

1. INTRODUCTION

The Code of Ethics (from here on referred to as “Code”) is an official Annulliamo la Distanza ODV document (from here on referred to as AnlaDi or Association), approved by the Board of Directors on June 23, 2014.

The Code contains principles and rules of conduct to be followed by anyone who works or deals with the Association, such as workers, partners, members, donors, volunteers or beneficiaries.

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

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

2. ANNULLIAMO LA DISTANZA: BASIC PRINCIPLES

Annulliamo la Distanza was officially born in Florence in 1997 when a group of friends decided to intervene directly in the support and for the care of children who were already adopted from distance. Since then, with a total commitment and important work, to growing, Annulliamo la Distanza decided to commit itself to fight hunger, disease and other hardships that are threatening the future of children in every part of the world.

It is a not-for-profit organisation whose mission is the promotion of development cooperation activities, voluntary work and support to the people living in low and medium income Countries, and in any country that experiences acute need or emergency situation.

Specifically, AnlaDi operates in favour of children as mentioned in our motto “Children First”.

AnlaDi was recognised in 2013 by the Italian Ministry of Foreign Affairs as a non-governmental organisation for international cooperation (NGO).

The Association AnlaDi is now operating in 5 Countries among Africa, East Europe, and Asia in the following sectors: social sector, health and education.

The general ethical principles and values that inspire the work of AnlaDi are the following:

- Equality and Non discrimination
- Honesty, Loyalty and fair conduct
- Solidarity
- Tolerance
- Transparency
- Responsibility

- Non proselytism

3. ETHICAL PRINCIPLES

The ethical principles stated above orient the work of the Association and guide each staff members during its work as member of Annulliamo la Distanza.

Legality

AnlaDi respects the laws and regulations in force in all countries where it operates. Employees, collaborators, providers, partners, donors, volunteers and anyone who deals with AnlaDi must commit themselves to this principle. AnlaDi will not establish or maintain any relation with anyone who does not abide by this principle. AnlaDi clearly states that nobody can violate the law by arguing it is done in the interest of AnlaDi, since what is against the law is against AnlaDi.

i. Equity and Non Discrimination

The Association will not favour, directly or indirectly, any form of discrimination based on gender, age, ethnicity, religion, sexual orientation, political or union affiliation, and language or health conditions.

Annulliamo la Distanza refers and abides itself to Article 2 of the Universal Declaration of Human Rights: “Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty”.

ii. Protection and value of the person

The value of the person, and of the child specifically, is a fundamental principle that guides AnlaDi. The association is committed to value the professionalism and the skills of its own staff. AnlaDi defends and promotes human rights within the range of its activities, by cooperating with and supporting other international organizations pursuing this goal. AnlaDi will not favour, either directly or indirectly, any abuse. On the contrary, it will report any abuse it comes to know of.

iii. Care

Annulliamo la Distanza requires its employees to always act with care and attention in their work, through the best use of available resources and by avoiding undue burdens and waste of resources. The Association will constantly provide trainings in order to increase professionalism and management capacity of its staff.

iv. Honesty and absence of conflict of interest

AnlaDi requires its employees, partners, collaborators and volunteers not to pursue any personal or company's benefit, against the law in force and the rules contained in the Code of Ethics; and not to do any actions that go against what common sense deems correct.

Furthermore, through the course of their activities, employees and collaborators must avoid situations in which they may have or seem to have a conflict of interest. A conflict of interest occurs when a person to whom the present Code of Ethics applies, pursues an interest other than the Association's mission or engages in activities that may interfere with their ability to make decisions in the sole interest of the Association. In case of conflict of interest, the employee to whom the present Code of Ethics applies must immediately inform the Board of Directors and the Proviriri (the Principled).

v. Transparency, equality and impartiality

AnlaDi ensures and maintain as much transparency as possible in its activities: every operation and transaction is accurately recorded, authorized, verifiable, lawful, consistent and reasonable, according to the law in force and internal regulations. Bribery, corruption and complicity in such wrongdoing are prohibited. Anyone who has any relation with the Association must be provided with complete and accurate information on the activities they have to do with. In particular, AnlaDi underlines that all accounting must be adequately reported so that it is possible to assess the actual financial performance of the Association by its members, employees, partners and consultants and monitor a not-for-profit conduct.

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

AnlaDi requires objectivity and fairness on the part of its employees, members and collaborators in their work and in the judgments that they express.

vi. Privacy and confidentiality

The Association ensures compliance with laws on privacy and confidentiality. Data protection and data security are also guaranteed at all times according to Decree n.196/2003. AnlaDi will ensure that personal and sensitive data are processed in a lawful and fair way, thus preventing third parties from accessing them.

vii. Sustainable development and environment protection

AnlaDi respects the principle of sustainable development and fosters a fair social environment, as indicated during the United Nation Conference in Rio de Janeiro in 1992.

AnlaDi protects the environment as a primary asset and aims to ensure compatibility between projects and environmental necessities in the countries in which the project is implemented, by encouraging the use of environmentally friendly technologies.

4. RULES OF CONDUCTS

The rules of conduct, deriving from the general ethical principles of conduct, regulate the relations within and between the Association and donors, partners, suppliers, employees/collaborators/volunteers and beneficiaries.

i. Donors

Annulliamo la Distanza prohibits in its relations with donors to:

- Give, offer or promise any money or other non-cash benefit;
- Exercise undue pressure;
- Submit untruthful statements with the purpose of receiving public funds or benefits;
- use money received as donation for any purpose other than the ones for which it was originally given;

The Association will further request that:

- the funds must be used in such a way that operational costs are kept to a minimum and as many resources as possible are allocated to the beneficiaries;
- activities must ensure productive employment of facilities, economic resources and local staff with the purpose of reaching a concrete and lasting development in the country.

AnlaDi 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, or any other material that would go against the principles mentioned above.

ii. Partners and suppliers

Partners (agencies or associations) are carefully chosen for implementing common activities according to the following standards:

- the partner must not pursue profit goals through the common activities;
- the partnership must observe the principles contained in the Association's Code of Ethics;

When choosing its suppliers, AnlaDi:

- favours technical and economic subjects in the local countries where a decent quality of goods, labour and services is maintained;
- demands respect for laws, ethical clauses and rules dictated by the Association.

iii. Employees, Collaborators, Volunteers and Members of the Internal Bodies

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:

a) Association's duties

- offering everyone equal opportunities of professional development, with no discrimination based on gender, age, disability, religion, nationality, ethnicity, sexual orientation or political and union affiliation;
- observing the principles contained in the Universal Declaration of Human Rights and in the European Convention on Human Rights, in the Declaration of Rights of the Child and in the Convention to Eliminate All Forms of Discrimination Against Women;
- 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 labour, equality of opportunity and treatment and other standards set by the International Labour Organization (ILO).
- ensuring adequate and functional work environment;
- avoiding any form of discrimination and abuse: all decisions related to human resources must be made according to merit and ability, without favouring any individual.
- rejecting any form of irregular work, forced labour or exploitation;
- pursuing constant improvement of everyone's skills, by favouring training and development opportunities and perfecting operational methods and strategies;
- acknowledging everyone's skills and contributions to the common goal;
- ensuring circulation of the Code of Ethics and procedures;
- ensuring privacy;
- ensuring compliance with laws and regulations concerning health protection and work safety;
- 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.

b) Duties of Employees

- observing the fundamental rights of the person, especially the rights of the child and avoiding any form of discrimination;
- behaving 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 the Association;
- employing the Association's goods in a fair way;
- showing respect for work environment and premises;
- reporting any conflict of interest that may arise in the course of one's work.

c) Staff is forbidden to:

- own and carry weapons, and keep them in the premises and cars of the Association;
- act in a way that damages the Association or its image;
- employ underage workers;
- act in a violent/abusive manner through threat, oppression, and psychological harassment which offend dignity and psychophysical integrity of lower-level colleagues or which degrade the work environment;
- exercise any form of harassment;
- have sexual relations with underage people;
- effect payments and transactions in an unfair way and against the anti money-laundering laws;
- make and circulate false money, even if it was received in good faith;

d) In particular, it is forbidden for those who work abroad in the development countries to:

- participate in military operations and the like;
- participate in political activities without explicit consent from the Association;

iv. 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.

5. APPLICATION OF THE CODE OF ETHICS

i. 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 AnlaDi operates with; it is also available on the Association 's website, www.annulliamoladistanza.org and on the board by the legal residence of the Association.

ii. To whom it applies

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

iii. Supervisory Authority

The Principled (Probiviri) established by Statute, have the duty to promote and ensure that the rules and principles of the Code of Ethics are respected.

The Principled 's duties consist in:

- promoting the implementation of the Code through ad hoc procedures;
- proposing changes to the Code;
- examining reported violations and submits the outcomes of such inquiries to the body in charge

iv.Violation

Compliance with the Code of Ethics is part of the contractual obligations of anyone who works with AnlaDi. In case a violation of the Code of Ethics is confirmed, and in case they are employees, the Board of Directors 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 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 Principled (Probiviri) at the following address:

Annulliamo la Distanza ODV -Via di Ripoli 209/E - 50126, Firenze

Or by email at the following address:

info@annulliamoladistanza.org