



CODE OF ETHICS

CISV uses this document to issue a Code of Ethics, inspired by its values and principles and its foundational and organizational documents, and its rules of conduct.

1) INTRODUCTION

a) **CISV**

CISV Onlus, **Comunità Impegno Servizio Volontariato Onlus**, is a community, non-profit, secular and independent organization. Founded in 1961 in **Turin**, the association is made up of members - donors, volunteers, employees, partners, consultants, sympathizers – that share values, projects and lifestyles.

Please refer to the website www.cisvto.org for the history and institutional description of CISV.

b) **Italian Decree 231/01**

The values included in this code of ethics are also protected by legal provisions which are contained in Italian Decree 231/01 (hereinafter "Decree") containing the "Regulation of the administrative liability of legal persons, companies and associations, even without legal personality" (hereinafter also "Entities" and "Entity"), issued on the 8th of June 2001. This Decree introduced to the Italian legal system a novel form of liability for entities that benefit from criminal activity if perpetrated in their interest and for their benefit. Employees and / or other subjects indicated in the art. 5 of the Decree (for example, directors, statutory auditors, managers, representatives of the Entity, as well as actors subject to their management or supervision) may not engage in, cooperate in or cause others to engage in unlawful conduct, particularly actions that could give rise to the criminal violations.

c) **Code of ethics**

The CISV Onlus Association, hereinafter CISV, has been working in the field of international cooperation since 1973 to make the world a fairer and more compassionate place where the rights and dignity of people are respected. To achieve this goal, it is necessary to define and put into practice a set of behaviors, attitudes and rules of conduct that express what CISV wants to be. The present Code of Ethics is of paramount importance in CISV *modus vivendi et operandi*.

The CISV Code of Ethics finds its foundation in the "Charter of CISV principles" which reflects the values and principles that characterize us and makes explicit the set of rights, duties and responsibilities that must be observed by the recipients of this Code.

It also represents the set of preventive and disciplinary measures and procedures suitable for reducing the risk of committing crimes within the organization.

This Code (and the policies) is binding and must be observed by the staff (employees, international and local consultants and local employees) and by the members of the Association and by all those who collaborate with it (consultants, suppliers, partners) .

In addition, this Code of Ethics is brought to knowledge to actors who have relations with CISV as private or institutional donors, partners, beneficiaries, national, international and local institutions, suppliers, the press and the media, and control bodies in Italy and abroad.

d) Recipients

The principles and contents of this Code of Ethics apply to:

- All CISV staff (employees, consultants, volunteer staff, volunteers in civil service, ...) in Italy and abroad.
 - The actors operating in the context of their own functions and responsibilities within CISV.
 - Association members
- (hereinafter, collectively, the "Recipients").

Knowing, respecting and putting into practice the CISV Code of Ethics is an essential part and a necessary act for each recipient, with the awareness and guarantee of seriousness, efficiency, dignity, reliability and quality for the work of CISV.

e) References

The Code refers to what is expressed in the Charter of CISV Principles and in those contained in the international conventions listed below:

- Universal Declaration of Human Rights of the United Nations (<https://www.ohchr.org/en/udhr/pages/Language.aspx?LangID=itn>)
- Fundamental conventions of the ILO (International Labor Organization) (https://www.ilo.org/wcmsp5/groups/public/---europe/---ro-geneva/---ilo-rome/documents/publication/wcms_151918.pdf)
- UN Convention on the Rights of the Child (CRC Convention) (<https://www.unicef.org/rightsite/files/furkindererklartit.pdf>)
- UN Convention on the Elimination of All Forms of Racial Discrimination (<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CERD.aspx>)
- UN Convention for the Elimination of Discrimination Against Women (CEDAW) (http://unipd-centrodirittiumani.it/it/strumenti_internazionali/Convention-delete-the-all-the-discrimination-discrimination-in-common-of-women-1979/25)
- Italian law on child prostitution (Law August 3, 1998, No. 269) (<https://www.camera.it/parlam/leggi/98269l.htm>)

This Code of Ethics focuses on the set of rights, duties and responsibilities of the recipients and in any case of those who collaborate with the CISV in different ways.

2) CISV'S PRINCIPLES AND REFERENCE PRACTICES

a) STATUTE AND CHARTER OF PRINCIPLES

CISV defines in its Statute (Annex 1) and especially in its Charter of Principles (Annex 2), the values and principles that guide its commitment and activities.

These documents (see attachments) referred to in this Code are primary references of this same documents.

We intend to focus on the values and principles of reference of the centrality of the person and of international solidarity contained in the Charter of Principles.

b) PROTECTION AND ENHANCEMENT OF HUMAN RESOURCES AND RIGHTS

The respect for the rights and protection of its personnel in compliance with national legislation and the country in which they work is a fundamental principle for CISV. CISV believes, operates and strives to spread and affirm a culture of rights through information and awareness for the defense and respect of the fundamental rights of all peoples, as required by the Universal Declaration of Human Rights of the United Nations.

CISV operates in a climate of neutrality and independence from party choices or alignments, religious confessions, ethnic claims, private interests, giving instead priority to justice, fairness, equity and the application of valid ethical principles.

CISV avoids any discrimination based on gender, sexual orientation, race, cultural and linguistic belonging, age, opinion and / or political and trade union membership and health status. CISV favors the enhancement of cultures, uses and customs (provided they do not go against but respect the provisions of the Universal Declaration of Human Rights of the United Nations) and of differences, in the belief that this is a fundamental aspect for a real and respectful progress.

c) LEGALITY AND TRANSPARENCY

CISV is committed to respecting the law, which we consider as an essential condition to protect everyone, especially the weakest. CISV works in compliance with the laws and the existing regulations in the countries where it operates.

We affirm the right to conscientious objection and the right to action for the change of legal provisions in contrast with the values that inspire us. We are committed to a practice of transparency and to efficiently manage the funds obtained and collected. We are committed to report to the financiers and donors, both institutional, public and private, to partners and beneficiaries, giving an account of the results achieved, of the budget, of our strategies and methods.

d) EQUITY AND IMPARTIALITY

CISV is committed to a fair and impartial *modus operandi*, adopting the same behavior and the same criteria towards all the interlocutors, despite the different forms of relationship and communication required by the nature and institutional role of the interlocutors.

3) CISV ACTION RULES AS AN ORGANIZATION

a) ENHANCEMENT OF LOCAL RESOURCES

CISV is committed to enhancing local human resources, adopting as much as possible a positive gender approach, in order to increase the professionalism and experience on the ground to promote a concrete and lasting development in the countries of intervention. To this end, it is committed to enhancing the institutions, structures and infrastructures of the countries of intervention.

b) CRITERIA FOR CHOOSING PARTNERS

Both in Italy, in Europe and in the countries where it operates, CISV implements a policy of sharing, collegiality and collaboration with partners who share the same goals and objectives as well as the same ethical principles and what is described in this Code.

With regard to international and national partners, CISV looks for actors that have skills and reliability, giving priority to those who have goals, aims and operating methods that are coherent and synergistic with those of the Association.

For what concerns public partners, the partnership bond must not affect the work, objectives, aims and principles of the partner and those of CISV. With private and / or profit partners, CISV has developed "guidelines for collaboration with companies" for the selection of these types of partners (Annex 3).

More specifically, CISV does not allow to receive donations of materials or financial resources from companies that produce or trade armaments, pornographic materials and anything else that is harmful and degrading to the human being and the environment and that fails ethical principles of CISV .

For what concerns local partners, the choice and collaboration is based on the following criteria:

- We privileged Civil society partners
- Partners must not have party affiliation
- What is written in the previous paragraph applies to public partners as well
- Build lasting relationships with partners, both at individual and community level to set the conditions so that there can be continuity in the activities carried out and that are lasting over time.

c) FUNDERS AND DONORS

CISV bases its relations with funders and donors, both public and private, on principles of correctness and transparency with the following guarantees:

- The funds must be paid only to accounts in the name of CISV and not to others in order to trace their origin.
- The funds obtained will be used for the intended purposes and not for purposes other than those envisaged.
- CISV guarantees to manage the funds obtained and used with the intention of allocating as much as possible to obtain optimal results for the beneficiary population with care, accuracy and attention.
- It is not permitted to offer and / or promise money, favors and any benefits, nor to exercise unlawful pressure to obtain preferences or win funding.

d) USE OF ECONOMIC RESOURCES AND ACCOUNTABILITY

CISV records every operation and transaction and adopts an internal registration procedure, authorizations, consistent and congruous verification, in the legitimacy of the current regulations. Corruption practices and collusive behavior are not allowed. The performance of economic activities is correctly and appropriately reported in order to check the economic performance of CISV and allow the verifications necessary for the adoption of a non-profit lifestyle and, as is shown from the denomination CISV Onlus and by the Statute.

The accounting management of CISV is based on accounting principles established and regulated by Italian legislation. For the accounting of cooperation projects, CISV uses and complies with the statements adopted by the various institutional lenders. The CISV annual financial statements are prepared in accordance with the relevant laws and certified by independent auditors and registered in professional registers.

The information and data provided by CISV to third parties and the accounting and management records guarantee truthfulness, transparency, clarity, accuracy and completeness. The result is a truthful and correct information on its economic and financial situation. CISV has adopted and applies accounting procedures to which all personnel and operators must abide. For each accounting entry relating to a transaction, adequate supporting documentation must be kept. The supporting documentation must be readily available and archived according to the provisions of the same procedures in order to facilitate consultation also by internal and external bodies authorized to control.

e) HUMAN RESOURCES

Human resources, both in Italy and in the countries of intervention, are a fundamental asset for CISV. The skills, professionalism and dedication are essential and decisive values for achieving the goals and putting our mission into practice. We are also committed to ensuring that the roles and skills of each person are respected, in mutual support and sharing, so that we can work in synergy and in a team spirit to best express our potential. We are also committed to ensuring that our personnel enjoy the due respect without any kind of discrimination of religion, gender and sexual orientation, age, disability, nationality, ethnic origin and membership, political opinions and trade union membership.

Before starting the employment relationship with the selected person, CISV is committed to provide information on:

- Role, function and tasks
- Compensation and tax legislation in force applicable to the type of employment contract
- Rules and procedures to be adopted to carry out work activities correctly and safely

Moreover, CISV also undertakes to:

- Relations with personnel, consultants, volunteers and members of statutory bodies are based on mutual respect and based on a frank, collaborative and communicative relational context.
- The legislation and the labor code are respected both in Italy and abroad.
- There is a working environment that is adequate and functional to the activity to be carried out.
- There is a mode of behavior that encourages the dissemination and knowledge of the objectives pursued by CISV.
- Each person's skills and contributions are recognized and valued, aimed at achieving common goals.
- There is a space and ways of listening to those who consider themselves the object of acts or behaviors not consistent with the principles listed above.
- In case of a possible emergence of conflict between the staff, the collaborators, the volunteers and in any case among the human resources, there is an adequate management to the resolution of the question.
- There is adequate training and information on the safety conditions and on the context of the countries where the operator will be employed, on health vaccination and health prevention practices.

f) PRIVACY PROTECTION AND CONFIDENTIALITY

In its activities, relationships and contacts, CISV applies the respect of the rules regarding confidentiality. In the acquisition, processing and communication of sensitive data, CISV observes what is necessary to protect data privacy, as required by the legislation in force (General Data Protection Regulation, GDPR UE n. 2016/679).

The personal and sensitive data held by CISV are processed in a legitimate and correct manner, guaranteeing the rights of the parties concerned and precluding unauthorized access to third parties.

4) CODES OF CONDUCT FOR STAFF AND COLLABORATORS

a) COMMUNITY STYLE

CISV, also in line with the Community "C" of its acronym, asks its staff and collaborators to work in a professional, collaborative, responsible, morally correct and respectful spirit as befits a community. The respect for people, resources, equipment, premises and everything related to CISV is a fundamental and basic attitude to live and practice as it is a lifestyle and work that aims to avoid waste and financial expenditures.

b) NON-DISCRIMINATION

The staff, the collaborators and in any case each CISV operator is required to observe and respect the principle of non-discrimination with regards to aspects of sexual orientation, gender, age, race, religion, political and trade union membership, language or state of health, as well how to practice the principle of respect for the dignity of others.

c) EMPLOYMENT OF MINORS

The employment of minors is, as a principle, to be avoided in project activities. However, there may be cases that should be verified and evaluated in consideration of the rights and legislation of the country. Possible exceptions could be granted after a written request and after careful evaluation, also taking into consideration the legislation of the country where you work and the approval by the Turin office.

d) MOLESTATION AND VIOLENCE

It is forbidden to adopt behaviors such as harassment, violence, threat, abuse of authority, be it psychological or moral or sexual, as conduct harmful to human dignity and the psychophysical integrity of people.

e) SEXUAL BEHAVIORS

It is absolutely forbidden to have sexual relations with minors. It is forbidden to have sexual relations with the people directly benefiting from the projects as these situations can have negative consequences on the CISV cooperation relationship and create dynamics with negative impacts on the equity of the interventions and in the balance of collaboration with the beneficiary or partnership organizations. Exchanges of money, favors, gifts, employment or promises of employment in exchange for sexual services are prohibited. CISV adopts a specific policy on sexual exploitation and sexual abuse (PSEA).

f) DRUGS AND PSYCHOTROPE SUBSTANCES

It is absolutely forbidden to use drugs and / or psychotropic substances and in any case never work under the influence of drugs, alcohol, psychotropic substances and more generally make use of all the substances considered illegal in the country where CISV works. The presence of any of the substances considered illegal in the country in which it is operated is not permitted, whether in offices or workplaces, as well as in common structures such as houses shared with other CISV personnel or in CISV homes.

g) BEHAVIOR AND IMAGE

- CISV personnel are required to behave in a way that is respectful of laws, rights, dignity and human life, as well as being professional and educated in representing the Association in the workplace, in public, with government institutions, local authorities, donors, institutions and actors with whom CISV collaborates, partners and beneficiaries.
- Any form of behavior that could damage the Association, even if only of image, must be avoided.
- The behaviors mentioned in the previous two points are to be respected even outside the working hours and in private life to the extent that they are part of the external image of the Association.
- Clothing and personal care must also be respectful, also taking into account the role covered, professional circumstances, customs, culture and local denominations.

h) CONFLICT OF INTEREST

In the context of carrying out its activities, CISV does not allow the recipients of the Code to be in situations of conflict of interest or find themselves in circumstances such that there may be the possibility or risk. The term 'Conflict of interest' means having private interests in the same sector of institutional intervention that is managed to obtain personal benefits, or the case in which an interest other than the CISV mission is pursued or activities are carried out that may interfere with the capacity of the recipient to take decisions in the exclusive interest of CISV. Any situation that may constitute or determine a conflict of interest must be promptly communicated by the recipient to the personnel delegate in Italy or to his contact person if abroad for the appropriate assessments and indications. Furthermore, employees are not allowed to accept money or other favors from third parties for advice or services rendered in connection with their relationship with CISV.

i) INVOLVEMENT IN POLITICAL ACTIVITIES

The recipients cannot engage in subversive political activities and even less in military operations. Personnel and collaborators abroad are prohibited from taking part in political life (e.g. political demonstrations, party activities, etc.) in the country in which they operate. Staff in Italy are prohibited from using the role held within CISV in favor of political parties. For recipients who hold representative roles, the eventual appointment of a party must be communicated to the CISV Board of Directors. These will assess whether there is a possible conflict with the responsibility and role held.

j) SAFETY

Attitudes and behavior that can in any way entail risks for the safety and / or health of oneself or of third parties are to be avoided. In all countries the question of safety is of great importance and can involve risks and consequences that should not be underestimated. It is therefore the duty of each collaborator to act for safety and to be its promoter at any time of work and not.

k) PRIVACY

The CISV staff and the recipients in general are prohibited from using the information they have come to know for different purposes than the strict explanation of the tasks they are in charge of.

l) HEALTH PROTECTION, WORKPLACE SAFETY

With reference to the system adopted by CISV in the field of accident prevention, hygiene, health and safety at work, all recipients of this Code of Ethics are obliged to:

- Through the procedures to be followed in the context of their duties, taking care of their own safety and health and those present at the workplace, in order to prevent situations of particular complexity and which may have consequences due to their own actions or omissions.
- To contribute together with the persons in charge, to the fulfillment of the obligations established for the protection of health and safety at work.
- Correctly use work equipment, any means of transport as well as safety devices.
- Report to the person in charge the deficiencies of the equipment, of the means, of the devices and of what can represent or pose a danger, working directly, in case of urgency, within the framework of one's own competences and possibilities.

m) USE OF WORKING TOOLS AND WORKPLACE

Every employee, collaborator, operator, both in Italy and in the Countries of intervention, is personally responsible for the equipment, working tools and resources that CISV assigns and makes available. These must only be used for professional purposes. The management of these goods must take place with the utmost care and must never be left unattended in order to avoid the risk of theft, manipulation or damage. Fixed or portable PCs must be managed with the utmost care, taking care to keep them in the most efficient conditions, through individual initiative or the use of company structures dedicated to maintenance. The installed software and any peripherals connected to each computer in use must be supplied or authorized.

Server and corporate network: all files created or modified as part of the work activity, must reside on the company servers to be shared, according to the access rights provided, and must not reside on the individual PCs in use. Programs and files not relevant the tasks required cannot be located on the servers of the company network, unless specifically authorized.

The use of the Internet by staff, collaborators and operators must always be inspired by principles of diligence and correctness. All transactions made on the internet, from your PC, leave traces on the server of the institution, server of which the association reserves full control.

The personal use of the Internet does not give any right to privacy, in particular, but not only, as regards:

- Surfing on sites that can reveal aspects covered by privacy (for example: information on health, sexual habits, opinions and / or membership in the trade union, political, religious, racial field) or in any case not relevant to the performance of the tasks assigned
- Carry out financial transactions, online purchases and remote banking
- Participate in Forums or use chat lines and electronic bulletin boards
- Registering to sites whose contents are not related to work

CISV has the access passwords and reserves the right to control the contents of the PCs and to remove programs and files that are not foreseen or considered dangerous for security.

n) REMOTE WORK

In the case of work not carried out at CISV locations but at a distance (remotely / teleworking), specific attention must be paid in order to reduce the risks for confidentiality, accessibility of information and access by external parties to sensitive data. Remote work is not foreseen in the ordinary, except in exceptional cases, and with the authorization of the responsible person in agreement with the person in charge of human resources of the place of belonging.

o) UNAUTHORIZED COMPENSATION

All personnel, collaborators and in any case each CISV operator is not authorized to receive or accept compensation, gifts or other types of payments, favors and benefits from companies,

institutions, persons (for example: partners or potential partners, companies and supplier companies of works, goods and services, beneficiaries, politicians, government counterparts, etc.). that can benefit from programs and activities carried out and managed by CISV.

p) PUBLICATIONS

Operators who intend to publish externally articles or other documents regarding the activities of the programs managed by CISV must request and obtain authorization from the Head of Communications of the Turin office. All the material, procedures, training and in any case the documents drawn up and prepared by CISV staff in the course of their duties are the property of CISV.

q) REQUESTS FOR CONTRIBUTIONS OR PERFORMANCE OF WORKS TO THIRD PARTIES

CISV personnel are not allowed, within the role and tasks covered by the Association, to take part in tenders to obtain disbursements, contributions or funding from national, EU or international public bodies for purposes other than those of the Association.

CISV personnel are not allowed to lend their work or services to third parties in connection with the activities of the Association, unless prior notice is given to their contact person, or carry out activities that are in any way contrary or incompatible with the duties of office and with the purposes and image of the Association.

5) CONSULTANTS AND SUPPLIERS

With regard to suppliers and consultants, CISV:

1. Informs that it adopts a Code of Ethics and requires it to be respected.
2. In particular, it requires respect for human rights, workers' rights, the environment and international conventions to which CISV refers.
3. Applies its own administrative procedures in the selection and management of its suppliers and consultants in line with those of the European Union and the Italian State and the lenders that provide for them.
4. It implements non-discriminatory policies in the choice of suppliers of goods and services, including financial, using criteria of quality, service and cost-effectiveness, and in the choice of consultants using the competence and professionalism as criteria.
5. It favors, in compliance with the law, the choice of local suppliers, professionals, professional operators, technicians and economic operators for the purchase of services, goods, works, seeking the necessary good quality and ethics.
6. Requires specific guarantees regarding compliance with applicable laws and tax regulations.
7. Requires compliance with the contractual clauses, as regards suppliers, especially as regards quality, delivery times and final destination of the project assets, even if the supplier makes use of third parties.
8. It requires compliance with the contractual clauses to consultants, especially with regard to the quality of the service and the respect of the timing of realization.

6) KNOWLEDGE, DISTRIBUTION AND DISSEMINATION OF THE CODE OF ETHICS

The Code of Ethics is a document that is presented to those who have relationships with CISV, whether they are internal or external to the operating structure, taking care to facilitate their understanding and implementation. The Code is posted on the bulletin board at the CISV headquarters in Turin and in the locations of the countries where the Association is present and / or published on the online bulletin board, if any; it is delivered to its employees and collaborators in paper or electronic format (pdf) and is published on the website www.cisvto.org, with the possibility of downloading it.

Therefore the Governing Council and the managers of CISV commit to disseminate and put into practice the Code, intervening if necessary with corrective actions. It is the duty of each person of

CISV to observe, live coherently and respect the provisions of the Code, thus becoming a credible and positive witness to the image that CISV wants to give of itself both internally and externally.

7) SUPERVISION, VIOLATIONS AND PENALTIES

a) SUPERVISORY COMMITTEE

The CISV Board of Directors establishes a Supervisory Commission (CdV), entrusting it with the task of verifying the application of this Code. The members of the CdV will commit to carry out their mandate with equity, fairness, autonomy and without prejudice. The CdV will propose any changes, updates and suggestions to the CISV Board of Directors, also in consideration of problems or criticalities that may arise in the performance of its mandate, as well as in the respect or adaptation of the evolution of the relevant laws and CISV activities.

b) VIOLATIONS

Compliance with this Code of Ethics is an integral part of the contractual obligations of all those who work with CISV.

With regard to personnel and in any case to anyone with contracts / work relationships with CISV, in the event of a violation of the Code of Ethics, the disciplinary measures provided for by the applicable collective agreement will be adopted, or, in the case of external subjects, the measures deemed necessary and / or appropriate to prevent repetition of the ascertained violation.

The measures adopted may reach the termination of the contract.

The reporting of alleged violations of this Code must be in writing and sent to the Supervisory Commission (CISV - Supervisory Commission, Corso Chieri 121/6 - 10132 Turin, ITALY or to the e-mail address: organismovigilanza@cisvto.org).

c) SANCTIONS

The violation, where established, of the principles established in this Code of Ethics and in the procedures established by the internal protocols compromises the relationship of trust between CISV and its personnel and of persons who in various capacities collaborate with the Association.

Violations will be pursued incisively, promptly and immediately, through the adoption - towards those responsible for the violations themselves, where deemed necessary to protect the interests of CISV and compatibly with the provisions of the current regulatory framework - of disciplinary measures and / or adequate and proportionate sanctions, regardless of any criminal relevance of such conduct and the establishment of criminal proceedings in cases where they constitute a crime.

The ascertained violations of this Code of Ethics, after consulting the Supervisory Commission, will result in specific measures.

8) UPDATES AND CHANGES

This document may be subject to changes, additions and updates.

Document approved by the CISV Board of Directors, on the 7th of May 2019.