

Code of Conduct of the Václav Havel Library, Foundation Fund

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Preamble

Founder, members of the Board of Trustees and the Supervisory Board, members of other bodies established by the Library Václav Havel, Foundation Fund (hereinafter referred to as the "**Library**"), employees and associates of the Library undertake to abide by this Code of Conduct, which is based on the Library's purpose and mission. This Code of Conduct reflects the free will of all the above persons to participate in the activities and operations of the Library in accordance with ethical standards that contribute to the Library's strategy and thus also to the cultivation of civil society.

Values

- Transparency
- Responsibility
- Integrity
- Independence and apoliticality
- Justice
- Democracy

Purpose and strategy

1. The purpose of the Library is to preserve the legacy of Václav Havel, both literary, dramatic and political, especially his struggle for freedom, democracy and the protection of human rights, to promote research and education concerning the life, values and times of Václav Havel and the enduring relevance of his ideas for the present and the future.
2. Further, the Library's purpose is to strive for the development of civil society and active civic life, to be a platform for discussion on issues related to the promotion and protection of freedom and democracy, not only in the Czech Republic.

Code of Conduct Application Principles

1. This Code of Conduct obliges all the persons listed above to act honestly and responsibly, not only in their relationships with each other, but also in their relationships with all those with whom they collaborate in activities that contribute to the fulfilment of the Library's purpose and strategy.
2. Furthermore, all actions must respect fundamental rights and freedoms and contribute to the promotion of their respect in civil society.

3. The principles for the application of this Code of Conduct include:
 - An open, safe and welcoming working environment;
 - Transparent internal and external communication;
 - Truthful and unbiased information about the Library's financial management;
 - Zero tolerance for illegal conduct; and
 - Prevention of compliance with this Code of Conduct.

Ethics of working with partners and related rules

1. It is essential to act in a transparent, responsible and ethical manner when selecting and securing partnerships.
2. Partnerships cannot be entered into with persons/entities whose activities or attitudes are inconsistent with the Library's mission and purpose.
3. Further, partnerships cannot be entered into that may diminish the independence and apolitical nature of the Library or otherwise compromise its mission and purpose or create a conflict of interest.
4. Partnerships may be entered into solely for the purpose of fulfilling the Library's mission and purpose.
5. In particular, the following areas are considered when deciding whether to enter a partnership:
 - Values and purpose: the partner's relationship to the Library's values and purpose;
 - Reputation: the potential impact of the partnership on the Library's reputation; and
 - Team integrity: the potential impact of the partnership on the integrity of the Library's team.
6. Donations/contributions received may only be used to fulfil the Library's mission and purpose.
7. All gifts/contributions received are reported openly and truthfully.
8. Donations/contributions received are used efficiently and economically.
9. Donations/contributions received shall not be anonymous.
10. Donations/contributions more than CZK 10,000 must be made as a written contract or a donation receipt.
11. A donation/contribution over CZK 200,000 must be approved in advance by the Library Board of Trustees, which also has the option to refuse the donation/contribution. A written contract must always be concluded for the provision of such a gift/contribution.
12. The provider of a donation/contribution over CZK 200,000 shall undergo a background check on the origin of the contributions made (mainly from publicly available sources).

13. When deciding whether to accept a donation/contribution, consideration will also be given to whether the funds may be derived from business or other activities in countries where human rights are persistently violated.
14. By accepting a donation/contribution, the Library does not commit itself to favoring the donor of the donation/contribution or any other person, organisation or institution designated by the donor.
15. The donor of the gift/contribution has the option of specifying that the donation/contribution is intended for a specific activity or project of the Library, with the proviso that at least 15% of the funds provided shall always be allocated to the operation of the Library.
16. An accounting of the gift/contribution received shall be provided and the donors of the gift/contribution shall be acknowledged in the Library annual report.

Conflict of interest and internal procedure

1. All persons listed above agree to conduct themselves in such a manner that there is no conflict of interest with the interests of the Library when acting on behalf of/on behalf of the Library.
2. These persons shall disclose actual and potential conflicts of interest to the Library Director, who shall refer them to the Library Board of Trustees for consideration. In the event of a conflict of interest involving the Library Director, it shall be reported directly to the Library Board of Trustees.
3. The Supervisory Board of the Library shall propose to the Library Director an appropriate resolution of the conflict of interest and, in the case of a conflict of interest involving the Library Director, shall refer the proposal to the Library Board of Trustees.
4. The Library Director shall be responsible for compliance with this Code of Conduct by Library staff and associates, and the conflict-of-interest procedures set forth in paragraphs 1 through 3 of this section shall apply to resolve violations (including potential violations) of this Code of Conduct.
5. The Library Director shall prepare for the Library Board of Trustees and Supervisory Board a regular annual summary of reported and resolved conflicts of interest and actions leading to violations of this Code of Conduct.
6. The Library Supervisory Board shall monitor the implementation of this Code of Conduct and its members, as well as the members of the Library Board of Trustees, shall be entitled to propose measures to increase the effectiveness of its enforcement.

In Prague, 24 August 2023

Board of Trustees of the Václav Havel Library, Foundation Fund