



# CODE OF ETHICS

# HALIÉUS

## Index

1. Mission	2
2. Purpose of the Code of Ethics	3
3. Recipients	1
4. Ethical values and principles	1
5. Rules of conduct	3
5.1 Relations with donors	3
5.2 Relationships with Partners	3
5.3 Relations with suppliers	4
5.4 Relations with employees, collaborators, volunteers, statutory bodies	4
5.5 Duties of operators	5
5.6 Relations with beneficiaries	5
5.7 Relations with the press and the media	6
5.8 Control bodies	6
5.9 Judicial Authority	6
6. Procedures and measures in the event of a violation of the code of ethics	1

## 1. Mission

Haliéus is a non-profit association dedicated to international development cooperation. It is a civil society organization registered in the list of the Italian Agency for Development Cooperation (AICS) with decree n.4/2021, as a subject referred to in article 26 of Law 125/2014.

Founded in 2005, Haliéus aims to contribute to international sustainable development, in particular through the promotion of the form of cooperative enterprise as a tool available to individuals and communities to trigger economic and social development processes. The Association carries out international cooperation interventions that enhance the experience and expertise of Italian cooperative enterprises in the various economic sectors in which they are active.

By supporting the cooperative model in partner countries, encouraging the exchange of experiences and synergy with Italian cooperative enterprises, Haliéus' action is inspired by the values and seven cooperative principles, giving particular implementation to Principle No. 6 *Cooperation between cooperatives. Co-operatives serve their members most efficiently and strengthen the co-operative movement by working together, through local and national, regional and international structures;* and at the beginning *No. 7. Commitment to the community. Cooperatives work for a lasting and sustainable development of their communities through policies approved by their members.*

Haliéus pursues its mission in full compliance with Community, national and international regulations, as well as in compliance with the values expressed by the Charters and Codes to which it adheres. In particular:

- The [Legacoop Code of Ethics](#)
- The [AOI Ethics Charter](#) – Association of Italian Organizations for International Cooperation and Solidarity
- The [Code of ethics and conduct](#) of the Italian Agency for Development Cooperation
- The [PSEAH code](#) of the Italian Agency for Development Cooperation (Protection from Sexual Exploitation, Abuse and Harassment)

According to the Statute, the Association pays particular attention to the following issues:

- fight against poverty, hunger and malnutrition, through the promotion of income-generating activities and self-entrepreneurship;

- support for the responsible and sustainable use of natural resources, also through direct resource management systems by local communities;
- support for innovation as a tool for improving the quality of life of individuals;
- support for the development of economically, socially or culturally disadvantaged or marginalized groups;
- promotion of inclusive entrepreneurial forms that guarantee positive impacts on local communities, ensuring the transparency and accountability of one's work;
- promotion of gender equality;

## 2. Purpose of the Code of Ethics

This Code of Ethics declares principles and values that must inspire, guide and regulate the behavior and conduct of all Haliéus personnel: employees, collaborators, consultants, volunteers, personnel engaged in any measure in the missions.

Haliéus also requires that companies supplying goods or services also recognize and apply the ethical values expressed in this document. The code of ethics establishes rules, responsibilities, duties and behavioral models - with respect to the value system that is expressed through it - that anyone working on behalf of Haliéus is required to respect and pursue.

Full adherence to the Code presupposes correct understanding, sharing and commitment to the realization of the Haliéus mission. The Code of Ethics aims to make the organization, management and control model of the Association explicit, transparent and effective, in order to prevent risks of liability, conflicts of interest and crimes to which it may be exposed in carrying out the activities related to its mission.

The Code of Ethics collects all the indications aimed at preventing prejudicial events and crimes. All recipients are required to strictly observe the contents of the Code of Ethics as far as they are concerned.

### 3. Recipients

The addressees of the code of ethics are statutory bodies, administrators, employees, collaborators, volunteers and all those who temporarily work with Haliéus, both in Italy and abroad. Compliance with the rules and provisions expressed in the Code of Ethics is an integral part of the contractual obligations deriving from subordinate employment relationships for employees, and from contractual regulations for collaborators. The recipients, based on the responsibilities assigned to them, will provide adequate information to third parties (suppliers of goods and services, donors, etc.) about the obligations imposed by the Code and request compliance with it.

### 4. Ethical values and principles

Haliéus' action is inspired by the principles of impartiality, transparency and prevention of conflicts of interest of a political, economic nature and any other type of private interest likely to influence the impartial and objective exercise of activities in partner countries.

Furthermore, Haliéus undertakes to interpret the inspiring principles and founding values of cooperation in all internal and external relationships. Haliéus and all recipients of this Code of Ethics undertake to behave in such a way:

#### 1. Democratic

Haliéus promotes information and the development of forms of democratic participation in the life of its bodies, and favors maximum control of the associated bodies over their work. Similarly, Haliéus people promote the achievement of these objectives with their work and behavior.

#### 2. Honest

Haliéus promotes education in legality. The Association undertakes to act honestly in relations with people, institutions and the entire economic system. Haliéus rejects any relationship with criminal or mafia organizations and with individuals who resort to behavior contrary to the law.

In carrying out development cooperation interventions, the association rejects and opposes all forms of extortion, usury or other types of crime, carried out by criminal or mafia organizations, and collaborates with the police forces and institutions, denouncing any episode of illegal activity of which he is a taxable person.

#### 3. A horse

Haliéus behaves fairly, loyally and responsibly towards the institutions, towards the associates, towards the beneficiaries of the interventions and towards the donors. In particular towards the direct beneficiaries and the final beneficiaries of the interventions Haliéus guarantees equal dignity and treatment guaranteeing equal opportunities of access to the promoted initiatives.

#### **4. Respectful of people's rights**

Haliéus undertakes to behave fairly and fairly towards all its collaborators and towards all its female collaborators, respecting their dignity and rights and promoting their professional growth. Haliéus people inspire behavior among themselves and towards others with respect for the rights of individuals and the communities in which they live.

#### **5. Respectful of the environment and the community**

Haliéus undertakes to carry out its activities with respect for the environment, promoting all forms of pollution prevention, respecting the communities in which it operates, with constant attention to sustainable economic development, safeguarding the rights of future generations.

#### **6. Correct and transparent**

Haliéus promotes policies that favor, among members and donors, acts and forms of reporting that allow for control over the activity of the association in its relations with the Public Administration, supplier bodies, collaborators and collaborators, local communities . Haliéus inspires its actions to criteria of correctness and transparency of decisions.

#### **7. Responsible**

Haliéus undertakes to carry out its work in a correct, precise and timely manner, answering for its actions, responsibly and consistently with the commitments undertaken. All those who hold positions in the Association undertake to resign their mandate if, for personal, professional or objective reasons, their stay could be harmful to the image of the cooperation and the Association.

#### **8. Independent**

The people who hold positions in Haliéus undertake to maintain a behavior inspired by autonomy and independence with the political forces and institutions both in Italy and in the partner countries, collaborating and interacting with them in order to pursue the association's goals in the interest of the final beneficiaries of development cooperation interventions.

For Haliéus, the ethics of behavior cannot be assessed only on the basis of the simple observance of the law and of the association regulations, but must be based on a sincere and total adherence to the principles that inspire the founding values of the cooperative

experience. Haliéus therefore undertakes, through continuous research, to always identify new forms and tools that can allow the members of the Association to effectively adhere to the aforementioned principles, taking into account the changes that occur in the socio-economic fabric.

## 5. Rules of conduct

In relations with donors, partners, suppliers, employees/collaborators, beneficiaries, press and media, supervisory bodies, judicial authorities, the following rules of conduct must be maintained on the basis of the ethical principles set out above.

### 5.1 Relations with donors

Relations with donors must be based on maximum correctness, transparency and completeness of information, in particular:

- l'Association must ensure that donors are fully and transparently informed on the Association, on the initiatives to be supported, on the purposes of fundraising, on the results obtained;
- it is forbidden to give, offer or promise money or other benefits or favours;
- it is forbidden to exert unlawful pressure in order to induce donors to donate;
- it is not permitted to present untruthful declarations in order to obtain public funds, grants or loans;
- l'Association discloses donations received;
- the clear identification of the origin of the donations is required;
- l'Association is committed to donor confidentiality;
- l'Association refuses donations of both materials and money from companies that clearly do not respect human rights, those of workers and the environment, which produce or trade in armaments, pornographic materials and anything else intended to harm the human person and the environment.
- It is forbidden to allocate sums received as grants, contributions or loans, for purposes other than those for which they were assigned.

### 5.2 Relationships with Partners

Haliéus promotes full ownership of initiatives by local partners and local beneficiaries of the intervention. In carrying out the interventions, where coherent and eligible, Haliéus promotes the direct involvement of the local, national or sectoral cooperative associations

of the partner countries, starting with the partner cooperative organizations of the International Alliance of Cooperatives.

The choice of partners for the realization of activities is primarily guided by the criterion of competence and by the sharing of the same ethical principles and the mission of the Association.

### 5.3 Relations with suppliers

Where the necessary good quality of the goods, works and services provided is guaranteed, the Association must give preference to the technical and economic operators of the countries of intervention. When choosing suppliers, as part of the tender procedures for the purchase of goods, works and services, objective assessments must be made according to the criteria of competitiveness, quality, economy, price, honesty. It is forbidden to give, offer or promise money or other benefits or favours. Suppliers are required to comply with national laws.

### 5.4 Relations with employees, collaborators, volunteers, statutory bodies

The Association has the following obligations:

- comply with minimum international standards of working conditions and fundamental worker rights, including: freedom of association, right to organize, collective bargaining, abolition of forced labour, equal opportunities and treatment, and other standards promoted and pursued by the International Labor Organization (ILO);
- offer all operators the same opportunities for professional growth, based on criteria of merit and without any discrimination of sex, age, disability, religion, nationality or racial origin and political and trade union opinions;
- pursue the continuous improvement of everyone's skills, favoring training courses and using innovative and increasingly effective methods and operating strategies;
- ensure the recognition and enhancement of the skills and contribution of each to the achievement of common objectives;
- guarantee an adequate and functional work environment for the activity to be carried out;
- respect the principles contained in the Universal Declaration and in the European Convention on Human Rights, in the Convention on the Rights of the Child and in the Convention on the elimination of all forms of discrimination against women;



- ensure the dissemination of the Code of Ethics and procedures;
- guarantee the protection of privacy;
- ensure compliance with the rules on the protection of health and safety;
- guarantee adequate information on the living and safety conditions of the countries in which the operator will be employed, as well as on the preventive health practices to be followed.

### 5.5 Duties of operators

Each operator must:

- respect the fundamental rights of the person with particular reference to the rights of children and women and the elimination of all forms of discrimination;
- observe decent behavior and clothing, respectful of the environment and the workplace, colleagues, partners, suppliers, direct beneficiaries and local customs, cultures and confessions and which always reflects the dignity of one's role, in line with the principles of Association;
- ensure proper use of the assets of the Association;
- comply with the rules of conduct regarding security, privacy, accounting, contracts established by the Association.

Each operator is prohibited always and in any case:

- involvement in military or similar operations;
- the possession of weapons or their detention in structures and vehicles;
- behavior that causes damage, even if only to the image, to the Association;
- the employment of underage workers in subordinate activities;
- behavior that can be configured as moral violence and abuse of authority through threat, harassment or psychological persecution that offends the dignity and psychophysical integrity of subordinate operators or aims to degrade the working climate;
- engage in any form of harassment;

- engage in sexual relations with minors;
- engage in behavior that amounts to fraud.

### 5.6 Relations with beneficiaries

In addition to what is provided for partners and collaborators, beneficiaries must be fully informed about the activities, donors and resources used in the activities in which they are involved and must share Haliéus' mission of social promotion and protection of human rights. Furthermore:

- beneficiaries have the right to effective, efficient and equitable use of the resources made available to them;
- the Association must guarantee the confidentiality of the personal data of the beneficiaries;
- in choosing the beneficiaries of cooperation projects and international solidarity activities, the Association must not discriminate on a political, racial, ideological, sexual or religious basis.

### 5.7 Relations with the press and the media

External communications must be:

- truthful;
- verifiable;
- non aggressive;
- respectful of human rights and dignity.

### 5.8 Control bodies

Relations with subjects who carry out control and auditing activities must be based on principles of:

- timeliness;
- correctness;

- transparency;
- information sharing.

The maximum collaboration must be given to the supervisory bodies, avoiding any obstructive behaviour. It is forbidden to conceal information or provide false documentation or documents certifying untrue things, or in any case prevent or hinder the performance of control or auditing activities.

### 5.9 Judicial Authority

It is forbidden to exercise influences of any kind on the person called to make statements before the Judicial Authority in order to induce them not to make statements or to make them false. It is forbidden to help anyone who has committed a criminally relevant fact in order to elude the investigations of the authority or to escape its searches.

## 6. Procedures and measures in the event of a violation of the code of ethics

All recipients of this Code of Ethics are required to report any violation of the contents of this Code to the Supervisory Body. Whistleblowers are protected against any retaliation for reporting incorrect behavior, without prejudice to legal obligations.

According to the provisions of Article 18 of the Articles of Association, the Supervisory Body - whether it has been appointed monocratically or collectively by the Shareholders' Meeting - must supervise compliance with the law and the Articles of Association, compliance with the principles of correct administration and, in particular, on the adequacy of the organizational, administrative and accounting structure adopted by the institution, on compliance with the principles of correct administration, also with reference to the provisions of Legislative Decree 06/08/01 n. 231, if applicable and on its concrete functioning. Those who find themselves in the conditions envisaged by article 2399 of the Italian Civil Code cannot be appointed to the office of statutory auditor, and if appointed they lapse from office.

Following the reports, the Association, to protect its image and assets, reserves the right to adopt the necessary measures both in legal terms (termination of the contract art. 1453 of the civil code) and in terms of sanctions, as provided for in the individual contracts of work.