

ASSOCIAZIONE GIOVANNI SECCO SUARDO - ONLUS

HETHICAL CODE

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INTRODUCTION

The Ethical Code is the official document of the “Associazione Giovanni Secco Suardo” (hereinafter also "the Association" or "AGSS") which contains the mission, the vision, the declaration of values and principles, the set of rights, the duties and responsibilities that it assumes towards anyone who collaborates with it or benefits from its projects or programs in the field of international solidarity and development cooperation.

AGSS si conforma nella condotta delle proprie attività ai principi di legalità, correttezza, trasparenza, lealtà, In the managing its activities AGSS abides by the principles of legality, correctness, transparency, loyalty, impartiality, independence, neutrality, integrity with the value system of the Association and honesty in respect of its history.

The Association is non-profit. Its exclusive aim is to seek social solidarity through the implementation of humanitarian aid and sustainable and development work.

The Board of Directors, the statutory and legal bodies, employees, collaborators, volunteers and partners (hereinafter "recipients") are required to comply with these principles, permeating the daily conduct of the Association.

The Ethics Code must be used as a guarantee and reliability instrument for the significant benefit of the general interests of the Association, the beneficiaries of the projects and the community.

All those (suppliers, consultants, etc.) who in various capacities collaborate with the Association are required, in the context of their relations with AGSS, to comply with the rules of this Ethical Code.

This document is to be considered, together with the Organization, Management and Control Model of the Association, as a tool also aimed at preventing the offenses provided for by Legislative Decree 231/01. The Association, in determining the ethical values that guide the subjects who carry out any activity in the name and on behalf of the same, complies with the general principles of conduct established by the international and European Union treaties, ratified by Italy on the subject of rights. of man.

The Association undertakes to carry out the tasks provided for by its Statute, in compliance with current law and any other legislation, even future, applicable to the sectors and areas in which the Association operates.

1. MISSION AND VISION OF THE ORGANISATION

Mission

AGSS operates worldwide to support the most vulnerable populations in the promotion of human rights, in achieving their aspirations, for sustainable development.

The conservation and enhancement of the world's cultural heritage constitute an indispensable Association for the affirmation and enrichment of the cultural and civil identity of every people. The wear and tear of the centuries, atmospheric phenomena, pollution, accelerated urbanization and often the irresponsible action of

men risk compromising the perpetuation of the fruitful confrontation between past and present, the Association of every cultural heritage.

The protection, conservation and possibly the restoration of what constitutes the memory of human creativity therefore have global importance and require collective participation in order to achieve this goal.

The individual European realities require a growing interaction between experiences and needs, technical and political solutions adopted.

Italy, on the international scene, has always played a leading role in the research and development of methodologies and techniques relating to the conservation and restoration of cultural heritage, both for its immense heritage and for its tradition of studies and experiences. acquired, both for the qualified work of researchers, restorers and art historians as well as prestigious research and training institutions.

The possible fields of intervention are so numerous that every collaboration between public and private structures is required, aimed at safeguarding the cultural heritage and spreading the culture of Conservation and Restoration.

The Association, named to Giovanni Secco Suardo, as a leading figure in the field of conservation and restoration, is based on the aforementioned assumptions and proposes, in agreement with authoritative cultural references, to work to stimulate, deepen and implement technical and scientific research, historical and cultural, updating and comparison on topics, methodologies and problems related to the safeguarding and conservation of cultural heritage.

The Association also aims to promote the knowledge, conservation and recovery of cultural and environmental assets, also through direct interventions, with particular reference to assets located in less developed and valued cultural and geographical areas.

The Association's activity intends to comply with the principles enshrined in the Restoration Charters currently in force and, in relation to cooperation between peoples and the commitments of the more developed nations, in the Declaration of Human Rights, in the Lomè Convention for Relations with the ACP countries and, as regards its specific purposes, the UNESCO Convention on the Protection of World Cultural and Natural Heritage, and the legislation of the Italian State which regulates cooperation with developing countries

On the basis of the ideals of social justice and respect for human rights, AGSS pursues the well-being of vulnerable populations who are in conditions of poverty or affected by wars, natural disasters and environmental disasters. This through the realization, also at an international level, of humanitarian aid works, both in emergency and development contexts, in support of the weakest categories, in particular children, women, the elderly and marginalized, supporting them in achieving their aspirations with the 'objective of promoting its autonomy and future sustainability.

Vision

AGSS believes that the recognition of human rights and historical, cultural heritages contributes to the well-being of everyone on the planet, a common home to be preserved.

2. VALUE SYSTEM

AGSS inspires its behavior to the utmost integrity and honesty in all circumstances and areas in which it carries out its intervention, be it institutional relations and with donors or respect for the dignity of the beneficiaries. Association also undertakes to respect the ethical principles of *legality*, *correctness* and *independence-neutrality* and *social responsibility*

The principle of *legality* requires compliance with the regulations: AGSS rejects any illegal behavior even when it is carried out with the intent of pursuing the interest of the Association

The principle of *correctness* implies respect for the rights of any person involved in the activity of the Association, by the recipients of the Ethical Code. In this perspective, the Association and all its bodies act in compliance with fundamental human rights and avoid any illegitimate discrimination on the basis of age, gender and sexual orientation, state of health, race, in relations with interlocutors. to nationality, political opinions, and religious beliefs

According to the principle of *independence-neutrality*, AGSS operates in complete independence from private interests and autonomously from government policies, aware of its social role towards the beneficiaries and the community, preserving its neutrality in the areas of intervention.

3. MANAGEMENT PRINCIPLES OF THE ORGANISATION'S ACTIVITY

3.1 General principles

In the management activity of the Association, all the recipients of this document, bearing in mind the non-profit purpose of AGSS, must refrain from making or promising to third parties, in any case and even if subject to unlawful pressure, donations of sums of money or other benefits in any form and way, even indirect, to promote or favor the interests of the Association

The recipients cannot accept for themselves or for others donations of sums of money or other benefits or the promise of them to promote or favor the interests of third parties in relations with the Association

All individuals who find themselves in situations of conflict of interest, in carrying out their activities in favor of the Association, must immediately inform their hierarchical superiors, who will promptly inform the Supervisory Body, which is responsible for supervising the application of this Ethical Code.

3.2 Conduct criteria of the recipients of the Ethical Code and sharing of the principles

Compliance with the law and the provisions of this document are a necessary requirement for all its recipients. The behavior of all subjects who collaborate with the Association, as well as in harmony with its mission, vision and internal policies, must be based on the principles of professionalism, diligence and fairness enshrined in this Ethical Code.

All the recipients it is required that this Ethical Code be signed by employees, collaborators and volunteers upon delivery of a copy of the document.

In addition, the recipients are required to observe the provisions of the organization, management and control model of the Association.

3.3 Relationships with suppliers and consultants

In relations with suppliers and consultants, all recipients must privilege the interests of the Association, refraining from engaging in conduct aimed at achieving a personal advantage.

To this end, the recipients are obliged to observe the provisions of the Organization, management and control model regarding the selection and management of suppliers of goods, services, works and the assignment of consultancy assignments.

Furthermore, in the contracts stipulated with suppliers and consultants, the obligation to comply with the principles established in this Ethical Code and in the Organization, management and control model must be expressly provided for.

3.4 Relationships with the Public Administration

The relations of the “Associazione Giovanni Secco Suardo-Onlus” with the Public Administration (including institutional donors) must be based on compliance with the provisions of the law, the requirements set out in the Organization, management and control model pursuant to Legislative Decree 231 / 01 and the criteria established in this Ethical Code.

In particular, those who act on behalf of the Association must not:

- Offer gifts if not of modest value or within the normal courtesy relationships, subject to the authorization of the President or his/her superior;
- solicit confidential information and improperly influence (or through conduct not provided for in the mandate of the Association) the decisions of a public institution;
- entertain relations with representatives of the Public Administration in the absence of a specific proxy, power of attorney or authorization.

Those who act, on behalf of the Association, are prohibited from divulging information from the Public Administration or putting in any way at risk the confidentiality of public body's data and information.

3.5 Relationships with the beneficiaries of programs and projects

All employees, collaborators and partners of the Association are required to have an irreproachable conduct with the beneficiaries of the projects, using particular cautionary measures with the most vulnerable categories: minors, women, the elderly and the marginalized.

The implementation of projects and / or programs must be inspired by principles of fairness, uniformity and confidentiality, also taking into account of the non-profit nature of the Association.

The heads of each Department and Function, then, undertake to respect and implement the provisions contained in the Organization, management and control model adopted by the Association and ensure that all employees and collaborators of the Association are aware of their respective responsibilities in subject of privacy and confidentiality.

3.6 The rights due to the beneficiaries of programs and projects

Among the fundamental rights, that “Associazione Giovanni Secco Suardo” promotes, in its capacity as a non-profit organization, is the achievement of the aspirations of the beneficiaries by enhancing autonomy and pursuing future sustainability.

The Association promotes the involvement of communities and local communities in the experiences of solidarity and aggregation, in a participatory methodology of interventions, seeking continuous dialogue and collaboration with local partners and civil society in respect of their culture and tradition.

3.7 Relationships with the media

The Association undertakes to provide correct and truthful data and information externally.

Relations with the media are reserved only for spokespersons identified within the Association, who receive all information susceptible to communication from the Communications Department and the Press Officer.

3.8 Conduct criteria for the relation between collaborators and manager

Within the management of the relationship with collaborators, whether they are employees or freelancers, the Association rejects any form of discrimination.

The Association selects and hires its managers, collaborators and partners on the basis of the correspondence of their professional profiles and the needs and requirements of the Association, while respecting the equal opportunities of all interested parties, avoiding illegal favoritism and any form of clientelism.

Moreover, it is forbidden - anyone who can take advantage of their hierarchical position within the Association to directly or indirectly - to ask collaborators for services, personal favors or any behavior that violates the provisions of the Ethical Code.

AGSS recognizes the centrality of human resources for the organization, including volunteers, and promotes the full realization of individual potential and supporting resources in their professional development by also offering training courses.

The Association ensures the respect and dignity of each collaborator both in his individuality and in the relational dimension as well as the application of all contractual rules and all the rules that protect safety, health in the workplace and the protection of confidentiality of personal data.

3.9 Transparency

The Association, bearing in mind its non-profit nature, is aware of the importance of transparency, accuracy and completeness of accounting information and strives to have a reliable administrative-accounting system in correctly representing management facts and providing tools to identify, prevent and manage, as far as possible, risks of a financial and operational nature, as well as fraud to the detriment of the Association itself or third parties.

The Association is careful to preserve the privacy (Legislative Decree 196/03) of individual donors.

AGSS is also aware of the importance of providing the objectives and results achieved through its interventions to donors and stakeholders in general, providing accurate information on the programs implemented

4. HEALTH AND SAFETY AT WORK

The Association shows a particular sensitivity to health and safety at work in order to avoid the risks associated with carrying out the activity. Therefore, it requires its staff to comply with all legal obligations required by the relevant legislation.

In particular, the Association:

- carry out adequate information / training of its staff on health and safety;
- ensures that all its employees operate in a safe work environment and that they have suitable protective equipment available;
- periodically verifies the suitability of the offices ensuring the correct adaptation of the workplace to national and local laws on the safety and health of workers and asks all staff to comply with all the requirements in this regard;
- asks all third parties operating on its behalf to guarantee the health and safety of workers and third parties in carrying out the tasks entrusted to them.

The Association asks all recipients to be fully available and cooperate with anyone who comes to carry out inspections and checks on behalf of the Association and / or the relevant control bodies. Therefore, if a member of the Association finds anomalies or irregularities in the matter, he must promptly inform the Head of the Prevention and Protection Service.

The staff of the Association must not place other employees in front of unnecessary risks that could cause damage to their health or physical safety.

5. WORKPLACE ENVIRONMENT

The Association considers reprehensible and offensive behavior and, therefore, refuses the following behaviour:

- work under the influence of alcohol, drugs or substances that have similar effects;
- consume or transfer drugs for any reason during the course of work;
- keep paedophilia/pornographic material in premises that have anything to do with the Association.

6. PROTECTION OF THE ENVIRONMENT

The Association pays particular attention to environmental issues in all its initiatives and in this sense does not limit its action to the sole respect of local or international legislation in force

AGSS also implements environmental protection programs for a sustainable development of the planet, for contrasting the effects of changes, and for the management of environmental resources that allow current and future generations to enjoy them

7. INTERNAL CONTROL SYSTEM

The control over the application of the Ethical Code is delegated to the Supervisory Body, as defined in the Organization, management and control model pursuant to Legislative Decree 231/01 which identifies rules of conduct, procedures and methodologies that allow you to adequately combat errors, fraud and risk factors that hinder the proper conduct of the Association's activities.

8. PROMOTION AND DIFFUSION OF THE ETHICAL CODE AND SANCTIONS

In order to ensure its observance and its effectiveness, the Association undertakes to disseminate this document and assigns the monitoring of the application of this Code of Ethics to the Supervisory Body.

In particular, the Association undertakes:

- to disseminate the Code of Ethics and to ensure its periodic updating;
- to make available every possible tool that favors its full application;
- to carry out, through the Supervisory Body, checks on any report of violations of the rules set out in the Code of Ethics and implement, in the event of an ascertained violation, adequate sanctions.

In order to make the application of the Ethical Code effective and apply the penalties provided for in the event of violation of the same, the Association undertakes to communicate orally and in writing to the Supervisory Body any findings regarding the violation of the principles.

All members of the Supervisory Body ensure the confidentiality of the identity of the whistleblower in good faith, without prejudice to legal obligations.

This document will be published on the website *www.associazionegiovaniseccosuardo.it* and will be distributed to all those who collaborate in various ways with the Association so that they are aware of the moral values, general and specific behavioral criteria that permeate any activity that the Association puts in place.

Knowledge and compliance with the provisions of the Code are an indispensable requirement for the establishment and maintenance of collaborative and correct relationships with third parties, towards which the Association undertakes to disseminate any related information.

All those who violate the provisions contained in this code are subject to the penalties contained in the disciplinary system of the CCNL which is an integral part of the Model adopted by the Association pursuant to Legislative Decree no. 231/01.

The violation of the provisions contained in this Code by the recipients is considered serious breach by the recipients and could constitute grounds for termination of the contractual relationship