

## **Public Code of Conduct for “GeoFacts” Staff**

With this document, "GeoFacts" defines a set of recommendations that will be equally applicable to each employee, irrespective of their position in the organisation. This code applies together with the organisation's Regulations and represents a set of rules that will help to protect the principles of political impartiality and neutrality in public behavior of the "GeoFacts" editorial office or its individual employees. The code of public conduct of "GeoFacts" employees is approved by "GeoFacts", is part of the organisation's Regulations, and sanctions for its violation are defined in accordance with the organisation's Regulations.

### **Rule 1**

The employees of "GeoFacts", in their public behavior, must follow the rules established by the organisation, and the norms of the organisation's Regulations.

### **Rule 2**

"GeoFacts" Employees enjoy complete freedom in public behavior and communication if the behavior does not contradict the norms of the organisation's Regulations and generally acknowledged ethical norms.

### **Rule 3**

"GeoFacts" employees may hold communications on any topic of their interest with any other user and give answers or ask questions relevant to matters of their interest, although the forms of those communications should not contradict the principles defined by the organisation's Regulations and generally acknowledged ethical norms.

### **Rule 4**

"GeoFacts" employees are prohibited from using profanity, hate speech and foul language during their activity in public or giving comments to the media. These types of actions are also prohibited in response to any analogous behaviour from others (third party/parties).

### **Rule 5**

In the event that the information publicly disseminated by the "GeoFacts" employee is erroneous, it must be corrected. The correction should be made in such a manner to ensure that the reader/viewer/listener easily understands that a mistake was made in the initial public communication and that it is corrected with the new communication.

### **Rule 6**

"GeoFacts" employees must refrain from publicly expressing political preferences, and from all positive or negative statements that might call into question the organisation's impartiality and objectivity. This restriction does not apply to sharing materials prepared by the organisation or discussing an article prepared by the organisation during a visit to the media, which may include criticism of a particular political actor.

### **Rule 7**

An employee of the organisation must not publicly express a subjective view towards a politician, organisation, public or other association, which would call into question the principles of neutrality and impartiality of them or "GeoFacts".

**Rule 8**

“GeoFacts” employee should not post unverified information or/and information containing fake news. “GeoFacts” employees may respond to such publications only with the aim to obtain additional information and strictly within the scope of their professional activity.

**Rule 9**

Public activity of an employee of the organisation that would harm the reputation and image of "GeoFacts" is prohibited. When participating in public activities, the employee needs to remember that their public behavior strays from their personal space.

**Rule 10**

It is strictly prohibited for “GeoFacts” employees to openly endorse any political group or politician for elections on behalf of the operation.