

Code of ethics & professional conduct

ATHENS NETWORK OF COLLABORATING EXPERTS



A.N.C.E

Athens Network of
Collaborating Experts

Table of Contents

Introduction.....	3
Our principles.....	4
Civil non-profit activity	5
Governance – Management – Operation.....	5
Duties/Roles.....	6
Staff’s and volunteers’ rights and obligations	7
Work environment.....	8
Conflicts of interest.....	9
Protection of capital in the Organisation	9
Policy against corruption	10
General and sexual harassment.....	10
Our commitments	10
Information about suspected acts or acts against this code	11
Sanctions	11

Introduction

This Code records the rules of good administration that has been formulated and adopted by the civil non-profit Organization **Athens Network of Collaborating Experts**. The rules must be observed, unless the legal framework defines other or more specific procedures that do not contradict the Code.

The current Code is a supplementary document since the work and activity of our Organization faithfully implements the national legislation.

Our principles

The operation of our Organization is based on the following principles

- **Independency / Autonomy**

Our Organization operates in an autonomous way, defines the objectives of its actions and the actions themselves, without external interventions from other bodies.

- **Loyalty**

Our Organization is committed to its vision and mission, as these are clearly stated, and it always works towards their achievement.

- **Impartiality - Objectivity – Integrity**

Our Organization always operates in an objective and impartial manner in the interest of the society and the target groups that have been set as a priority in its actions. It operates with integrity regardless of circumstances, persons and situations. Within this framework, ANCE's Management, staff and volunteers are not receptive to pressure and do not receive exchanges or gifts that can be considered as bribes.

- **Rules of Conduct and Professionalism**

Our Organization operates with professionalism and dignity, in compliance with the rules of conduct, both in its internal and external relations and processes.

- **Respect for Human Rights**

Our Organization respects and promotes human rights. It recognizes the fundamental freedoms and human rights, and acts in defense of them while working with respect for the beneficiary or the client and the volunteers as well.

- **Transparency and Accountability**

Our Organization follows procedures so that all transactions are transparent. In case it is requested, ANCE is always ready to be accountable.

- **Truthfulness and Legality**

Our Organization operates legally, according the labor and tax law, always based on the truth.

Civil non-profit activity

Our Organization is non-profit. This means that any revenue arising from its activity is reinvested in the Organization to serve its operational needs and for the benefit of its teams, projects, activities and the purposes it serves or for the purpose of expanding and developing its action.

Governance – Management – Operation

Our Organization operates in the legal form of the Civil Non-Profit Company. It operates legally on the basis of its statutes and its internal regulations, and of course in compliance with the National law.

Our activity is related to our mission and purposes as they are described in our statutes.

It has a specific operating structure at administrative and operational level. The Legal Representative of our Organization is the Administrator and all decisions are made by a majority among the partners.

The day-to-day operation is taken over by the General Manager who is accountable to the Administrator and the partners.

Employees follow specific procedures, and have specific mode of operation and responsibilities arising from the structure and hierarchy of the Organization, which are being described in their job description.

Volunteers have specific tasks and roles as well, which are agreed upon in the beginning of the collaboration with them.

Duties/Roles

The Administrator and the partners/members

- offer voluntary work without having at the same time the status of a paid employee in the Organization,
- apply the principles and values of this Code, in line with good governance principles, conduct and ethics practices, as well as other internal regulations applicable to the Organization,
- apply the procedures set by the Organization,
- work with dedication, impartiality, objectivity, integrity, ethics and professionalism, transparency, seriousness and responsibility and always within the framework of legality, to achieve the goals and objectives of the Organization,
- know and assume the responsibilities assigned to them, either on the basis of the position they hold, or on the basis of participation and the decisions taken individually or collectively, according to the Statute of the Organization,
- justify all of their decisions, based on specific lawful, transparent and sound good administration procedures, in each case,
- are not involved in conflict of interest cases, such as the employment of relatives, the purchase of items by their own or their relatives' private companies for the needs of the Organization etc.,
- do not take advantage of the power they have for any personal benefit,
- ensure the recruitment of competent human resources, with transparent recruitment, audit and evaluation procedures,
- supervise the work of staff, ensure staff's & volunteers' development and ensure the implementation of human rights, on the basis of equal treatment, without any discrimination,
- set clear guidelines for the responsibilities, authorities and the working context of the staff and the volunteers, that must be followed.

The Administrator and the Legal Representative has the general supervision of corporate affairs and their general management, moving within the framework of the decisions of the partners which are taken by an absolute majority on the number of partners. The

administrator represents the company in all legal relationships with third parties before civil or other Courts and before any authority. The company is bound only by the signature of the Administrator, which is placed under the company name or stamp. The decision to change the manager and appoint a new one is made by an absolute majority of the number of partners.

The Administrator can be dismissed due to breach of duty or incapacity in general, by an absolute majority of the number of partners.

The manager can transfer all or a part of his responsibilities to a third party, company's employee or not, with a notarized power of attorney.

Each partner can develop an initiative for the realization of the purpose and activities of the company after consultation with the manager, who is obliged to raise the issue of the partner's initiative at the next meeting of the partners for relevant decisions.

Staff's and Volunteers' rights and obligations

The staff and the volunteers of the NGO have the **right**:

- to be treated equally, without discrimination at all levels in the organization
- to know, their duties, responsibilities and any authorities given to them but also to express their opinion on issues that concern themselves or more general issues of the organization.

The **staff** has additionally the right to:

Be informed on the working conditions and its employment status has to be in accordance with the provisions of the existing legal framework.

The staff and the volunteers of the NGO have the **responsibility** to:

- apply the principles and values of this Code, in line with good governance principles, conduct and ethics practices,
 - apply the procedures set by the Organization,
 - serve the purposes of the Organization and work with dedication, impartiality, objectivity, integrity, decency, professionalism, transparency, seriousness and
-

responsibility and always within the framework of legality, to achieve the aims and objectives of the Organization,

- assume duties and responsibilities assigned to them,
- follow lawful, transparent and sound good administration procedures, in any case,
- do not get mixed in conflict of interest cases,
- do not abuse, in any case, the power they have for any personal benefit,
- be consistent and on time at work,
- respect their colleagues and the Organization. Their attitude should be reflected both in their behavior in the workplace (non-use of substances and tobacco products, excessive and annoying to others use of personal phone calls, use of internet that affects their efficiency etc.) as well as in their clothing for which no dress code applies but is required to be decent and clean.

Work Environment

Employees and volunteers should work on the basis of integrity, in compliance with the law, maintain a professional working environment and comply with the rules of the Organization. They must act ethically towards their partners, colleagues and other third parties.

Our Organization operates within a working environment that

- offers equal opportunities to everyone, regardless of age, skin color, religion, nationality and other factors, either in the form of an employment relationship or in the form of volunteering. The development of our people in the context of their employment is always based on evaluation criteria and not on subjective judgments of the above. Training opportunities are provided to all employees and volunteers. (ANCE is a member of «Diversity in the workplace” in Greece)
 - **Condemns all forms of violence and harassment.** Practices of verbal, psychological and physical violence are unacceptable and intolerable by the Organization whether they come from employees to other employees, or from management to employees, or from employees to partners or other associates. This rule also governs the Organization's relations with the volunteers.
 - **Protects the personal data** of employees, associates and volunteers by implementing the GDPR regulation.
-

- In the context of its operation, it does not tolerate the use or/and trafficking of illegal substances as well as illegal acts by its employees or volunteers.

Conflicts of interest

It is important for the management, employees and volunteers of the Organization to avoid relationships and activities that harm, or seem to harm, their ability to make objective and fair decisions.

Page | 9

Specifically,

- The Administrator and the partners / members do not employ their relatives
- Management and staff work exclusively on the basis of the well-meaning interests of the Organization and do not seek to achieve personal ambitions, financial or other benefits or interests, through the Organization, directly or indirectly.
- No person is involved in decision making process regarding an issue that will arise for him or her or a person with whom a benefit is related (e.g. issues of recruitment, increases, etc.).
- Each person declares all possible or even real cases that there is or may be a conflict of interest.
- Any acquaintance, relationship, collaboration developed with sponsors, donors or the public, etc. is limited exclusively for the benefit of the Organization and is not exploited for personal gain.

Protection of Capital of the Organization

Employees and volunteers should always protect the capital of the Organization including its physical and intellectual capital, as well as its electronic property.

Therefore:

- They protect and maintain computers, printers, telephones, etc. that have been given to them in order to perform their work,
 - They do not leak to third parties, documents, studies, deliverables of projects of the Organization without first informing and consent of their supervisor
-

- They do not give their personal passwords to the Organization's computers and server to third parties

Policy Against Corruption

The integrity of our Organization is important in order to be able to maintain its good reputation and the trust of the public. Employees must always work based on the principles of justice, honesty and legality. The Organization has developed its own anti-corruption policy, and employees and volunteers must comply with it.

General and Sexual Corruption

Our Organization is committed to providing a work environment free of discrimination and harassment. No actions, words, jokes or comments based on gender, race, nationality, age, religion or any other characteristic of a person are tolerated.

Our Commitments

The commitments of our Organization are towards our partners, the target groups we serve, our customers and sponsors and the society.

Regarding our **partners**, we are committed to:

- promote partnerships based on respect, equality and mutual benefit
- we always select the most suitable partners in order to achieve the desired outcome,
- we support them by offering them the necessary guarantees for good cooperation
- we have honest and open communication with them

Regarding our **target groups**, we are committed to:

- make the best use of the money we receive from the programs for their service
- protect their personal data
- protect children
- take into account their real needs as they arise after discussion with them
- we include them in the planning of our actions

Regarding **our clients / financiers** we are committed to:

- perform our work with dignity, respect, transparency
-

- keep accurate records of working time sheets, expense reports, advance payments and other financial documents
- understand the funding rules
- protect confidential and proprietary information
- inform our clients / financiers in a valid way about the progress of the project they are financing
- inform in time for any deviations from those agreed in the work plan

As for **society**, we are committed to:

- implement our projects based on the support of our target groups
- implement our projects with the least environmental footprint
- ensure that our actions and projects are consistent with this code
- provide accurate and complete information to society about our action
- make the most of the opportunities provided to us through synergies with other NGOs and organizations in Greece and abroad for the benefit of our statutory purposes

Information About Suspected Acts or Acts Against This Code

In the event that anyone has serious suspicions or has witnessed acts of circumvention of the principles and rules governing this regulation by an employee, member of management, volunteer or associate, the Organization must be informed. If the person who has become a witness or has suspicions is an employee, the supervisor must be informed immediately.

If for any reason this is not possible, he/she should contact ance@ance-hellas.org immediately. The same should be done by any third party who wants to report or inform the Organization of acts against the Code of Conduct and Ethics of the Organization.

If someone does not wish to disclose his details, he also has the right to anonymous complaint. During the investigation of these cases, the data of the complainant remain anonymous and absolute confidentiality is maintained by the Organization.

Sanctions

Those who violate this code of conduct and ethics, regardless of their position or length of stay in the Organization, they are subject to sanctions depending on the degree of violation. Sanctions range from a simple recommendation and requirement to correct behavior to

dismissal or complaint to the relevant services for the implementation of appropriate legal action in case of involvement in issues such as money laundering, bribery, fraud, etc.

Our Organization ensures that this code is accepted and applied by both the management and its employees, volunteers, suppliers, partners.