

## **CODE OF ETHICS**

### **CVCS - Centro Volontari Cooperazione allo Sviluppo**

#### **MISSION**

CVCS promotes cooperation and solidarity between peoples, for a fair, welcoming, healthy world, with respect for the fundamental rights of each and every one.

#### **VISION**

CVCS develops projects in Italy and abroad, committing itself to social, economic and environmental justice, encouraging volunteering and active participation as tools for the enhancement of the individual in the community.

#### **STRATEGY**

CVCS invests mainly in human resources: cooperation projects and territorial initiatives aim to promote empowerment and active participation.

#### **1. PREMISE**

This Code of Ethics is intended to collect, declare and disseminate the values and rules of conduct to which CVCS refers for the performance of all activities. It states the responsibilities for each person acting on behalf of CVCS or coming into contact with the organization, thus ensuring the proper fulfilment of the mission and full adherence to the values that inspire the work of the NGO in every field of action.

CVCS adheres to and respects the principles contained in the Universal Declaration of Human Rights, the Convention on the Rights of the Child and the Conventions on the Elimination of All Forms of Racial and Gender Discrimination.

It pursues its mission in full compliance with Community, national and international law, as well as in compliance with the "Charts" and "Codes" in which it is recognized.

## 2. RECIPIENTS OF THE CODE OF ETHICS

The addressees of the Code of Ethics are statutory bodies, directors, employees, collaborators, volunteers, and all those who work permanently and temporarily with CVCS, both in Italy and abroad. Compliance with the Code of Ethics is a part of the contractual obligations deriving from employment agreements for employees, and from contractual regulations, for collaborators.

Each person belonging to the organization is required to give adequate information to third parties (suppliers, consultants, donors, etc.) about the need to respect all the obligations deriving from the Code of Ethics and directly concerning their activity.

## 3. ETHICAL VALUES

CVCS is committed to acting according to the following principles:

**Honesty:** in the performance of his/her task or activity, each interested party undertakes not to pursue personal or organizational profit against the laws in force and the rules set out in the Code of Ethics, or to perform actions that, based on the common sense of conscience, contrast with the righteousness of behavior.

**Legality:** in the performance of their task or activity, each interested party undertakes to know and observe the codified disciplines (laws, regulations, etc.) issued by international and national institutions and, in particular, the rules relating to health and safety, work, the protection of personal data and the discipline of accounting records and balance sheet.

**Solidarity:** in the performance of their task or activity, each interested party undertakes to follow a conduct inspired by the common sense of justice and solidarity.

**Equality and non-discrimination:** in the performance of his/her duties or activities, each interested subject undertakes to ensure uniformity of treatment regardless of differences in age, gender, race, physical or cognitive dysfunction or disability, religion.

**Protection of the person:** in the performance of his task or activity, each subject must guarantee respect for the person and the enhancement of individual abilities.

**Diligence:** in the performance of his task or activity, each subject is called to perform his duties with attention and accuracy.

**Transparency:** in the performance of his task or activity, each person must carry out his duties in a way that favours everyone's understanding of the activities; each action must be easily identifiable in all its steps.

**Impartiality:** in the performance of their task or activity, each subject must act and judge according to objectivity and equanimity, without favoritism and personal interests, avoiding any conflict of interest.

**Confidentiality:** in the performance of their task or activity, each subject must absolutely avoid the disclosure of sensitive data and comply with the regulations in force on the processing of personal data.

#### **4. RULES OF CONDUCT**

CVCS on the basis of the ethical principles set out above applies the following rules of conduct:

##### **4.1 Relations with donors**

CVCS in the relationship with donors adopts the following criteria:

- provide donors with complete and transparent information on the organization, initiatives, aims of fundraising and results obtained;
- does not exert pressure to induce donations to be made;
- informs about the donations received and the subsequent use;
- undertakes to ensure the confidentiality of donors,
- refuses donations from companies which violate human rights, workers' rights and the environment, which carry out activities which harm the human person, the environment and animal welfare;
- ensure that disbursements, contributions and financing are intended exclusively for the purposes for which they were allocated;
- ensure careful administration of the funds used.

##### **4.2 Relationships with partners**

CVCS, in the selection and relationship with partners, for the realization of shared activities, adopts the following criteria:

- excludes any profit-making purpose other than those strictly linked to the aims of the projects;
- requires the sharing of its own ethical principles;
- operates in accordance with all local laws (work, revenue service, etc.).

#### 4.3 Relationships with suppliers

CVCS prefers technical and economic operators in the areas or countries of intervention to promote local development, where the necessary good quality of goods, works and services provided is guaranteed.

In the choice of suppliers and in the context of the selection procedures for the purchase of goods, works and services, the evaluations take place according to the criteria of competitiveness, quality, economy, price.

Suppliers are required to comply with this Code of Ethics.

#### 4.4 Relations with employees, collaborators, volunteers, corporate bodies

CVCS is committed to:

- respect the principles contained in the Universal Declaration of Human Rights, the Convention on the Rights of the Child and the Conventions on the Elimination of All Forms of Gender and Racial Discrimination;
- comply with the international minimum standards of working conditions and fundamental rights of workers;
- to offer all operators the same opportunities for professional development, on the basis of criteria of merit and without any discrimination;
- pursue the continuous improvement of the skills of each one, favoring the training paths and using innovative and increasingly effective methods and operational strategies;
- ensure the recognition and enhancement of the skills and contribution of each to the achievement of the common objectives;
- to ensure an adequate and functional working environment for the activity to be carried out;
- ensure the dissemination and observance of the Code of Ethics and procedures;
- ensure the protection of privacy;

- ensure compliance with the rules on the protection of health and safety at work;
- ensure adequate information on living and safety conditions, on the preventive health practices to be followed, in particular in the case of operations abroad.

#### 4.5 Duties of the cooperation collaborators.

Without prejudice to the provisions of the legislation, in particular each operator in Italy and in the countries in which we operate must:

- respect the fundamental rights of the individual, with particular reference to the rights of children, women and the elimination of all forms of discrimination;
- respect the environment by adopting sustainable lifestyles;
- observe decent behavior and clothing, respectful of the environment and the workplace, of colleagues, partners, suppliers, direct recipients and local customs, cultures and confessions and which always reflect the dignity of one's own and others' roles;
- ensure a correct use of the resources of the organization;
- comply with the rules of conduct established in the field of security, privacy, accounting and contracts;

Each operator shall be prohibited from:

- involvement in military or similar operations;
- the possession and/or possession of weapons or instruments of offence,
- any behavior that causes damage, even if only to the image, for itself and for the organization;
- the employment of underage workers;
- the consumption of alcohol and narcotic substances during the performance of the activities and the performance of the tasks assigned to them,
- any behavior that may take place, towards anyone and especially towards minors, such as physical and / or moral violence, harassment, abuse of authority, scam and fraud.

#### 4.6 Relations with the recipients of initiatives and projects

In identifying recipients, CVCS complies with all the principles contained in this Code of Ethics.

The recipients of the initiatives and projects must be fully informed about the activities and resources used and must share the mission of CVCS.

Recipients have the right to effective, efficient and fair use of the resources made available to them.

CVCS guarantees confidentiality in the processing of recipients' personal data.

#### 4.7 Communication and Media Relations

CVCS manages communication according to the following criteria:

- honesty, truth and fairness;
- responsibility.
- the reliability of content and sources;
- non aggressiveness, both in texts and images;
- respect for the rights and dignity of the person.

#### 4.8 Control bodies

Relations with the subjects carrying out control and audit activities are based on the following principles:

- truth;
- fairness;
- timeliness;
- transparency;
- sharing of information;
- cooperation.

### **5. RESPECT FOR THE ENVIRONMENT AND ECO-SUSTAINABILITY**

CVCS organizes the work and its action in respect of the environment, promoting in particular energy saving, the dematerialization of documents, the recycling of renewable materials, directing the purchases of goods towards products that ensure environmental sustainability.

It also promotes information and awareness-raising activities with partner subjects with a view to environmental protection and eco-sustainable development.

In international cooperation projects it operates with an approach aimed at enhancing local ecological-environmental systems, eco-sustainable agriculture and the creation of agri-food chains that respect and promote the common goods.

## **6. VIOLATIONS OF THE CODE OF ETHICS**

For volunteers, employees, operators and any person who has received assignments or has working relationships with CVCS, in case of ascertainment of violation of the Code of Ethics, the disciplinary measures will be adopted, or, in case of external subjects, the measures deemed necessary and / or appropriate to prevent the recurrence of the ascertained violation.