



CENTER FOR INTERNATIONAL  
PRIVATE ENTERPRISE

# CIPE Civic Engagement Hub Code of Conduct

June, 2020



## **CIPE Civic Engagement Hub Code of Conduct**

### **Mission Statement**

The CIPE Civic Engagement Hub is established to provide resources and tools for civil society and private sector organizations working in Ethiopia and to foster an innovative and collaborative environment in which these organizations can pursue their goals and ideas.

### **CIPE Organizational and Project Background**

CIPE is an affiliate of the U.S. Chamber of Commerce, works with local business leaders in over 60 countries to expand opportunity for inclusive economic growth through market-led solutions. CIPE programs promote a rule-based system which emphasizes principles of governance, enables entrepreneurship, opens trade, and fights corruption. CIPE and its global partner network create knowledge and practical tools to drive local change.

The CIPE Civic Engagement Hub is a multifunctional resource center and coworking space that provides civil society organizations, individuals, and social entrepreneurs with the tools and resources to launch and grow new organizations and initiatives.

Civic Engagement Hub foster is an innovative and collaborative environment to create a vibrant, cross-sectoral community of civic leaders and organizations in Ethiopia. Conveniently located in CIPE's East Africa Regional Office in Bole area, the Civic Engagement Hub is home to a growing community of civil society and private sector organizations committed to developing innovative ways to help civic space in Ethiopia flourish. Services include skills training on project management and evaluation, strategic guidance on advocacy and communications, and legal information on registration.

### **Community Values**

#### ***Respect***

Respect personal boundaries, including personal space and privacy. Every person has the right to disengage from any unwanted interaction. Harassment of any kind will not be tolerated.

### ***Open Dialogue***

We invite the users of this workspace to connect with one another, share ideas, and ask questions.

### ***Empathy***

Assume good faith and good intentions. Consider different perspectives, especially when approaching any disagreement or conflict.

### ***Equity***

Don't discriminate based on real or perceived race, ethnicity, color, creed, national origin, gender, gender identity, disability, or other status.

## **Policies and Procedures**

### **ELIGIBILITY**

Eligibility to use the space will be determined by application. CIPE will select applicants based on the availability of desks and the timing of the application cycle is not contingent on real or perceived race, ethnicity, color, creed, national origin, gender, disability, or other status.

The CIPE Civic Engagement Hub aims to support individuals and organizations working to increase civic space and civic engagement in Ethiopia. The following is a non-exclusive list of organizations and individuals encouraged to apply for membership:

- Business membership organizations and associations
- Registered and non-registered Civil Society Organizations (CSOs)
- Organizations working on youth development, youth participation, civic and social engagement, and/or economic and political development in Ethiopia
- Social entrepreneurs and startups
- Individuals, organizations, or businesses interested in starting or accelerating an advocacy initiative
- Individuals or organizations working on issues related to digital economy
- Businesses and organizations that support job creation for youth
- Consultants working on civic engagement or social development
- Youth leaders between the ages of 18-35

### **WORKING HOURS**

The coworking space will be open Monday to Thursday from 9:00 a.m. to 4:00 p.m.

During events and workshops, the workspace will not be available and prior notice will be provided by CIPE's coworking space coordinators

The conference room is available from 9:00 a.m. to 4:00 p.m., based on booking

Happy hour sessions and networking events are hosted every Friday from 2:00 p.m. to 4:00 p.m.

## **USE OF SPACE**

Users will be required to sign in and present a valid ID to enter the space. By continuing to use the space, members certify that all information they have provided to CIPE is truthful and accurate to the best of their knowledge, and that they are not in violation of any law or regulation in this jurisdiction. All users of the space must be aged 18, or older unless granted permission by CIPE. Organizations that want to use the coworking space with more than one member should register their members beforehand. Organizations with dedicated desks in the coworking space are allowed to use the desk for one member at a time. Desk users are allowed to coordinate with CIPE team to use the desk on rotational basis with their registered staff.

Keep conversations to a low volume, and please use the corridor or a private room to take any phone calls. When listening to or watching audio or video content, wear headphones if possible and be aware of how the noise and visuals will affect the people around you. Do not listen to, watch, or otherwise access or show any obscene, violent, intimidating, or hateful content.

Keep the workspace clean. Be especially careful to clean up any food or drink, and make sure to dispose properly of all trash.

## **USE OF RESOURCES**

The conference room, discussion room, and four laptop computers are available for use on a first come, first served basis. Up to two of the four computers may be reserved if the reservation is made at least 24 hours in advance. Please log out of computers when you have finished using them.

Please inform CIPE working space coordinators if you will be absent from the coworking space so that they can coordinate with walk-in users of the space.

Requests for events and meetings must be submitted at least one month in advance.

## **DIGITAL ETIQUETTE**

Digital or social media activities that are obscene, malicious, discriminatory, threatening, or in violation of any law or regulation are strictly prohibited.

## **GUEST POLICY**

Guests must sign in and present ID and must be accompanied by a workspace member. All guests must be approved by CIPE. By using this space, guests agree to abide by this policy.

## **PRIVACY POLICY**

**I certify that I have read and understand this policy and I understand that refusal to comply with the policies and procedures above may result in dismissal from the space.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_