

Organization	Aiducation International
Title	Code of Conduct
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Approved by	Board of Directors

CODE OF CONDUCT

Table of Contents

1. Introduction / Purpose	2
2. Scope.....	2
3. Core Values and Principles.....	2
4. Expected Conduct	3
5. Well-being and Child Protection	4
6. Cooperation with Partners and Third Parties	5
7. Governance	5
8. Questions, Reporting und Whistleblowing.....	5
9. Sanctions for Violations	5
10. Final Provisions.....	5

1. Introduction / Purpose

Aiducation International is committed worldwide to education, equal opportunity, and the empowerment of young talents. We believe in the transformative power of education to sustainably change societies.

This Code of Conduct outlines the behavioral standards that all bodies, employees, volunteers, beneficiaries, partner organizations, and service providers must follow. It provides guidance, creates security, and forms the common foundation for responsible conduct.

Our values — **Humanity, Collaboration, Integrity, Transparency, Accountability, Respect, Diversity, Entrepreneurship, and Meritocracy** — are the foundation of our actions.

2. Scope

This Code of Conduct applies globally to:

- Board and Executive Management
- Managers, employees, and volunteers
- Beneficiaries (Talents) and Alumni
- All legal entities/chapters, projects, and programs of Aiducation
- Partner organizations, service providers, and consultants acting on behalf of Aiducation (collectively referred to as “members”).

3. Core Values and Principles

Our values are the basis of everything we do. They guide us, strengthen our collaboration, and build trust both internally and externally.

Humanity

We treat all people with empathy, compassion, and kindness. Guided by the principle of reciprocity, we act toward others as we would wish them to act toward us. The well-being of all people is at the heart of everything we do.

Collaboration

We work in partnership, as a team, and on an equal footing. Open communication and mutual support shape our work.

Integrity

We act honestly, reliably, and consistently with our principles. Corruption, favoritism, abuse of power, or any other illegal practices are strictly rejected.

Transparency

We communicate clearly, timely, and comprehensibly. We make decisions, processes, and the use of resources transparent.

Accountability

We take responsibility for our actions — towards all members.

Respect

We treat one another with respect, listen actively, and value our differences.

Diversity

We see diverse perspectives, backgrounds, and cultures as an enrichment. Discrimination has no place in our organization.

Entrepreneurship

We act with initiative, pragmatism, and innovation in pursuit of sustainable goals. Our people identify opportunities and make courageous, responsible decisions.

Meritocracy

We make decisions based on performance, skills, and potential — not personal preferences or relationships.

4. Expected Conduct

All members commit to the following:

Compliance with Laws and Regulations

We respect applicable laws, internal policies, manuals, regulations etc., and contractual obligations.

Disclosure of Conflicts of Interest

A conflict of interest arises when personal interests may interfere with Aiducation's interests and impair professional judgment. Such conflicts — whether financial, familial, or professional — must be disclosed promptly.

No Bribery or Corruption

We neither offer nor accept gifts, invitations, or other benefits that could appear to influence decisions or conflict with our principles.

Small tokens of appreciation of symbolic value, given transparently and not regularly, are acceptable within the limits of social courtesy.

Political and Religious Neutrality, Donations and Sponsoring

Aiducation acts in full political and religious neutrality in all its activities, communications, and partnerships. It does not endorse or promote any political parties, movements, or religious organizations.

Political or religious donations are not permitted. Small charitable or community contributions may be allowed with prior managerial approval and must be documented in writing.

Sponsoring requires as well prior managerial approval and a written agreement defining a clear and appropriate counter-performance and must never be granted without consideration.

All financial and in-kind support granted is managed with transparency, accountability, and fairness, is documented and in compliance with applicable legal and ethical standards.

Responsible Use of Resources

Donations, material, and intangible resources must be used carefully, sparingly, transparently, and always in line with Aiducation's mission.

Accurate Accounting and Reporting

We ensure that our accounting and reporting are always complete, accurate, transparent, and in compliance with legal and internal requirements. Independent audits are conducted regularly.

Respectful Interaction

We foster a culture of openness, appreciation, and constructive collaboration. Discrimination, harassment, or bullying have no place in our organization.

Well-being and Work-Life Balance

We care for the well-being of employees and volunteers and promote a healthy balance between work, engagement, and private life.

Confidentiality

We protect internal data, business secrets, and confidential partner information and use them solely for their intended purpose.

Do No Harm

In all projects, we ensure that our activities do not harm the communities we serve. Risks are carefully assessed, and measures are taken to prevent unintended negative consequences.

Environmental and Sustainable Conduct

We act in an environmentally conscious and sustainable manner, conserving natural resources and minimizing waste and emissions. Environmental impacts are considered in all decisions.

5. Well-being and Child Protection

Aiducation applies a zero-tolerance policy toward any form of abuse, sexual exploitation, or neglect. Any misuse of power or trust to obtain sexual favors or actions is strictly prohibited.

This obligation applies to children, youth, beneficiaries, colleagues, partners, and all individuals we interact with.

Employees and volunteers must avoid boundary violations and report any suspicions immediately. A separate Escalation and Whistleblowing Policy outlines prevention measures, procedures, and support services in detail. Reference is also made to the separate Child Protection Policy.

6. Cooperation with Partners and Third Parties

Aiducation only cooperates with partners who respect our values and adhere to this Code. Contracts with partners and service providers explicitly include compliance with this Code of Conduct.

If another or additional Code of Conduct applies to a project or partner, this does not replace the present Code. In such cases, the stricter provisions shall apply.

We respect the cultures and traditions of the regions in which we operate and, wherever possible, involve local communities in decision-making processes. Their voices and perspectives are essential to the success of our projects.

7. Governance

We commit to transparent, accountable, and participatory governance. Responsibilities and decision-making processes are clearly defined and traceable. We promote a culture of openness, accountability, and integrity — within Aiducation as well as in our cooperation with partners and third parties. All decisions must serve Aiducation's mission and uphold the highest ethical standards.

8. Questions, Reporting und Whistleblowing

In cases of uncertainty or doubt, members should contact their immediate supervisors or the relevant authorities.

Violations of this Code must be reported immediately to the supervising person. In addition, reports can be submitted to the Strategy and Resolution Committee (SRC) at integrity@aiducation.org.

All reports are treated confidentially. Whistleblowers acting in good faith are protected from retaliation. However, false or malicious accusations may lead to consequences.

9. Sanctions for Violations

Depending on severity, violations of this Code of Conduct may result in measures ranging from coaching and training to warnings or termination of employment, support, or partnerships. Serious cases may also be referred to the competent authorities.

10. Final Provisions

This Code of Conduct enters into force upon approval by the Board of Aiducation International. It is reviewed regularly and updated as needed.

All members commit in writing to comply with this Code. Regular training and awareness sessions ensure understanding and implementation in daily practice.

This Code of Conduct is complemented by additional binding Aiducation policies that specify and regulate individual thematic areas in more detail.

Adopted by the Board of Aiducation International on January 23rd, 2026.