

## Code of Conduct and Ethics

Our mission is to provide immediate help, preventing the death and suffering of civilians, as well as to provide the development aid that gives the prospects of achieving a higher economic and social level, as well as ensuring sustainable development and care for the natural environment around us. The Code of Conduct and Ethics is core document and provides clear guidelines on the standards of behavior, management and operations that all members are required to adhere to.

### 1. Ethical values

All persons involved in the activities of the HumanDoc Foundation (as staff members or volunteers) are guided by the principle of the utmost importance of respecting others within the framework of applicable law, as well as a sense of responsibility for the impact they exert on the environment and declare to act in accordance with the following ethical values.

- **HUMAN:** The most important values of the HumanDoc Foundation are values related to respect for other people as a person with the right to self-determination, dignity, joy and life. These values apply to all people, both the beneficiaries and their families.
- **PROFESSIONALISM:** We make every effort to ensure that our activities are carried out at the highest level of knowledge and competence. The value of the foundation is built primarily on the professionalism of our employees and volunteers. Each of them strives for constant development and improvement of their skills and qualifications. In the implementation of the entrusted tasks, we are guided by the highest diligence, objectivity, and responsibility.
- **RESPECT:** Respect for other people is manifested in actions and decisions that do not violate their dignity. We follow this principle by building relationships with employees, volunteers, partners, other organizations from the environment and, above all, with the beneficiaries and their families who are under the care of the Foundation and/or participate in the life of the Foundation, regardless of their nationality, race, sex, age, level of capability, religion, level of education or quality of life.
- **TRANSPARENCY:** Transparency of activities and communication accompanies relations with employees and volunteers. Transparency requires a clear and understandable definition of their rights, requirements and the specificity of their roles. Employees and volunteers have



access to data necessary to perform their duties and tasks. Transparency also applies to the activities of the Foundation and its relations with other entities, the decisions taken and the planned directions of development.

- **COOPERATION:** Cooperation is the basis of the Foundation's mutual relations with other entities, as well as with its beneficiaries and employees (including volunteers). Each cooperation involved activities for the benefit of the Foundation and families gathered around the Foundation, while respecting and taking into account the interests of the other party. The basis of cooperation is open communication, trust and focus on achieving common goals. This value applies to relations with colleagues (including volunteers), beneficiaries and external entities.
- **COMMON GOOD:** The common good resulting from the development of the Foundation and its activities for the benefit of other people as well as caring for the good name of the Foundation, its beneficiaries and employees of paramount importance in relations to the promotion of individual success.

## 2. Resources

People working for the Foundation, as employees or volunteers, receive access to the Foundation's resources in the form of equipment, rooms and assistance, as well as data and information and tools for their operation, such as e-mail.

Using these resources obliges to:

- Taking care of the Foundation's material property.
- Respecting intellectual property in accordance with applicable law.
- Not using resources for private purposes.
- Not disclosing data to third parties.
- Not storing the Foundation's data on local drives of their computers.
- Documenting activities and projects carried out for the benefit of the Foundation.
- Checking e-mails and social information.
- Taking part in discussions.
- Mutual sharing by employees information constituting the Foundation's knowledge base about events and methods of operation.



### **3. Employees and volunteers**

The great value of any organization is the people working in it and the way they treat this work.

Therefore, we consider the following as our priorities:

- Taking care of good relationships and work atmosphere.
- Caring for the development of employees and their sense of security.
- Reliable performance of entrusted tasks.
- Commitment and readiness to take on new challenges.
- Cooperation in the field of personal development and the development of the beneficiaries of the Foundation and Foundation as an organization.
- Taking care of the good name of the Foundation and its employees.
- Non-disclosure of private and confidential information.
- Not using your position to achieve material and non-material benefits.
- Open talks about problems and doubts.
- Avoidance of situations that may raise doubts and give rise to suspicion of corruption.
- Taking care of the property of the Foundation.
- Respect for the protection of personal rights and property rights to intellectual property.

### **4. Relations with the environment**

The Foundation cares about relations with its environment. The environment includes local communities, non-governmental organizations, local government units and government administration, research and education units, employers' organizations, the media, as well as business partner and sponsors, parents, families and competitors.

In external relations, we always care for the good name of the Foundation. We declare that the Foundation will not be involved in any political activity. We build all relationships based on mutual trust and respect. We shape these relationships consciously and consistently, based on professional activities and openness, as well as respecting the rights and interests of other entities.

When selecting partners, contractors and subcontractors, we are guided by the overriding principle of their respect for human rights under applicable law as well as a sense of responsibility for the impact they have on the environment. We do not cooperate with entities that violate human rights or are ethically questionable, e.g. those that pollute the environment.



## **5. Use of the Foundation's resources, position on property and intellectual property**

Foundation resources are understood as material resources gathered in offices, personal data of beneficiaries and their families, products made during workshops and the results of intellectual work, studies and documents produced as part of the Foundation's activities. Each employee, volunteer and beneficiary undertake to:

- Take care of the Foundation's material property.
- Respect intellectual property in accordance with applicable law.
- Protect personal data.
- Not to disclose confidential information and information intended only for employees of unauthorized persons.
- Use the Foundation's resources only for purposes related to the Foundation's goals and performed work.
- Not to use the Foundation's resources for its own interests – personal or financial.
- Using legal software and not making software and equipment available to third parties.

## CODE OF CONDUCT

As a member of HumanDoc Foundation team, I undertake to adhere to the following rules:

**Uphold the humanitarian values as well as the integrity and reputation of the program implemented by ensuring that professional and personal behaviour complies with all humanitarian principles:**

- I will treat all people fairly, with respect and dignity and without discrimination.
- I will obey all local laws and be sensitive about local customs.
- I will work to ensure that my conduct is not to the program's, my organization's or partner's discredit and does not undermine my ability to perform the functions entrusted to me.
- I will not engage in abusive or exploitative behaviour towards children or adults.
- I will not give or try to give money, employment, goods, services or any form of assistance in exchange for sex, sexual services or romantic relationships. This applies to any exchange of assistance or participation in the program.
- I will not engage in sexual or romantic relationships with program participants that could potentially involve the inappropriate use of a position or position of power.
- I will not engage in sexual or romantic relationships with program participants that involve any perceived or actual conflict of interest.
- I will immediately disclose any sexual or romantic relationship with the program participant in which I am or intend to be involved.
- I will not engage in sexual activity with children (persons under the age of 18) regardless of the age of consent in the country concerned. I acknowledge that a misconception about a child's age is not a basis for defence.
- I will not physically, emotionally or sexually abuse any child or adult or neglect any child.
- I will not engage in any activities that lead to the exploitation of children or vulnerable adults, including activities that contribute to or otherwise benefit from practices that constitute or contribute to human trafficking.
- I will not engage in child labour for any form of work (including „domestic help”) that is inappropriate due to their age or stage of development, or any other work that is mentally, physically, socially or morally dangerous and harmful to children, disrupts their school education or is otherwise illegal under national law.



- I will not sexually harass or molest any member of my organization's team, subcontractors, partners of my organization or any participant.
- I am committed to promptly disclosing any sexual or romantic relationships in which I am or may be involved that involve a person under my authority.
- I will always strive to build and maintain an environment free from all forms of exploitation, abuse and harassment.
- I undertake to promptly report any violation of this Code of Conduct, directly through my organization's reporting channels. I understand that I have the right to make an anonymous report and that anyone who makes a report in good faith must not be exposed to any kind of retaliation for doing so.
- I will not knowingly provide any false information. I understand that knowingly providing false information will be considered a violation of this Code of Conduct.
- I will give priority to the safety, security and well-being of those who have experienced exploitation, abuse and harassment and maintain the confidentiality of my activities.
- I will be responsible for the use of the information, assets and resources that I have access to in connection with my employment in my organization.
- I will make sure that I receive informed consent to any personally identifiable information that I obtain from program participants, including photos, videos, stories of children.
- I will not abuse office spaces, vehicles or work equipment in any way, including for sexual purposes. Work equipment includes computers, cell phones, cars, office spaces and internet access.
- I will not use my organization's IT equipment to view, download, create, distribute or save in any format sexual, inappropriate or offensive material, including, but not limited to, pornography or child abuse images.
- I will not demand or accept bribes or any other inappropriate payments.
- I will not give or offer anything of value to any employee or member of any organization, including a government official, for the purpose of influencing their activities or obtaining an undue advantage.
- I will not use my position for personal purposes or for the benefit of relatives or close associates.
- I will not falsify financial or employment records, or provide false or misleading information.



**I will not put myself or others at risk, in particular, I will not perform any tasks under the influence of intoxicants such as alcohol and drugs.**

**Complaints, reports, non-compliance with the Code of Ethics and the Code of Conduct:**

Members of teams implementing HumanDoc Foundation's projects are obliged to immediately report any information or suspicions regarding behaviors that could violate the Foundation's Ethical Policy, including the principles contained in this Code of Conduct.

The Foundation has a zero-tolerance policy for violations and non-compliance with the principles of the Code of Ethics and the Code of Conduct and each member of the Foundation's team who violates these principles will bear the consequences in the form of: reprimand/admonition, referral for training, removal from the tasks performed, termination of the contract (effective immediately in the event of a gross violation of the code) and reporting the matter to the relevant authorities if there is a suspicion of a crime committed.

HumanDoc's policy on ethical complaints and reporting of misconduct (Whistleblower) prohibits retaliation against anyone who reports in good faith ethical violations or other forms of misconduct. Team members who wish to lodge a complaint or raise any objections should immediately report them by e-mail to the address: **feedback@humandoc.pl** or via information left in marked boxes located in the Foundation's premises. Reports can be made anonymously.

I, the undersigned, declare that I have read and understood the Code of Conduct and Ethics of HUMANDOC Foundation

Name.....

Date .....