

CODE OF CONDUCT

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HISTORY

Version	Date issued/last revised	Author	Approved by
Draft 1	September 2021	Rawane Ibrahim Patricia Asmar	
Version 1			

CODE REVISION

When to review	<ul style="list-style-type: none"> The Code must be reviewed by the Governance Committee and validated by IIA-Lebanon Board of Governors at least on an annual basis. The Code must be reviewed whenever a change in the business process occur, or contact persons changed, or enforcement by law which affect the policy.
First issuance	September 2021
Regular Revision	September 2022

CODE DIFFUSION/DISTRIBUTION/CIRCULATION

Position	Hardcopy	Softcopy	Date Last Updated
Board of Governors		x	28 April 2022
IIA-Lebanon Secretary		x	21 May 2022

1. PURPOSE OF THE CODE OF CONDUCT

- 1.1 The purpose of this Code of Conduct is to ensure that IIA-Lebanon's activities are in compliance with applicable laws, regulations and IIA Global Code of Ethics, protocols and guidelines. This code articulates a broad set of ethical standards and behavior norms that can be used as a practical guide in the conduct of IIA-Lebanon's governors, staff, volunteers, committee members and other relevant stakeholders, thus improving the long term performance and reputation of IIA-Lebanon.
- 1.2 This code serves as a set of values, minimum standards for ethical conduct and principles for IIA-Lebanon's governors, staff and members in order to guide them in their everyday behavior, activities and decisions in a manner that exemplifies the integrity and ethical values of IIA-Lebanon and maintains public trust and confidence.
- 1.3 IIA-Lebanon, being a Chapter of The Institute of Internal Auditors Global (The IIA), advocates for the principles set forth in IIA's Code of Ethics – Integrity, Objectivity, Confidentiality and Competency. Members of IIA-Lebanon are also members of The IIA, the global professional body. Therefore, by applying this Code, members are also applying the global Code of Ethics.

2. SCOPE

This Code applies to:

- IIA-Lebanon Board of Governors and volunteer staff (Treasurer, Secretary, Administrative Assistant, Accountant, IT Officer, Committees' members, etc.);
- Current members of IIA-Lebanon;
- Suppliers, contractors and all other service providers for IIA-Lebanon (advisors, consultants, lawyer, etc.).

3. RULES OF CONDUCT

3.1 INTEGRITY

IIA-Lebanon's governors, volunteers, staff, members and other service providers are expected to demonstrate high level of ethics and integrity that establishes trust. They shall:

- Establish trust and provide the basis of reliance on their judgement;
- Conduct their work with diligence and due care;
- Act honestly, with integrity and competence, in a manner to fulfil the internal audit profession's responsibility to the public and to uphold the reputation of IIA-Lebanon;
- Adhere to the highest standards of ethical and professional behavior;
- Observe the law and make disclosures expected by the law and the profession;
- Respect and contribute to the legitimate and ethical objectives of IIA-Lebanon;
- Be righteous and honest;
- Not engage in any professional conduct involving dishonesty, fraud, deceit or misrepresentation or commit any act that reflects adversely on IIA-Lebanon;
- Not knowingly be a party of any illegal activity or engage in acts that are discreditable to IIA-Lebanon;
- Demonstrate an ethical example for how to behave within IIA-Lebanon, and set the "Tone at the Top".

3.2 OBJECTIVITY

IIA-Lebanon's governors, staff, volunteers, members and other service providers are expected to exhibit the highest level of professional objectivity, fairness and justice. They shall:

- Not participate in any activity or relationship that may be in conflict with the interest of IIA-Lebanon;
- Not accept anything that may impair or be presumed to impair their professional judgment;
- Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review;
- Make/Support decisions that are ethical and legal, regardless of personal interest;
- Ensure fair, respectful and equitable treatment of all members;
- Not participate in any activity or relationship nor accept anything that may impair or be presumed to impair their unbiased judgment;
- Not unduly influenced by their own interests or by others in taking decisions.

3.3 CONFIDENTIALITY & PRIVACY

IIA-Lebanon's governors, staff, volunteers, members and other service providers are expected to ensure the security of all confidential or personal information and materials entrusted to them. They shall:

- Not use information acquired in the course of their association with IIA-Lebanon for personal gain or in any manner that would be detrimental to the interest of the organization;
- Not share with others information relating to any governor, member or other service providers without the latter's consent;
- Respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so;
- Acquire and disseminate information through ethical and responsible means.

3.4 COMPETENCY

IIA-Lebanon's governors, staff, volunteers, members and other service providers are expected to apply the knowledge, skills and experience needed in the performance of their activities. They shall:

- Engage only in services/activities for which they have the necessary knowledge, skills and experience;
- Perform internal auditing services in accordance with the International Standards for the Professional Practice of Internal Auditing;
- Commit to continuous learning, skills development and application of new knowledge to continually improve their proficiency, better serve IIA-Lebanon and its members and thus improve the proficiency and the effectiveness and quality of their services;
- Seek assistance from experts on matters where they lack knowledge or proficiency.

4. ENFORCEMENT, REPORTING OF A VIOLATION & DISCIPLINARY ACTION

4.1 Governors, members, volunteers, staff and other service providers must express their commitment to the code when they join or deal with IIA-Lebanon and to subsequent changes to the code (where applicable). They must act responsibly at all times.

4.2 The fact that a particular conduct is not mentioned in the Rules of Conduct does not prevent it from

being unacceptable or discreditable. Failure to comply with any provision of this Code is a serious violation and may result in disciplinary action.

- 4.3 IIA-Lebanon's Board of Governors is committed to monitor adherence to this Code through its Governance Committee.
- 4.4 IIA-Lebanon prohibits retaliation against any person for reporting a suspected violation in good faith.
- 4.5 Any governor, member, volunteer, staff or service provider could communicate any concern/violation regarding this Code directly to IIA-Lebanon President reachable at president@iialebanon.com / Office + 961 1 608066 / Mobile +961 3 636631. In the event where the violation involves the President of IIA-Lebanon, disclosure shall be made directly to any Governor who has in turn the obligation to bring the matter up to the Board.
- 4.6 Anonymous communications regarding this Code may also be made directly to the Governance Committee at the aforementioned e-mail.
- 4.7 Concerning any communication pertaining to an alleged violation of this Code, they must be factual and contain at least the following information:
 - the specific event, including date and location;
 - the full name of each person involved in the specific event;
 - the background, history and reason for the concern;
 - how you became aware of the violation;
 - possible witnesses;
 - any additional relevant information, documentation or evidence to support the reported violation.
- 4.8 It is a violation of this code to knowingly make a false allegation of wrongdoing. Where it is shown that a person has knowingly provided a false disclosure of wrongdoing, then that conduct itself will be seriously considered and that person may be subject to disciplinary measures. Also, communications lacking appropriate and sufficient supporting documents will not be investigated.

For further details with regard to the process to be followed for reporting any wrongdoing, please refer to the Whistleblowing policy and procedures [link].