

CODE OF ETHICS

of Progetto Continenti

on Assistance and Accountability

in the humanitarian field

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1. **Progetto Continenti and its mission.**

As responsible people, members of the Progetto Continenti organization, our primary purpose is to help Progetto Continenti carry out activities in developing countries to promote social, economic and health development; in Italy, to carry out global citizenship education initiatives in primary and secondary schools, information and awareness-raising initiatives on relations between the global North and South and issues related to interculturality, integration of migrants, diversity, globalization and human rights.

Progetto Continenti is an organization that aims to create the preconditions for a "new world," based on solidarity and sharing, truly human in the best possible sense.

Its *mission* is to promote a culture of peace, solidarity and respect for human rights.

In order to do this, Progetto Continenti has used three main methodologies over the years through which achieve this goal:

- **self-development of peoples:** we believe that the improvement of living conditions can be achieved if local people become protagonists of their own development
- **partnership with local bodies and institutions in the implementation of development projects:** we believe that strengthening the local partner is key to ensuring continuity and sustainability of the initiative once external aid has ended
- **participation of the local beneficiary community in project definition and implementation:** it is not enough to be activated after the fact, but it is essential that the beneficiary of a project can participate in its definition

The activities that the organization carries out can be subdivided per geographic region:

in **Italy**, as specified above, the Association carries out global citizenship education initiatives in primary and secondary schools, information and awareness-raising initiatives on relations between the global North and South and issues related to interculturality, integration of migrants, diversity, globalization and human rights;

in **developing countries**, the Association carries out activities to promote social, economic and health development, with projects whose main purpose is the involvement, emancipation, promotion and cultural growth of local populations. Priority is given to programs for child and women's protection, vocational education, school training and activation of health centers.



The Association also stimulates the intervention and collaboration of Italian institutions and local authorities, focusing on cooperation between local communities in the global North and South.

Our legitimacy comes from the quality of our work, and from the recognition and support of the people we work with and for, our volunteers, supporters, donors, and other governmental and nongovernmental organizations with whom we cooperate.

2. The Code of Ethics of Progetto Continenti.

The Code of Ethics highlights the set of rights, duties and responsibilities of all collaborators, be they Italian staff, international staff, consultants, *partners*, as well as the members of the statutory bodies to whom the Code is addressed.

Progetto Continenti in pursuit of the statutory purposes for which it was founded, carries out its mission by observing values and ethical principles of equality, justice, honesty, fairness, peace and those proper to its nature as a humanitarian organization: responsibility, solidarity, neutrality, impartiality, independence, non-discrimination, and transparency.

By adopting this Code of Ethics, Progetto Continenti pledges to fully comply with its provisions by reaffirming its commitment with effective and timely activities, supporting and encouraging the most vulnerable segments of civil society in the countries in which it operates, without conditioning or discrimination.

Progetto Continenti operates according to the principles of the Universal Declaration and the European Convention on Human Rights, the Convention on the Rights of the Child, and the Convention on the Elimination of All Forms of Discrimination against Women. This means, operationally, that it does not apply any distinction or discrimination by ethnicity, gender, religious faith, nationality, affiliation of its beneficiaries.

In addition, Progetto Continenti carries out its interventions in the countries where it operates with behaviors and approaches that are respectful of the socio-cultural and religious contexts of the place.

Progetto Continenti considers central the involvement of local people, enhanced and strengthened in their capacities and skills. This gradually eliminates dependence on outside help and encourages participation, discussion and mutual growth.

Progetto Continenti is committed to applying this Code of Ethics to all its activities in Italy and in developing countries.

Progetto Continenti is committed as of now to updating the provisions of this Code, promoting social responsibility and transparency.



3. Progetto Continenti in its work in the world.

Progetto Continenti plays a complementary role in societies to public institutions, but never intends to replace the work of national governments in promoting equitable human development and protecting human rights.

Progetto Continenti seeks to further its goals primarily through the international solidarity projects it directly manages.

Progetto Continenti designs, builds and manages through the professional skills in the National Secretariat and local staff:

- International Solidarity projects that we define as structural and refer to the 3 Centers present, for several years now, in Cambodia, Ethiopia and Guatemala
- International Solidarity Projects in the different countries where we work through multi-year programs and with strong collaboration with local partners
- Global Citizenship Education projects implemented in Italy with special attention to raising awareness of issues related to inequality

The subject areas or sectors in which it operates are mainly:

- Vocational training aimed at young people and women
- Economic development support
- Strengthening civil society
- Sustainable agricultural development



4. The Goals of Progetto Continenti Code of Ethics.

The stakeholders of Progetto Continenti are:

- the beneficiaries of our interventions in Italy and in the world
- our local and international staff
- volunteers in Italy and abroad (including International Civil Service volunteers)
- the partners, both governmental and non-governmental, with whom we collaborate
- donors
- supporters
- organizations and individuals who contribute to the achievement of our goals
- The entities with which Progetto Continenti signs agreements to operate in the various contexts

The Code of Ethics of Progetto Continenti aims to meet their needs and expectations; moreover, it is intended to regulate and regularize at the same time the behavior of the following recipients: members of the statutory bodies, collaborators, partners, consultants and all those who work to achieve the Organization's objectives.

Recipients are expected to protect, through their conduct, the respectability, image and assets of the Organization.

The National Board of Progetto Continenti has the task of giving substance to the values and principles contained in the Code of Ethics, taking responsibility internally and externally and strengthening trust, cohesion and team spirit.

Recipients of the Code of Ethics will have an opportunity to acquaint themselves with it through appropriate and accessible communication tools. Recipients are expected to be familiar with its details, to actively contribute to its full use, and to report any shortcomings.

Progetto Continenti will balance the different visions of stakeholders by referring to the mission enshrined in the Statute of Association and the principles of this Code.

5. The principles of Progetto Continenti Code of Ethics.

Progetto Continenti believes in the equality of all human beings regardless of their opinions, gender, race, ethnic, political, religious affiliation, social and economic status.



Progetto Continenti is committed to the creation of a world based on social justice, solidarity, mutual respect, dialogue, and equitable distribution of resources.

Progetto Continenti disseminates, in accordance with its statute, the international and national regulations that promote the protection of human rights and sustainable development.

Progetto Continenti promotes the creation of partnerships with local authorities and communities, nongovernmental organizations and other organizations with sustainable development as their goal, to effectively respond to local needs.

Progetto Continenti believes in the principle of non-discrimination by valuing, respecting and encouraging diversity; in all its activities it acts in a non-discriminatory and impartial manner. In particular, Progetto Continenti has adopted and promoted projects that promote diversity, gender equality, impartiality, and non-discrimination in all activities promoted, both within the organization and externally.

Progetto Continenti is committed to the principle of transparency.

Progetto Continenti actively communicates with its stakeholders and makes information about its work and activities available.

6. Good governance.

Progetto Continenti is accountable for the activities implemented and results achieved, resulting from a clear mission, defined organizational structure and decision-making processes, and adherence to clear values, shared procedures. The organization is committed to verifying that the results achieved in projects are in accordance with the statutory principles and to accurately and transparently report these activities and results.

The governance structure of Progetto Continenti complies with relevant regulations in this area and respects the principle of transparency.

The organization has:

- A board with decision-making authority in matters of ordinary and extraordinary administration, which also oversees implemented activities. This board sets the organization's overall strategy, ensures that available resources are used efficiently and appropriately, performance monitored, financial integrity ensured, and public trust maintained
- Written procedures related to the appointment and responsibilities of members of the board
- Tools of discussion aimed at improving the activities, of the programs and



policies implemented

7. Reporting and donors.

Progetto Continenti operates thanks to funding from private and public donors with whom it establishes relationships based on fairness and transparency. The mission of Progetto Continenti, stated at the beginning of this Code intends to produce beneficial impacts on human communities and therefore deserves support. To this end, we intend to engage in the effort to realize donor goals, prudently manage funds, and use donations for clear goals that can be monitored by the public,

In particular, Progetto Continenti respects the right of donors:

- To be informed about the motives behind the implementation of fundraising
- To be informed about the use of their donations
- To be informed about the progress of implemented programs
- To have appropriate visibility to the public

Financial statements for each individual project are audited by public funders and certified by auditing firms. The annual general budget is certified and made public on the Organization's website.

In dealing with public donors both in Italy and abroad, it is prohibited to:

- Give, offer, or promise money or favors that could reasonably be construed as exceeding normal courtesy practices
- Exerting unlawful pressure on public officials, public service officers, managers, officials or employees of the public administration both Italian and foreign or of EU or international public bodies or their relatives or cohabitants
- Making untrue statements in order to obtain public disbursements, contributions or funding
- Change the purposes for which the funds were disbursed

In any dealings with private companies, which intend to participate in humanitarian projects, with the provision of goods or services, the Organization requires respect for human rights, workers' rights and the environment. The Organization declines donations from companies that produce or trade in armaments, pornographic materials and anything else intended to degrade the human person and the environment.



Once a year Progetto Continenti submits financial reports on its activities and achievements to the relevant government agencies.

Such reports describe:

- the mission and values of the organization;
- the programs and projects managed;
- the goals and achievements;
- the structure of the Organization and the heads of the different Centers;
- the sources of funding from decentralized cooperation, religious associations, foundations, Italian cooperation, 5x1000 and private donations;
- the annual budget.

8. Accounting records and financial statements, prospectuses and similar documents.

Progetto Continenti's accounting is based on recognized accounting principles regulated by law.

Each transaction must be matched by an accounting entry and its supporting documentation. Such documentation must allow identification of the reason for the transaction that generated the detection and the relevant authorization, if any, and must be retrievable and archived for ease of reference.

In compliance with applicable laws and regulations regarding the preparation of financial statements, Progetto Continenti adopts all types of administrative and accounting documentation required by law, as well as mandatory prospectuses for lenders.

Annual financial statements are subject to certification by the appointed independent auditing firm.

The Organization's information and data provided to third parties and accounting records of operating events must ensure truthfulness, transparency, clarity, accuracy and completeness.

All Recipients are obliged to give their utmost cooperation so that management facts are correctly and timely represented in the Organization's accounts.



9. Relationship with partners.

As part of its activities, Progetto Continenti promotes and encourages the active involvement of local partners in the implementation of activities and the pursuit of its goals and objectives. The choice of partners (Entities or Associations) is conditioned on the following criteria:

- must not be for profit;
- must be independent of any political or ideological rationale, national or international;
- must base their actions on the same ethical principles as Progetto Continenti;
- must share the Code of Ethics.

Local partners may also be public as long as they ensure freedom of movement and decision-making with respect to the stated goals and objectives.

Progetto Continenti supports the establishment and strengthening of local organizations, enhancing and developing their capacities and skills, working with a view to sustainability and autonomy from external aid.

Progetto Continenti acts to ensure that partners meet standards of honesty and accountability.

10. Relations with suppliers of goods or services.

When purchasing goods, works or services for projects, Progetto Continenti will give preference to suppliers who guarantee good quality, technical and economic operators in the countries of intervention.

The selection of suppliers and the purchase of goods, works and services are carried out according to internal procedures that take into account competitiveness, quality, affordability, price, integrity.

If the supplier violates legal regulations, human rights or acts in a manner detrimental to the Organization, we reserve the right to take all appropriate measures, including termination of the contract.



11. Relations with the press and other mass media.

In dealing with the media, Progetto Continenti addresses itself with transparency, providing communications that are truthful, complete and verifiable, non-aggressive, and respectful of people's rights and dignity.

12. Relationships with auditors and auditing firms.

Relationships with individuals who conduct control and audit activities must be based on principles of integrity, timeliness, fairness and transparency. It is not permitted to conceal information or provide false documentation or attest to things that are untrue or otherwise impede or obstruct the performance of the control or audit activities of such parties.

13. Privacy: use and protection of information.

In compliance with the current Privacy Law, the Organization ensures the confidentiality of the information in its possession obtained through conscious authorization from the individuals concerned. The Organization is committed to ensuring that Recipients use confidential information, and obtained for work purposes, only for purposes related to the performance of their duties.

Recipients are required not to disclose information concerning the Organization's wealth of technical, organizational and financial knowledge, to third parties as well as all other non-public information, except in cases where such disclosure is required by law or other internal provisions.

To ensure the highest level of confidentiality, the Organization guarantees a high level of security in the selection and use of its information technology systems intended for the processing of personal data and confidential information, in accordance with current Privacy regulations.



14. Human Resources.

Progetto Continenti, considers human resources a key element, both in Italy and in the countries of intervention.

Aware that the successful outcome of implemented activities reflects the quality of the staff and volunteers involved, the Organization is committed to investing in the development of the human resources it works with.

Therefore, all workers are offered the same opportunities for professional growth, making sure that everyone can enjoy fair treatment based on merit criteria, without any discrimination on the basis of gender, age, disability, religion, nationality or racial origin, and political and union views.

The human resource management policy within the organization conforms to relevant national and international labor regulations.

The Organization is committed to the principles contained in the Universal Declaration and the European Convention on Human Rights, the Convention on the Rights of the Child, and the Convention on the Elimination of All Forms of Discrimination against Women.

The Organization is committed to ensuring:

- a work environment suitable for the task at hand;
- a collaborative and communicative relational context;
- a behavioral style that promotes the dissemination and awareness of the goals pursued by the Organization and is likely to positively affect people's quality of life;
- the recognition and enhancement of each person's skills and contributions to the achievement of common goals;
- the appropriate and transparent circulation of information for the purpose of facilitating the conduct of activities;
- careful protection of privacy;
- appropriate prevention and management of moments of conflict among operators;
- a constant willingness to listen to those who feel they are being subjected to acts or behavior inconsistent with the principles listed above;
- adequate information about the living and safety conditions in the countries where the operator will be employed, as well as the preventive health practices to which he or she must adhere.



At the establishment of the employment relationship each employee and collaborator receive due information on:

1. terms of reference of the function and duties it is called upon to perform;
2. regulatory and wage elements applicable to the type of employment contract put in place;
3. standards and procedures to be adopted in order to enable work to be performed as safely as possible.

In addition, this Code of Ethics will be signed by each operator, and the Model, and the Protocols adopted by the Organization will be made explicit and knowable.

All operators are required to:

- respect for the fundamental rights of the person with particular reference to the rights of children and the elimination of all forms of discrimination against women
- decorous behavior and dress, respectful of colleagues, partners, local customs, cultures and denominations, and always reflecting the dignity of one's role, in line with the principles of the Organization
- make sure that in labor relations, internal and external, there is no discrimination of any kind and no one is placed in a state of subjection through violence, threat, abuse of authority

All operators are prohibited from:

- involvement in military operations and political activities subversive to public order
- behavior, even legitimate behavior, that might lead authorities, partners and the public to believe that similar involvements are taking place
- conduct that causes damage, even if only in terms of image, to the Organization
- involvement of minors in project activities
- behaviors that may take the form of moral violence and/or psychological persecution aimed at causing offense to the dignity and psychophysical integrity of subordinate workers or degrading the work climate (mobbing)
- implement any form of harassment including sexual harassment
- having relations of a sexual nature with minors
- making payments and transactions incorrectly and against anti-money laundering laws, and spending or putting into circulation counterfeit or altered currency, even if received in good faith



15. Use of the Organization's assets and/or made available by other donors for activities.

Progetto Continenti provides tangible and intangible assets such as computers, printers, equipment, cars, software, and related know-how for carrying out activities. These assets must be protected and preserved and their use must be functional in carrying out the activities of the Organization and the purposes authorized by the specific functions.

In particular:

- personal computer, stationary or mobile, and related programs and applications are work tools that should therefore be properly guarded and returned with all data and information related to the work performed. Such data and information should be delivered in an orderly, recognizable and readable manner even when using personal computers
- as regards the use of the Internet, surfing sites relevant to the performance of work is permitted, provided that the latter is not slowed down by it; participation, except for reasons related to assigned duties and in any case authorized in advance, in internet forums or chat lines is not permitted
- Proven use of the mailbox attributed to operators is not allowed. Sending or storing messages of an outrageous or sexual nature is prohibited
- The installation and/or reproduction of software and other material protected by law is not permitted unless specifically authorized
- each operator must ensure confidentiality for news learned by reason of his or her job function and not made public in written form or by posting on the website by the Organization



16. Conflict of interest.

In cases where there is a conflict of interest between the activities of Progetto Continenti and personal activities, especially in the areas of service provision and business contracts, workers are not allowed:

- establish business relations between members of one's extended family and Progetto Continenti
- hold, directly or indirectly, non-materially token stakes in companies that do or intend to do business with the Organization or operate in the same sector
- lend his or her services to third parties, unless authorized in advance by the Organization, or engage in activities otherwise contrary to or incompatible with the duties of office
- accepting money or other favors from third parties for advice or services rendered in connection with their relationship with the Organization

If a worker becomes aware of a potential conflict of interest, he or she should immediately discuss the matter with the country manager.

17. Information and training activities.

The principles contained in this Code will be the subject of periodic information and training initiatives, in addition to being brought to the attention of all personnel.

18. Reports of violations of the Code.

Any violation of the principles and provisions contained in this Code by operators should be promptly reported to management. Reports of violations will be considered only where there is sufficient information to identify the terms of the violation and to enable appropriate investigation by the appropriate functions.

The Organization will act in such a way as to avoid any form of retaliation, discrimination or penalization, while also ensuring the confidentiality of identity, without prejudice to legal obligations and the protection of the rights of persons wrongly accused and/or in bad faith.



19. Consequences of violating the Code.

The staff of Progetto Continenti acts in accordance with the law and applies the rules and procedures laid down in Italian legislation and European regulations, taking particular care to ensure that decisions affecting the rights or interests of individuals have a basis in law and that their content complies with the law.

Progetto Continenti personnel have a duty to report to their management any facts, acts, and/or conduct of which they become aware in the course of their duties that presuppose corrupt acts both in Italy and at project sites.

Such reporting can be sent to the email addresses of the Head Quarter Director or President (direzione@progettocontinenti.org or presidente@progettocontinenti.org).

Progetto Continenti personnel has the obligation to report to the judicial authorities if they become aware of corrupt facts, acts and situations.

20. Adherence to the requirements of the Code,

Any updates, amendments or additions to this Code must be approved by the Board.

A copy of this Code of Ethics is available for reference on the Progetto Continenti website (www.progettocontinenti.org).

Approved by the General Assembly in Assisi, June 28th, 2019

