



Associazione Centro Aiuti Volontari

INTERNATIONAL GROUP FOR TECHNICAL COOPERATION
WITH DEVELOPING COUNTRIES

CODE OF ETHICS

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INTRODUCTION

The Code of Ethics (from here on referred to as: “Code”) is an official ACAV document (from here on referred to “ACAV” or “Organization”), approved by the Board of Directors, which contains principles and rules of conduct to be followed by anyone who works or deals with ACAV.

The purpose of the present code is to declare and disseminate the values and rules of conduct that ACAV intends to maintain as a reference during its activities.

The present code is binding and must be met by all staff members: this includes anyone who conducts activities on behalf of ACAV, anywhere, both within Italy and abroad, anyone who fulfils roles of representation, administration or management, as well as collaborators and external consultants operating in the interest of ACAV.

Control over the compliance with the present Code is exercised by a Supervisory Authority. The Supervisory Authority may propose changes to the Board to stay up- to-date with new laws and with potential new activities.

The present Code was adopted by ACAV Board of Governance on 2019, July 23 with immediate effect. The present Code is available on the ACAV website and it is available in the headquarters office.

All ACAV branch are required to adopt the present code or equivalent document stating equivalent principles binding for all their staff members.

GENERAL ETHICAL PRINCIPLES

ACAV is an NGO established in 1985 in Trento - Italy, officially recognized by the Italian Ministry of Foreign Affairs, and it promotes initiative of international development cooperation and emergency project in Africa.

From more than 30 years ACAV promote the culture of brotherhood, building solidarity bridges with Africa.

We realize sustainable and shared projects with transparency and respect of the environment, recognizing the value of the cultural exchange and of the reciprocal enrichment.

Reciprocity is the principle through which we promote development in the reliability of the programs, in the transparency of the methods and in the respect of the contexts in which we operate.

The key words for ACAV are: TO ENHANCE, TO SHARE, TO MAKE GROW, SUSTAINABILITY, TRANSPARENCY.

The methodological choice of ACAV is due to the analysis and reflection on past experiences. It is based on a development paradigm that takes into account the social, cultural and economic dynamics of the area of intervention.

For ACAV is fundamental:

TO ENHANCE

Local human resources, also in strategic positions, sharing procedures and logic of intervention, monitoring and reporting, with implementation dynamics that aim to guarantee sustainability over time in human, managerial and economic resources.

We realised that the presence of expatriates in the cooperation programs must be strongly reduced and limited only to functions that concern strategy, representation and supervision. This is intended to allow the local staff to carry out all the other tasks, increasing a class of prepared and competent managers.

TO SHARE

Objectives and methods with the local partners, starting from its proposals and implementing the programs in a shared way.

TO MAKE GROW

The community and civil society because they are protagonists in the choices and in the construction of their future. Each intervention sets in motion complex social and tribal dynamics which must be seen as positive aspects of growth and the construction of a possible future.

SUSTAINABILITY

We give priority to sustainable, high impact and replicable interventions and to adequate economical, human and management resources of the African communities.

ETHICAL PRINCIPLES OF CONDUCT

The ethical principles stated hereabove, which orient the work of ACAV, are elaborated in further detail in the following ethical principles of conduct. These will guide ACAV staff members towards more professional, moral and fair management.

Legality

ACAV's inescapable principle is respect of law and regulations in force in all countries where it operates. Employees, collaborators, providers, partners, donors and anyone who deals with ACAV must commit themselves to this principle. ACAV will not establish or maintain any relation with anyone who does not abide by this principle.

Equality and non discrimination

ACAV undertakes to guarantee, directly and indirectly, through its conduct and initiatives, uniformity of treatment and opportunities regardless of discriminatory behavior, based on gender, age, ethnicity, religion, political and trade union membership, language, sexual orientation or state of health of their interlocutors.

Safeguard and protection of the person, respect of culture

ACAV undertakes to operate with respect for the local culture, fostering dialogue, promoting reciprocal relationships based on respect and human rights. ACAV undertakes not to favor, even indirectly, but to report any facts of abuse which it may become aware of.

Dutifulness and Honesty

ACAV requires its employees to always act with attention and accuracy in their work, through the best use of available resources and by avoiding undue burdens and waste of resources. ACAV requires its employees, partners, collaborators not to pursue any personal or company's benefit, against the law in force and the rules contained in the Code of Ethics and in the Code of Conduct. They are likewise required, not to do any actions that go against what common sense deems correct.

Transparency

ACAV directs its activities to maximum transparency, reporting to beneficiaries and to all donors, both public and private. Every operation and transaction is correctly recorded, authorized, verifiable, legitimate, coherent and congruous, according to the laws in force and the internal procedures. Corruption practices and collusive behavior are prohibited without exceptions. Individuals who have dealings with ACAV must be placed in the position of having complete and precise information on the activities that concern them.

Equality and impartiality

ACAV will act with equality and impartiality and provide equal treatment to anyone it has to deal with, maintaining adequate distinction between the different roles of the subjects.

ACAV requires objectivity and fairness on the part of its employees and collaborators in their work and in the judgments that they express, regardless of any personal relationship (family or otherwise).

Tutela della privacy e riservatezza

ACAV ensures compliance with confidentiality rules and regulations in every area of its activity. In the acquisition, processing and communication of sensitive data, observing the methods necessary to protect the confidentiality of data and precluding unauthorized access to third parties, as required by the European Regulation 2016/679.

Employees and third parties who work with ACAV are forbidden to use the information they know for different purposes than to carry out the tasks they are responsible for.

Solidarity and sustainable development

ACAV is committed to spreading the culture of solidarity through information and awareness-raising by promoting a fair world, with rights for all. The Organization sets its operational strategy in compliance with the principle of sustainable development, promoting environmental protection, guaranteeing respect for the ecosystem in its initiatives, encouraging innovation in the practices of each sector in which its activity insists.

RULES OF CONDUCT FOR INTERNAL AND EXTERNAL RELATIONS

The rules of conduct, deriving from the general ethical principles and the ethical principles of conduct regulate the relations within and between:

- Donors
- Partners
- Suppliers
- Employees/collaborators/volunteers/internal bodies
- Beneficiaries
- Press and media
- Auditors
- Public Administration

Relations with Donors

ACAV for the realization of the activities in Italy and outside, makes use of public, private and own resources financing.

The organization defines procedures, actions, processes, responsibilities within statutory bodies and external collaborations that allow a clear identification of the origin of donations and the ethics of donors. It is absolutely forbidden to give, offer or promise money or other benefits or favors and exercise unlawful pressures, as well as present untruthful statements in order to obtain public funds, contributions or loans. The sums received by way of disbursements, contributions or loans must be allocated for the purposes for which they are assigned, paying attention to the management of the funds, keeping the costs of operations within the minimum levels in order to allocate them to the beneficiaries as much as possible. It is necessary to carry out the activities enhancing structures, economic resources and local personnel, with the objective of a concrete and lasting development in the country of intervention.

Relations with donors are based on the utmost correctness, transparency and completeness of information on the organization, on the initiatives to be supported, on the purposes of fundraising and on the results obtained. Following each donation, ACAV undertakes to: have the acknowledgment of the donation followed; respect the donor's privacy.

ACAV will reject any donation in materials, money, services from companies that manifestly violate human rights, the rights of workers or the environment, that produce or trade weapons, pornographic material or any other material that would degrade the human person and the environment.

Relations with Partners

As part of its activities, the organization:

- promotes and encourages the active involvement of local partnerships for the realization of the interventions and the pursuit of shared objectives;
- operates with the aim of building lasting relationships, developing skills and professionalism in order to promote ownership and sustainability;

The choice of partners - public and private - for the realization of shared activities is based on the following criteria:

- sharing of ethical principles, of ACAV's mission and of the objectives of the initiatives;
- no profit-making related to shared activities;
- competence and reliability;
- willingness for co-planning and co-management.

Relations with Suppliers

When choosing its suppliers, ACAV:

- favors technical and economic subjects in the local countries where a decent quality of goods, labor and services is maintained;
- appoints a subject in accordance with tender procedures for goods, works and services, on the basis of objective evaluations and in full compliance with the standards of free competition, quality and low price.
- Demands respect for laws, ethical clauses and rules dictated by ACAV.

Relations with Employees, Collaborators, Volunteers, Members of Internal Bodies

- ACAV's main asset is its human resources; the Organization promotes their skills, aspirations and professionalism.
- Relations with employees, collaborators, volunteers and members of internal bodies must be conducted with maximum respect and must be based on a codified set of rights and duties. In particular:

Duties of ACAV

- offering everyone equal opportunities of professional development, with no discrimination based on gender, age, disability, religion, nationality, ethnicity or political and union affiliation;
- ensuring adequate and functional work environment, acknowledging everyone's skills and contributions to the common goal;
- complying with the international standards on working conditions and workers' rights, of which we can mention: freedom of expression, of association, the right to collective bargaining, abolition of forced labor, equality of opportunity and treatment and other standards set by the International Labor Organization (ILO);
- avoid any form of discrimination and abuse: every decision concerning human resources is taken according to criteria of merit, competence and with transparency processes, both in the selection and in the choices within the organization chart.

- rejecting any form of irregular work, forced labor or exploitation;
- pursuing constant improvement of everyone's skills, by favoring training and development opportunities and perfecting operational methods and strategies;
- ensuring circulation of the Code of Ethics, of the procedures and ensuring privacy;
- ensuring compliance with laws and regulations concerning health protection and work safety and providing adequate information on life and safety conditions in the country where personnel are employed, as well as on sanitary prevention practices to be followed.

Duties of Employees

- observing the fundamental rights of the person, especially the rights of the child and avoiding any form of discrimination;
- showing respect for work environment and premises, behaving and dressing with decency, showing respect for local colleagues, partners, habits, cultures and religions within the dignity of one's role and in accordance with the principles of ACAV. It's prohibited to use psychotropic substances;
- use in a correct way the economic resources, in the execution of payments and transactions, and the assets of ACAV, in a way strictly connected to the work assigned, without any exception;
- reporting any conflict of interest that may arise in the course of one's work;
- conduct that causes damage, even if only out of image, to ACAV and involvement in military and similar operations and possession of weapons or their detention in structures and vehicles is prohibited.

Relations with Beneficiaries

Beneficiaries must be fully informed on the ethical principles that inspire the collaborators and partners, as well as on the activities, donors and resources used in the activities that affect them.

Press and media relations

External communications must be truthful, verifiable, non-aggressive and respectful of the rights and dignity of the person. Operators called upon to illustrate or provide external data or information regarding the organization's objectives, results and points of view are required, in addition to compliance with internal procedures, to agree on the contents with the communication contact person.

Relations with Auditors

Relations with auditors must be conducted rapidly, fairly and with transparency. Auditors must be provided full cooperation and obstructionism must be avoided. It is prohibited to conceal information, provide untruthful documents and obstructing the auditors in the performance of their duties.

Relations with the Public Administration and Judicial Officers

Relations with the Public Administration, including Supervisory Agencies, must be managed by those in charge of such relations and with transparency, fairness, completeness and traceability.

ACAV commits itself to:

- not receiving any funds or contributions from the Public Administration by means of false and untruthful declarations or by omitting due information;
- not using funds or contributions for any purpose other than the ones for which they were originally given;
- not pursuing any other benefit by defrauding the Public Administration;

As far as relations with judicial officers are concerned, it is prohibited to exercise any form of pressure on the person called to testify with the purpose of preventing such testimony or making it untruthful.

It is prohibited to help a person who has carried out an act of legal significance to avoid the investigation of the authorities, or to escape their investigations.

RULES ON THE APPLICATION

Adoption and circulation

The board of directors is the sole internal body that can adopt and modify the Code of Ethics.

The Code is made available to all the employees and circulated to all key stakeholders; it is also available on the Organization's website www.acav.eu.

Field of application

The principles of this Code apply to everyone who works with ACAV: administrators, auditors, managers, employees, collaborators, partners, suppliers, donors and beneficiaries.

Supervision

The Supervisory Body is appointed by the Board of Directors of ACAV, based on criteria of impartiality, competence of the figures that compose it and independence from the members of the organs of ACAV. It is in charge of promoting and monitoring the compliance with the Code of Ethics.

In particular, the Supervisory Authority:

- promotes the implementation of the Code through ad hoc procedures;
- proposes changes to the Code;
- examines reported violations and submits the outcomes of such inquiries to the body in charge.

Violations

Compliance with the Code of Ethics is part of the contractual obligations of anyone who works with ACAV.

In case a violation of the Code of Ethics is confirmed, and in case they are employees, ACAV must prosecute those responsible for the violations, according to the contract in force; in case they are external subjects, it must resort to all necessary/appropriate measures in order to prevent such violation from ever happening again. Measures can include dismissal (resolution of contract according to Law 1453c.c.) or interruption of commercial/professional activities with a supplier/collaborator, with consequent mandatory compensation.

Suspected violations of the Code of Ethics must be reported in writing to the Supervisory Authority at the following address:

ACAV Supervisory Body

Via Sighele, 3

38122 Trento - Italy

or by e-mail to: acav@acavtn.it

ACAV monitors the compliance with the Code of Ethics, through adequate means of information, prevention and control and ensuring transparency of activities and conduct, and it implements correctional measures if deemed appropriate.



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