

## **ETHICAL CODE**

### **1) MISSION - Development as a process of Humanization**

The ultimate goal of our work is the promotion of sustainable development for whole person and for all persons in balance and in harmony with the Planet. Hunger, AIDS, the lack of basic resources - food, clean water, decent housing, education - and other forms of injustice and marginalization, deprive women and of the possibility of a normal life and their dignity as people. For CVM, development is first of all a process of liberation from poverty as a denial of the dignity and rights of people and of the earth. Unleashing the potential inherent in each person is the permanent strategy that guides all CVM activities and proposals.

### **2) Values and objectives**

The first key word for CVM's existence is "the poor". At the basis of our work is the aspiration to fight against the many forms of poverty, starting with economic poverty. We want to fight all forms of inhuman life conditions and work so that the voice of the poor is heard by those in power. Moses, Jesus, Saint Francis, Gandhi, Martin Luther King and many others are our points of reference.

To do this we must learn to share the same life as the poor people by changing our habits, our lifestyle and our work style. We must strive to seek simple, economical, effective styles and approaches to restore hope to the poor and trust in their potential. A true path of liberation, as well as eliminating material needs, must also be to free the poor people from the feeling of inferiority and helplessness. Our way of life must be consistent with this choice.

Changes are never the result of large economic investments, but the fruit of many human resources, which create new relationships between individuals and communities, where people are called to live in dignity and to collaborate with each other for the integral development of humankind.

Too often interventions and projects are carried out for "their impact to be seen". We want to carry out projects that have a real benefit for the poor people, even when the result obtained is not clearly visible or attributable to our work.

Our times today are characterized by a high sense of personal and individual focus. CVM wants to be a community, where everyone can offer their resources and potential according to the methods and spirit of the organization itself. From collaboration to co-responsibility, this is the step that we all must take to learn how to work together and be able to stem any attempt at personal or group leadership.

The goal of our work must not be the affirmation of our abilities and talents, however positive and constructive they are, but to accompany others in expressing the best of their abilities.

Because we have made a choice to be in solidarity with the poor it does not mean we do not need competence. On the contrary, CVM's work must be marked by a high level of professionalism and competence and a constant search for greater effectiveness.

The poverty of millions of people in the global South cannot become an opportunity for others, a new profession or an opportunity for rich earnings. If it is true that "the worker has the right to his wages", it is equally true and important that each of us voluntarily commits ourselves to be actively involved and motivated to respond to the poverty of other people and to invest our time and our relationships in order to

be that living and effective witness in this situation that limits and blemishes the collective consciousness of all humanity.

Financial remunerations do not belong to us but are entrusted to us, because we are a bridge that connects different realities, an instrument that allows people, who often do not live in comfort, to contribute to improving the living conditions of the poor people. So we are custodians and not owners of these resources.

If the resources have been entrusted to us "for the poor", any abuse, waste, inefficiency, misuse, etc. it is not simply a shortage, but rather an offense to the poor, a further denial of their rights, yet another betrayal.

CVM was born as an International Christian Volunteer Organization, that as a reality is primarily dedicated to sending volunteers, professionally trained, and inspired by shared values and ideals.

The key values of volunteering - gratuitousness, justice, equality, social co-responsibility, preferential love for the poor people (the so-called "choice of the poor") - are key values for all CVM personnel.

It is the sharing of these values that ensures that CVM continues to be a Volunteer Organization. The presence of people who devote their time to participate in the activities of the organization is a fundamental and characterizing value of CVM's life that must continue to be supported and encouraged.

### **3) Purpose of the code of ethics and field of application**

This Code of Ethics collects and brings together principles, values and rules that must shape the action of CVM and the conduct of its members, volunteers, co-operators, administrators, employees and collaborators both in Italy and abroad.

The provisions of this Code supplement those of the "Code of Ethics and Behaviour" of the Italian Agency for Development Cooperation, available on the website [www.aics.gov.it](http://www.aics.gov.it), which applies and extends to what is not expressly provided for in this Code.

The provisions of this Code also integrates those of the "Code of Conduct for the prevention and contrast of sexual harassment, abuse and exploitation for the protection of the dignity of the beneficiaries of development cooperation interventions and of the people who work and operate in the structures of the Italian Agency for Development Cooperation and with the Agency itself "(Code PSEAH - Protection from Sexual Exploitation, Abuse and Harassment)", available on the website [www.aics.gov.it](http://www.aics.gov.it), which applies and extends to what is not expressly provided by this Code.

The strength of this code lies above all in the awareness of the value of these rules and in the sharing by its recipients of the constitutional ethical principles of diligence, loyalty, impartiality and care for the general interests of the community.

The Code of Ethics aims to make explicit the principles, values and rules of conduct, also in order to prevent risks of liability and crimes to which CVM staff may be exposed in carrying out the activities related to its mission.

CVM undertakes to disseminate, verify and monitor this Code of Ethics, taking care to updating it and undertakes to apply the related sanctions in the event of non-compliance with the provisions set out in this document.

### 4) General principles of conduct

This Code of Ethics expresses the ways in which the reference values are translated into practice in the management of activities and relations with its stakeholders.

CVM adopts the following general principles that guides its action as an international volunteering organization and in development cooperation:

- Contributes to the liberation and integral and sustainable development of all women and men on the planet,
- It promotes the training of professionally qualified volunteers and their sending to the countries of the South of the World to cooperate, through self-development projects, for the social, economic, cultural and spiritual growth of local communities, while respecting cultures, the environment and the ecosystem ;
- In Italy and abroad, an animation service for volunteers and awareness raising on the problems of justice and international solidarity is activated;
- It favours the exchange of experiences between peoples and Churches from all over the world;
- It actively promotes, together with other related entities, at all levels, policies based on socio-economic justice, global human development and environmental sustainability;
- CVM is not for profit.

In line with these general principles, CVM adheres to the following behavioural criteria:

#### a) Legality

CVM actions are based on the principle of legality, and CVM personnel are obliged to respect national and international legislation;

#### b) Honesty, correctness and moral integrity

The behaviour of CVM employees, volunteers and collaborator must be based on the criteria of correctness, collaboration, loyalty and morality in every area. The obligation of fairness also entails, for each employee, volunteer and collaborator, the prohibition to exercise and / or take on activities under the employment or collaboration of third parties, consultancy assignments or other similar functions on behalf of third parties that are contrary to the interests of CVM or incompatible with the principles to which CVM is inspired, with the objectives it pursues and with its official duties.

#### c) Impartiality

CVM is committed to guaranteeing absolute equal treatment of all the people involved in its activities, avoiding any kind of discrimination based on age, sex, state of health, ethnicity, nationality, political opinions, religious beliefs and sexual orientation. Particular attention is paid to the enhancement of the female component both among operators and among beneficiaries.

### d) Responsible behaviour

Relations between employees, collaborators and volunteers must be carried out according to the principles of education, collaboration, transparency, trust and moral integrity. The relationships between the various functional positions within the organization must be based on the principles of loyalty, correctness, trust and collaboration and must be inspired by the principle of shared responsibility, always having as a common goal the exclusive purpose of contributing together to achieve the CVM purposes. In particular, the principle of shared responsibility requires that employees and collaborators must attend to their duties in order to facilitate the activities and functions of the other sectors and offices into which the operations are divided.

CVM strictly prohibits and sanctions any form of harassment, including sexual harassment.

Furthermore, all the recipients of this code must refrain from engaging in conduct such as to constitute a crime as well as refrain from engaging in conduct that, although such as not in itself constituting a crime, could potentially become such;

### e) Impartiality and conflict of interest

CVM is committed to ensuring absolute equality of treatment, avoiding preferential attitudes, as well as avoiding any kind of discrimination based on age, sex, state of health, ethnicity, nationality, political opinions and religious beliefs.

Board members, staff and volunteers must avoid situations and/or activities that could lead to conflicts of interest, which could interfere with their self-determination to make impartial decisions or disturb the correct operation or that could affect the interests of CVM. In the event of a conflict of interest, they must refrain from contributing, directly or indirectly, to any decision, resolution and operation relating to the matter to which the conflict refers.

Furthermore, no Board Member, staff or volunteer must obtain personal advantages of any kind in relation to the activity carried out on behalf and / or in the interests of the Association.

### f) Privacy protection

The processing of the acquired data is exclusively aimed at the fulfilment by the organization of the purposes relating to the exercise of its work. Everyone is required to protect the confidentiality of data and to observe the obligations established by the EU Regulation 2016/679 GDPR on data protection.

### g) Fairness and transparency

Transactions and operations must have a documented record in order to allow verification of the decision-making process. Donations and all income in favour of CVM must be documented in order to ensure the accuracy of the amounts and traceability to the person who made the payment, without prejudice to the right to privacy. All expenses must be documented in order to accurately report the activities carried out to stakeholders, donors and civil society.

All persons in the management and administration of economic and financial resources must correspond to principles of efficiency and economy.

The information that flows into the accounting, both general and analytical, must comply with the principles of clarity, transparency, correctness, completeness, accuracy and confidentiality.

It is absolutely forbidden to conceal documents or implement pretences and / or falsifications on any type of documentation concerning the operation of CVM. During the monitoring control or auditing activities, all concerned persons must behave in accordance with correctness, loyalty and transparency and in full cooperation with the monitoring or auditing.

### h) Anti-money laundering caution

CVM does not lend itself to favouring money laundering practices deriving from illegal activities and undertakes to comply with all national and international anti-money laundering regulations.

### i) Specific prohibitions

CVM prohibits any action taken against or by third parties aimed at promoting or favouring their interests, taking advantage of them, or capable of affecting the impartiality and correctness of the subjects who have the burden of making decisions.

It is forbidden to make donations of money or other benefits to public administration personnel (Italian, supranational and foreign public authorities) or to their family members, relatives, relatives, friends, etc.

It is forbidden to promise or offer to Public Authorities representatives or their relatives, relatives, friends, etc. consultancy and / or other services that may benefit them in a personal capacity;

It is forbidden to submit untrue statements to public bodies and / or private entities in order to obtain public grants, contributions or financing and anything else of utility.

## 5) Governance

CVM is committed to:

- promote an organization that allows you to clearly distinguish tasks, responsibilities and decision-making, operational and control processes in relation to the size of the structure;
- form a management body that is representative of the members and independent in its decisions, whose members do not present conflicts of interest
- pursue objectives appropriate to the structure, making the best use of available resources, according to the principles of effectiveness and efficiency;
- conduct its action in full compliance with the principles of integrity, fairness, good faith, proportionality, objectivity, transparency, fairness and reasonableness, adequately taking into account any new circumstances, changing conditions as well as the evolution of questions and needs that arise in the Italian Organization and in the international context and acting in a position of independence and impartiality.
- prioritize ethical tools also in the management of economic resources, in investments, in the choice of credit institutions and in the operating methods of its associates, volunteers and co-operators.

## **6) Image protection**

CVM staff are required to behave respectfully to the laws, rights, dignity and human life, as well as professional and in an educated manner in representing the Organization in the working context in public, with government institutions, local authorities, financiers, entities and subjects with which it collaborates, partners and beneficiaries.

Any form of behaviour that could damage the image and reputation of the Organization must be avoided.

The behaviours mentioned in the previous two points must also be respected outside the workplace to the extent that they form part of the external image of the Organization.

Clothing and personal care must also be adequate, in consideration of the role held, professional circumstances, local customs, customs and culture.

## **7) Supplementary sources of the budget (sponsorships, donations)**

In the relationship with your CVM donors and financiers:

- provides truthful information on the activities for which contributions are requested and is available to dialogue with donors for a better understanding of them;
- guarantees the implementation of the activities in line with the stated objectives by promptly communicating any necessary changes;
- provides the necessary documentation, reporting in a transparent and clear way the costs incurred according to the agreed methods;
- undertakes to diversify the sources of financing for projects through fundraising activities with public, private and individual citizens to enhance the contribution of all subjects and promote their independence and autonomy;
- do not accept sponsorships and donations from subjects known to be involved in violations of human rights or in non-transparent and verifiable economic transactions.

## **8) Respect for the environment and eco-sustainability**

CVM ensures, within the limits of budgetary resources, an organization of work and its action that respects the environment, promoting in particular energy saving, the dematerialization of documents, the recycling of renewable materials and directing purchases of goods towards products that ensure environmental sustainability.

## **9) Violations**

With regard to personnel and in any case to anyone who has contracts / employment relationships with CVM, in the event of a violation of the Code of Ethics, the disciplinary measures provided for by the applicable collective agreement will be adopted, or, in the case of external parties, the measures deemed necessary and / or appropriate to prevent the repetition of the ascertained violation.

**10) Acceptance and Visibility of the Code of Ethics**

This Code of Ethics must be communicated to all those who interact with CVM and read, shared and signed by them for acknowledgment and adhesion.

The Code of Ethics was approved, in the formulation presented by the Board of Directors on 04/03/2021 and published on the CVM website and will be amended by resolution of the Board of Directors whenever the need arises.