



A.I.S.P.O

ASSOCIAZIONE ITALIANA PER LA SOLIDARIETA' TRA I POPOLI

O.N.L.U.S ORGANIZZAZIONE NON LUCRATIVA DI UTILITA' SOCIALE
PERSONALITA' GIURIDICA RICONOSCIUTA CON D.M 24.07.1992 – TRIBUNALE DI MILANO N. 1358 REGISTRO PERSONE GIURIDICHE
ISCRITTA ALL'ELENCO DELLE ORGANIZZAZIONI DELLA SOCIETA' CIVILE DELL'AICS CON DECRETO N. 2016/337/000116/1

AISPO ETHICAL CODE OF CONDUCT FOR STAFF

The present Ethical Code of Conduct for staff shall form an integral part of the contract between AISPO and the NGO's collaborators, with any type of contract and assignment and for any reason employed in the headquarter and offices abroad.

General principles

The administrative action is conducted in full compliance with the principles of integrity, fairness, good faith, proportionality, objectivity, transparency and fairness, taking into account any new circumstances, changes as well as the evolution of demands and needs that arise in the international context, and acting in a position of independence and impartiality.

AISPO pays particular attention to avoiding and sanctioning any act offending the dignity of the human person, following - in the first place - the requirements dictated by the code of conduct for the prevention and contrast of sexual harassment, abuse and exploitation. AISPO is attentive in the creation and management of suitable workplaces for the safety and health of employees and those who have access to them, in accordance with national and international legislations on the subject.

1. Gifts and rewards

I. Gifts and presents must be understood as those received occasionally in the context of normal relations of courtesy and international custom and cannot in any case exceed the maximum limit of 150 euros.

II. The gifts and rewards received must not in any case compromise the independence of judgment, operational correctness, integrity and reputation of the staff and in any case must be such that they cannot be interpreted by an impartial observer as aimed at acquiring advantages improperly.

III. The staff does not accept any consultancy or collaboration assignments of any kind, free or paid, from private subjects, from investee and subsidiary companies, as well as from public economic bodies that have, or have had in the previous three years, a significant economic interest in AISPO's decisions or activities.

2. Equal opportunity

AISPO selects the employees freely with no discrimination of race, gender, faith, age, physical abilities and political orientations.

The selection of the staff is done by the Director of AISPO (in the HQs) and by the Country Representative (in the Countries where AISPO is implementing his activities) with the support of the desk officer and the project coordinator, according to the CVs received, the evaluation of the interview and the references listened.

3. Working conditions

- WAGE. The wage of every AISPO employee is formalized in a contract defined according to the available budget and that always respects the standard wage for NGO's workers in Italy (mentioned in the "Framework Agreement among the Italian NGOs and the Italian Unions") for the staff contracted in Italy, or the standard wage of the Countries where AISPO is implementing the activities for the staff contracted in those Countries.

- LEAVES. The contract always include at least 2,5 days per month as paid leaves for the psychophysical rest of the staff. Leaves are to be coordinated with the Country Representative/project coordinator or the Director of AISPO.
- TAXES. It is duty of AISPO to pay the taxes on the wage of the staff.
- INSURANCE. AISPO opens insurance for the expatriated staff and for the staff in the HQs. The insurance covers: the liquidation of capital in case of death due to injury during the service abroad, this capital will be paid to selected beneficiaries or to those entitled; the liquidation of capital in case of permanent disability due to accident, illness and other generic tropical diseases immediately contracted during the collaboration in the field; reimburse of any health costs incurred on the field for illnesses and / or accidents.
- LOGISTIC. According to the available budget and the guidelines of the Donors, AISPO follows and covers the procedures for the visa and buy at least a round flight for the staff from Italy to the Countries where the person is going to work, provides a guest-house/office for the expatriated staff and appoints a person of the staff to be in charge also of the management of the guest-house. Usually this role is done by the Country Representative, the project coordinator or the project administrator.
- TERMS OF REFERENCE. The tasks to be realized by the employers are attached to every contract.
- WORKING HOURS. The staff will carry out the assignment autonomously as well as in coordination, where necessary, with the Country Representative/project coordinator/project administrator or with the Desk Officer of AISPO.

4. Staff training

New staff needs to be trained: for the expatriated staff a previous briefing (of one or more days) is done in the HQs of AISPO in Milan, before a period in the field under the supervision of the Country Representative or the Project Manager. During the briefing in the HQs, the new staff is informed about the situation of the Country where is going to work, about security procedures and, in case of the administrative staff, on the administrative procedures to be followed. An initial coordination is necessary to define the Employee's availability and suitability.

5. Staff evaluations and reviews

The Country Representative and/or the project coordinator, the Desk Officer and the Director of AISPO take note of the goals that have been achieved by the new staff.

During monitoring missions, the Desk Officer or AISPO Director is expected to monitor also the work of the new staff and speak with all the staff to have feedback on the behavior of the new staff. The Country Representative or the Project coordinator shall inform the Desk Officer about his/her opinion whether to renew or not the contract of the new staff, or if an increase of the salary is appropriate. The Desk Officer will then inform the Director of AISPO and the Director of AISPO will have the power to decide to increase the salary (according to art.1 of the present document) of the trained staff who proved to be a good worker and to respect the principle listed below.

6. Integrity

In line with AISPO's mission of promoting and supporting health and human growth in the developing Countries, each staff of AISPO has a personal responsibility to ensure that his/her conduct both at work and outside the work area shall not at any time, bring the name of AISPO into disrepute. In particular, the staff must avoid excessive consumption of alcohol, abstain from use of illegal drugs, don't carry weapons, never be involved in rowdy behavior, such as sexual exploitation and abuse, or be a public nuisance.

He/she should endeavor to exercise respect for the law of the Country where is working, for the diverse cultures and traditions, treat everyone with dignity, dress decently, promote teamwork, enhance dialogue and be cooperative with colleagues at work.

All staff shall undertake to uphold their personal integrity by conducting themselves responsibly at all times.

The vision of AISPO must always remain paramount: the person is the centre of any development program in every project and the development model respects human rights and social justice.

7. Child protection

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Staff and others must never:

- hit or otherwise physically assault or physically abuse children;
- develop physical/sexual relationships with children;
- develop relationships with children which could in any way be deemed exploitative or abusive;
- act in ways that may be abusive or may place a child at risk of abuse;
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive;
- behave physically in a manner which is inappropriate or sexually provocative;
- have a child/children with whom they are working to stay overnight at their home unsupervised;
- sleep in the same room or bed as a child with whom they are working;
- do things for children of a personal nature that they can do for themselves;
- condone, or participate in, behavior of children which is illegal, unsafe or abusive;
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse;
- discriminate against, show differential treatment, or favor particular children to the exclusion of others;
- This is not an exhaustive or exclusive list.

The principle is that staff should avoid actions or behavior which may constitute poor practice or potentially abusive behavior.

It is important for all staff and others in contact with children to:

- be aware of situations which may present risks and manage these;
- plan and organise the work and the workplace so as to minimise risks;
- as far as possible, be visible in working with children;
- ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed;
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behavior does not go unchallenged;
- talk to children about their contact with staff or others and encourage them to raise any concerns;
- empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

In general it is inappropriate to:

- spend excessive time alone with children away from others;
- take children to your home, especially where they will be alone with you.

8. Sexual and Other Harassment

It is AISPO policy to provide a workplace free from tensions created by ethnic, racial, sexual or religious remarks, unwelcome sexual advances, or requests for sexual favors. These will not be tolerated. AISPO position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Harassment of staff, applicants, customers, contractors or suppliers by other employees is a violation of AISPO policy. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (hitting, pushing or other aggressive physical contact, repeated, unwanted and unacceptable sexual behavior and practices) and visual harassment (posters, cartoons, drawings), threats or retaliation for refusing sexual attention, requests for sexual favors. Sexual abuse, on the other hand, is defined as any behavior or threat consisting in a physical intrusion of a sexual nature, perpetrated by force or in any case in conditions of coercion or inequality. Finally, the concept of sexual exploitation includes any behavior, even if only attempted, to abuse positions of vulnerability, imbalance in terms of power or trust, for sexual purposes.

9. Mobbing

Bullying is understood as a form of psychological persecution and moral violence systematically carried out in the workplace against an employee by the employer and/or other employees, through oppressive behaviors (possibly also lawful, if considered individually), repeated and protracted over time, having the joint result of damaging the psychophysical balance of the worker, and, ultimately, marginalizing the latter from the working context. AISPO condemns mobbing in any case and circumstance.

Mobbing includes, but is not limited to:

- slander or defamation, offenses, verbal abuse, threats or attitudes aimed at unjustly intimidating or demeaning the worker, even if in a veiled and indirect way;;
- de-legitimization of professional identity;
- unjustified exclusion or marginalization of the employee, unmotivated and unjustified attribution of manifestly excessive workloads or - vice versa - unjustified removal from already assigned positions;
- unjustified denials or deliberate obstructive behavior towards requests made by the employee in relation to his/her rights, such as, for example, paid leaves and holidays.

10. Accountability and transparency

Every staff of AISPO shall ensure accurate accountability and transparency in the course of the discharging their duties and responsibilities. Deliberate false declaration of information or accountability shall lead to disciplinary measures being taken against the offender.

11. Ethical procurement

Every staff of AISPO shall respect the ethical procurement procedures of the organization. In particular: tenderers, candidates and contractors must observe and uphold ethical standards in the procurement and execution of contracts. Minimum ethical standards include the avoidance of child labour, and the respect of basic social rights and working conditions based on international labour standards. Where possible, the ethical standards shall also include environmental considerations and the avoidance by contractors of any connection with a party to a conflict, involvement in the supply or transport of illicit arms and/or land-mines, or involvement in the unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones and rare earths.

12. Conflict of interest

A conflict of interest is a situation in which a person or Organization is involved in multiple interests, financial or otherwise, one of which could possibly corrupt the motivation or decision-making of that individual or Organization. The presence of a conflict of interest is independent of the occurrence of impropriety. Therefore, a conflict of interest can be discovered and voluntarily defused before any corruption occurs. A conflict of interest exists if the circumstances are reasonably believed (on the basis of past experience and objective evidence) to create a risk that a decision may be unduly influenced by other, secondary interests, and not on whether a particular individual is actually influenced by a secondary interest.

The staff cautiously refrains from participating in the adoption of decisions or activities that may involve their own interests, or those of their relatives, up to the second degree, or their spouse or cohabitants, or of people with whom he/she has frequent relationships. The staff must not have, directly or through third parties, economic interests in entities, businesses and companies operating in the areas of interest of AISPO's activity.

In case an AISPO employee's personal interest conflicts with that of the organization, or the role of an employee within the Organization could potentially lead to a conflict of interest, the employee must declare such a matter to the Country Representative or to the project coordinator, to the Desk Officer or to the Director of AISPO. The Director of AISPO will decide which procedure to use to contrast the conflict of interest, including asking a third part to supervise the issue.

13. Participation in associations and organizations

In compliance with the current legislation on the right of association, the staff must communicates to the Desk Officer or the Director of AISPO their membership or participation in associations or organizations whose areas of interest may relate to or interfere with the activities of AISPO. The constitutionally guaranteed right to join political parties and trade unions is allowed.

In particular, the staff must not participate in associations, clubs or other bodies of any nature if the swearing or promise of observance of principles, ideologies, duties or obligations of such association is in contrast with the obligations established by this code of conduct.

AISPO assesses the compatibility such membership in order to adopt measures necessary to prevent the possibility that the membership, in itself lawful and free, could lead to situations of real or potential conflict of interest.

14. Prevention of Corruption

The staff maintains a conduct that is fully compliant with the prevention of corruption and, in particular, he/she must report to his/her superior any situation of unlawfulness in the administration of which he/she has become aware.

15. Private business

AISPO staff shall not engage in private business during working hours, unless he communicates it by writing to AISPO HQs, declaring that the work is in compliance with the scope and the timing of the Project, and not in competition with AISPO.

16. Public office and politics

In case a staff of AISPO wishes to engage in politics or to stand for public office, he/she shall inform the Country Representative or the project coordinator or the Director of AISPO, in writing of his/her intentions to stand for or be elected to a public office, before actual engagement in such an exercise. AISPO, as an organization, is non partisan, and as registered International NGO, is not allowed to participate in political activities.

17. Confidentiality

AISPO staff shall at all times maintain absolute confidentiality of information they may access or get in contact with, in the process of performing their normal duties. This rule shall be binding even after the employee has left the service of the organization.

18. Protection of the image of the administration

The staff must not engage in behavior that may prejudice the interests of AISPO or harm its image, even outside working hours.

The staff ensures maximum collaboration in the relationship with colleagues and third parties, avoiding attitudes and behaviors that could disturb the necessary climate of harmony within the organization.

Personnel serving abroad must particularly adhere to the most rigorous principles of discipline, honor, fairness and decorum being aware of their representative function.

19. Use of AISPO vehicles and motorcycles

Personal use of AISPO vehicles and motorcycles is prohibited unless with the written authorization of the Country Representative, the project coordinator or the Director of AISPO. AISPO staff are prohibited from carrying any passengers other than AISPO staff and other authorized passengers. The use of the vehicles for carrying unauthorized goods is also prohibited.

20. Use of office equipment and telephones

AISPO staff using AISPO computers, photocopiers, and telephones must ensure that they are used with due responsibility and for performing official work. It is the duty of the AISPO staff to ensure that the computers are virus free.

21. Exclusivity of Collaboration and documents produced

- (i) The collaboration between the Organization and the Collaborator shall not be of an exclusive nature, unless otherwise agreed, but the Collaborator shall certify in writing to AISPO that activities he or she is performing are compatible with this agreement.
- (ii) The Collaborator commits himself/herself not to carry out activities in favour of third parties that might be in conflict or in competition with those that form the objects of this agreement, or that may bring prejudice or damage to the Organization's image or reputation. This is also in compliance with the loyalty obligations of the Labour Laws.
- (iii) The Collaborator shall fulfil the job assigned according to the dignity of his/her task, and shall refrain from any action that might be prejudicial to the good relationship between AISPO and her institutional partners.
- (iv) The Collaborator shall keep all deeds, information, news and documents produced or that might come to his/her knowledge during the fulfilment of his/her job, under this agreement, as strictly private and confidential, and he/she commits to return to AISPO

- any material received or produced under this agreement that he/she might still hold upon the expiration or termination of this agreement.
- (v) The documents, information, photographic material, etc, that the Collaborator shall supply or produce in connection with his/her collaborations, shall become the exclusive property of the Organization, that will thus be entitled to use it in any way deemed fit, including publication and the Collaborator shall not be entitled to ask for any further compensation or remuneration other than those stated in the agreement. This however shall not compromise the Collaborator's right to be acknowledged as the author of his/her own ideas and products conceived and realized during his/her job.
 - (vi) The Collaborator shall commit himself/herself not to lend, reproduce, copy or publish for private or public purpose, materials, literature, publications, journals, data, reports, minutes or any other research material or information that has come into his/her possession by nature of the job assigned by the Organization. Any exception must have the written authorization of the Director of AISPO.

22. Staff grievance

AISPO has formal written procedures for staff grievance. Please refer to the attached document: **Annex 1 – Staff grievance procedures.**

23. Public Relations

1. The staff establishes a relationship with beneficiaries, based on fairness and courtesy, which takes into account cultural differences and avoids behaviors that can be interpreted as intolerant or discriminating.

24. Respect for the environment and eco-sustainability

- (i) Within the limits of available budgetary resources, AISPO ensures an environmentally friendly organization of work and services, promoting in particular energy saving, dematerialization of documents and the recycling of renewable materials.
- (ii) AISPO is committed to the promotion of the highest environmental standards. AISPO complies with the requirements and laws on environmental protection, waste production, disposal and pollution. The staff is required to maintain the decorum of the working environments, as well as to adopt behaviors aimed at reducing waste and saving energy.

25. Amendment of the code of conduct

AISPO reserves the right to amend whole or any part of the code of conduct and the general employment agreement, to the extent that they remain in conformity with national legislation. Any changes will be communicated in a timely manner.