension based on performance assessment and budgetary or other factors. Other meetings can also take place at any point during the year, requested either by the director or employee.

- Annual performance assessment meeting with Executive Director
- Annual mid-year performance assessment review with Executive Director.
- All staff members may call other staff or individual meetings upon necessity when they deem it important.

5.3 Salary increase

At Open Data Kosovo deserved salary increase is made in line with the improvement of quality of completion of tasks, taking over more responsibilities, an annual assessment of performance and always according to available funds of the organization, as well as in line with donors' rules for specific projects.

5.4 Professional treatment and advancement of staff

Within the process of performance assessment at the beginning of the year and the setting of objectives for that upcoming year, the manager and the employee should identify any needs for training or professional development. The manager is responsible for communicating all identified training needs for his/her unit to the HR representative and Executive Director.

HR representative and Deputy Director and Executive Director should draft an annual training plan, according to needs for training which are identified in the process of performance assessment and the setting of new objectives. The aim of this process is to improve the skills and knowledge of staff of Open Data Kosovo in order for them to complete the tasks effectively but also to be prepared and develop professionally to be able to meet the business needs of the organization in the future.

Considering budget limitations, Open Data Kosovo encourages an organizational culture where colleagues help one another, by organizing internal training, workshops, and presentations, and then by mentoring and advising one another, as well as by attending specific formal training depending on the available budget.

PART VI - Complaints and disciplinary measures

Open Data Kosovo has designed a Code of Ethics. Upon signing the contract, each employee should read, understand and sign the Code of Ethics. Disciplinary measures are applicable to all employees. The organization always encourages a positive approach towards resolving potential conflicts. However, disciplinary measures may be applied in a situation where the organization or the staff may be at risk.

6.1 Filing complaints

Open Data Kosovo ensures a transparent process based on Law and other secondary legislation and international practices towards those who file complaints and all complaints shall be treated confidentially and professionally. Complaints shall be reviewed with seriousness and responsibility, taking immediate (respecting review deadlines) and proper actions in line with the country's legislation and international practices.

The first level of resolution should be the Managers level. If a solution cannot be found on that level and the employee thinks that Open Data Kosovo has violated the rights guaranteed by Labor Law and she/he

was not provided with a solution on the first level, she/he may send an official letter to the Executive director. Open Data Kosovo shall decide about employee's request within 15 days from the day of receipt of the complaint. The decision of Open Data Kosovo is delivered to the employee with a 8-day notification period.

6.2 Disciplinary measures

Upon receiving the complaint/report, the Executive director carries out an internal investigation in order to verify facts and consequently undertakes disciplinary measures (according to Labor Law, Article 85). Disciplinary measures for mild violations of labor duties are:

- Verbal warning
- Written warning
- Degradation from the post

Whereas for severe violation of labor duties, the following measures are imposed:

- Temporary suspension, and
- Termination of the employment relationship.

PART VII - Termination of contract

7.1 Termination of contract by Open Data Kosovo

Open Data Kosovo may terminate the work contract with the employee by respecting the Labor Law, Article 70, with the following notification periods:

- From six (6) months - 2 years of employment, thirty (30) calendar days;
- From two (2) - ten (10) years of employment: forty-five (45) calendar days.
- Above ten (10) years of employment: sixty (60) calendar days.

Therefore, for termination of a fixed-term contract, Open Data Kosovo should inform the employee 30 calendar days in advance. Also, in case when Open Data Kosovo does not want to continue a fixed-term contract, the employee should be informed 30 calendar days before the end date of the contract. If this time frame is not respected, the employee's contract is extended for 30 additional paid days.

If the employee fails to fulfill its obligations under the contract and respect the Manual and Code of Ethics, upon three (3) written warnings he/she shall be terminated the contract.

7.2 Termination of contract by employee (resignation)

Open Data Kosovo employees with a fixed-term contract should inform their manager in written form 30 calendar days - advance notification for leaving the organization. In case of a notice of 15 days in advance, as required by law, the employee is not entitled to half payment of the salary due to donor regulations.

If the employee is engaged in a set period of time in a project, he/she is not allowed to terminate the contract until all the duties assigned are delivered.

Chapter II. - CODE OF ETHICS

Code of ethics is part of the package which sets work standards and helps maintain a good reputation of Open Data Kosovo. Every staff member should respect the dignity and diversity and promote the equality of all, regardless of gender, race, color, age, language, religion, political stance, national origin, social status, physical or mental limitations, health status, sexual orientation etc. All employees in the completion of organization's tasks should be impartial, tolerant, objective, and understanding should there be potential differences or conflicts.

All staff members should read the Code and sign it. The breach of this Code leads to disciplinary measures, after necessary investigation. The employees may make questions, ask for instructions, report breaches and their concerns related to the lack of application of Code of ethics to the HR representative.

The Code of Ethics contains the basic standards and principles of Open Data Kosovo, which must be adhered to by all employees (Personnel), the Executive Director and the Board.

The basic principles of Open Data Kosovo are:

- 1. Integrity**- Includes qualities such as honesty, impartiality, refusal of corruption, and respect for the human value of all individuals.
- 2. Equal Opportunities and Non-Discrimination** - Open Data Kosovo has embraced the principle of equal opportunities. The organization manages the staff, employs, treats and promotes individuals regardless of race, color, religion, age, nationality, limitations (special needs), sexual orientation, and every other category specified by Labor Law, Law on Gender Equality and other applicable laws. Therefore, no direct or indirect discrimination is allowed based on race, color, gender, language, religion, political or other opinion, national or social origin, connection to any community, property, economic status, social affiliation, sexual orientation, birth, disability or any other personal status.

3. **Responsibility** The employees of Open Data Kosovo are obliged to report, explain and respond to the consequences of their decisions, actions and lack of actions.
4. **Impartiality and professional independence**- The employees of Open Data Kosovo are not allowed to be biased, which means to have a predisposition in favor of a certain outcome when assessing a situation, resulting in an unjustified harm to the organization's interest or to the right of other stakeholders.
5. **Confidentiality** - All employees should keep confidential information and take care that this information is not disclosed either within or outside the organization. Confidential information are information which is not public. This includes all information which the project specifies as confidential or verbally specifies as confidential. Therefore, all employees of Open Data Kosovo should take care not to disclose or publish confidential information.
6. **Avoiding Conflict of Interest** - Employees of Open Data Kosovo They should not allow their private interests to contradict their position in the organization, to avoid carrying out private duties that conflict with their position and that may create conflict of interest.
7. **Copyrights** - Open Data Kosovo has all rights over all materials, including texts, photography, video, conducted during employment at Open Data Kosovo. Such material is the property of Open Data Kosovo, and cannot be used for other purposes.
8. **Sexual harassment policy:** is defined as visual, verbal, or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or which creates an intimidating, hostile or offensive work environment.

Conflict of interest

Envisages a series of circumstances which represent a risk that a judgement or a professional assessment of a primary interest may be influenced by secondary assessment. Open Data Kosovo expects from every staff member to be free from personal interest that may affect their action in performing the tasks of the organization. Therefore, every employee should not only avoid situations that may cause a conflict of interest but also situations that may create an impression (appearance) of a conflict of interest.

No organization employee, or a relative of the employee, can get a grant, or have any financial or other interest within the entity selected for grant-giving without declaring the conflict of interest and the following of organization's policies and procedures. Also, all employees of Open Data Kosovo are not permitted to take/give money or other monetary favors.

Employees are obliged to declare a potential conflict of interest to HR representative and the Executive director in order to assess their situation adequately. HR together with the Executive director decide in terms of the said situation, whether it should be approved or rejected.

In case of such a conflict coming from the Executive director, she/he is obliged to declare this in written and submit it to the Board. Consequently, the Board decides in terms of the said situation, whether it should be approved or rejected.

Two examples of potential conflict of interest:

- ✓ Using the position within the organization to gain personal benefits for oneself, one's family or somebody else.

- ✓ Supervision of a relative or a person who has close relations with the employee.

From time to time there might be unclear situations, and therefore, if employees are not sure as to how they should act, they should directly consult, the HR representative who can also seek assistance from a legal advisor, if needed.

Confidentiality

All employees should keep confidential information and take care that this information is not disclosed either within or outside the organization. Confidential information is information that is not public. Regardless of how this information was obtained, whether by the donor, client or institutional partners, the project itself or an official source, it should be kept confidential. This includes all information which the project specifies as confidential or verbally specifies as confidential. Therefore, all employees of Open Data Kosovo should take care not to disclose or publish confidential information.

Equal opportunities

Open Data Kosovo has embraced the principle of equal opportunities. The organization manages the staff, employs, treats and promotes individuals regardless of race, color, religion, age, nationality, limitations (special needs), sexual orientation, and every other category specified by Labor Law, Law on Gender Equality and other applicable laws.

Copyrights

All material and content, including text, photographs, video, and music, assigned by and for the purposes of Open Data Kosovo, is the property of Open Data Kosovo. Open Data Kosovo has all rights over all such material that is conducted and produced during employment at the organization. All such material cannot be used for other purposes, and/or other organizations and companies. In case there is an interest from external organizations and companies to republish and/or reuse Open Data Kosovo produced content, it is the responsibility of each employee to first seek expressed written permission from the manager.

For employees in the visuals department, existing individual work that is used for the purpose of illustrating certain texts for Open Data Kosovo, is not considered property of Open Data Kosovo. However, all such employees, wherever possible, are encouraged to conduct new, individual work for the purposes of Open Data Kosovo.

All materials produced for the purposes of Open Data Kosovo are saved in the organization's Google Drive working space and Confluence. Upon purchasing of the organization's server for archiving and stocking all organizational material, it is the responsibility of all employees to also save all work material on the server in order to contribute to the organization's archive and memory.

Sexual Harassment Policy

For the purposes of this policy, "harassment" is defined as visual, verbal, or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or which creates an

intimidating, hostile or offensive work environment.

"*Sexual harassment*", is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature with the same purpose or effect. This may include:

- a. Abusive names, insults, bad jokes or discrediting comments, unwanted sexual advances, invitations, or comments;
- b. Suggestive stares, making sexual gestures, displaying derogatory and/or sexually suggestive objects or pictures;

Assault, impeding, or blocking movements, or any unwanted touching or physical contact directed at an individual's sex or any other protected status;

- a. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, offers, or employment benefits in return for sexual favors, or making threatening reprisals after a negative response to sexual advances; and
- b. Retaliation for reporting or threatening to report harassment.

Sexual advances by an official who is in a position to influence the career or employment conditions of the recipient of such attentions shall result in immediate termination, following the necessary investigatory procedures.

Sexual Harassment Investigatory Procedures

- a. Any staff member who feels that he/she has been harassed or discriminated against in accordance with this policy's definition is encouraged to take action promptly to resolve the problem at an early stage and, where possible, inform the offender directly, firmly, and promptly that his/her behavior is inappropriate.
- b. If more guidance is needed, staff members may wish to discuss their concerns with the Executive Director.
- c. Should informal approaches not be feasible or not result in a solution to the problem, the staff member affected may contact the Executive Director to undertake concrete measures. An ad hoc Board of Inquiry consisting of two ODK Board members and two senior staff members appointed for that purpose shall investigate the case without delay. This Board shall make a detailed report together with any recommendations it may deem appropriate, including disciplinary actions which may range from a verbal warning to summary dismissal in the case of serious or repeated offenses. If the complaint is manifestly fraudulent or made in bad faith, the Board may close the proceedings at any time, and consequently shall open proceedings against the individual issuing the complaint based on false evidence.
- d. If the employee is convinced that his/her complaint is not properly addressed by the Executive Director, he/she may write to the ODK Board of Directors.

Chapter III. Rules of Conduct in Open Data Kosovo

- The employees of Open Data Kosovo in their work are guided by the principle of professional independence, personal integrity, accountability, and honesty.
- The employees of Open Data Kosovo must perform their duties fairly and efficiently.
- The employees of Open Data Kosovo should use the financial means of the organization fairly and not misuse them.
- The employees of Open Data Kosovo should in no way misuse their official position for their own personal interest or other interests.
- The employees of Open Data Kosovo during the exercise of their official duty should establish and maintain the trust of the organization where they work and of those whom they serve.
- The employees of Open Data Kosovo exercise their duties professionally, responsibly and independently, without external influence.
- The employees of Open Data Kosovo must fulfill their duties in a transparent and professional manner.

Protective measures

- If the employee considers that she/he is required to act in violation of the law, the internal policies of the organization resulting in a violation of the Code of Conduct, such violations shall be presented to the Human Resources representative or the Executive Director or the Board.

The behavior of employees in Open Data Kosovo towards other parties

In the exercise of their duty, employees must:

- Behave professionally and respect the principle of equality, by giving up any discriminatory behavior against citizens or other parties;
- They act in a contained manner towards other parties, as well as with special care towards the elderly and the disabled;
- Presented correctly and responsibly in direct communication with citizens or through other forms of communication.

The behavior of employees in Open Data Kosovo

- Employees in Open Data Kosovo during the exercise of their duties should behave politely, regardless of nationality, religious, political, gender, health and family status.
- Employees in Open Data Kosovo should respect each other's work and cooperate in order to increase efficiency and quality at work.
- Employees in Open Data Kosovo should be careful not to hinder other employees in performing their regular job duties.
- The critique towards colleagues at work should be responsible and professional.
- The relationship between colleagues in Open Data Kosovo is based on mutual respect, as well as in respecting the dignity and personality of each and every one.

The behavior of employees in Open Data Kosovo towards media

- Employees in Open Data Kosovo should not disclose information about their work without proper authorization.
- Employees in Open Data Kosovo are not allowed to disclose secret information about their work.
- Employees in Open Data Kosovo in making public statements are by no means allowed to provide inaccurate information and personal opinions about the organization.

Prevention of Conflict of Interest

- Employees in Open Data Kosovo during the exercise of their duties and responsibilities should act in defense of the interest of the organization and are not allowed to put their private interest in the interest of the organization and the public.
- Employees in Open Data Kosovo exercise their function in accordance with the organization's policies and regulations, the Labor Law and other applicable laws in Kosovo, including the relevant Criminal Code of the Republic of Kosovo.

- When performing their duties when they are aware of the existence of a conflict of interest, employees in Open Data Kosovo are obliged to:
 - identify if there is a potential conflict of interest;
 - take the necessary steps to avoid the conflict of interest itself.
- If the employee is not sure about the existence or not of a conflict of interest concerning her/him, she/he must notify and consult as soon as possible with the manager, the HR representative or the governing body.

Avoiding Conflict of Interest

- Based on available data, the manager should undertake the necessary measures in order to avoid the appointment or selection of a person on positions that may produce or represent a conflict of interest.
- Employees in Open Data Kosovo cannot be charged with duties that may lead to the appearance of a conflict of interest.

Employee engagement outside the organization

- Outside activities of the employee in Open Data Kosovo include any regular or occasional paid or unpaid engagement outside the organization.
- Employees in Open Data Kosovo should not engage in any outside activity that hinders the performance of their official duty and undermines in any way the achievement of the organization's objectives.
- In case of an outside engagement, employees in Open Data Kosovo should inform the manager and HR representative.
- The involvement of the employee of Open Data Kosovo in teaching, research and training activities is permissible when this does not obstruct the performance of duties and is not in conflict with the nature of the work.
- Open Data Kosovo employees are permitted to join a trade union or employee representation organization.

Presents

- Employees in Open Data Kosovo cannot accept monetary gifts or other favors for themselves or for members of their family related to the exercise of official duties. Any received gift must be submitted to the Executive Director and registered by the respective official in charge of registering gifts.

Responding to offers

If an employee is offered an unfair advantage, she/he should:

- refuse, with no need to accept it and use it as evidence;
- try to identify the person who makes the offer;
- report this, as soon as possible, to the manager or the HR office.

Other obligations of the employees in Open Data Kosovo

- Employees in Open Data Kosovo are not allowed to use the official duty to incite or force another person to make any financial gain or any other kind of personal benefit.
- Every employee in Open Data Kosovo is obliged to respect the working hours, not to work and not leave the work without notifying the manager.
- All equipment that is owned by the organization must be handled with care, maintained and not harmed due to negligence, and used solely for official purposes.