

## B.2 The Code of Behaviour of CISP and its personnel

### **B.2.1 General Principles**

- A. CISP has always been engaged in the application of strict principles while carrying out its activities. It has made seriousness, reliability, and the correct operation of its employees and collaborators one of its main strengths; thus it has acquired over time a very good reputation, at the international level as well.
- B. A totally correct conduct, in full compliance with the laws in force, is another feature of the operation of CISP. The regulations contained in this Code of Behaviour (hereinafter also referred to as the “Code”) must guide all employees and collaborators in any capacity, ensuring as well the transparency of operations and behaviours put into effect by the organization.
- C. Therefore, the provisions contained in the Code point out the principles and guidelines to be followed while carrying out the tasks and functions assigned, in Italy as in every country where CISP operates.
- D. The compliance with Italian laws and those in force in the countries where CISP operates, with internal regulations, statutory provisions, ethic integrity and correctness is a constant commitment and a duty for all employees and collaborators, and it influences the behaviour of the whole organization.
- E. The implementation of cooperation projects and, more generally, the activity of CISP must be carried out within the framework of transparency, honesty, fairness, good faith, and in full accordance with the regulations issued to protect human life in all its expressions.
- F. CISP aims at the safeguard and promotion of human rights, and it works to support the building of societies based on the principles of equality, solidarity, repudiation of war.
- G. CISP recognizes the crucial importance of civil and political rights, of social, economic, and cultural rights, as well as of third-generation rights (self-determination, peace, development and protection of the environment.)
- H. CISP repudiates any kind of discrimination, corruption, forced or child labour, any form of exploitation of children, starting from sexual and commercial exploitation, and it assigns great importance to the acknowledgment and the protection of the dignity, freedom, and equality of human beings. In carrying out its actions, CISP is influenced by the universal right to humanitarian assistance, without constraints related to ideology, religion, race or gender.
- I. To this purpose, CISP operates within the reference framework of the Universal Declaration of Human Rights of the United Nations, and it adheres, within the scope of humanitarian actions aimed at overcoming complex emergencies, to the Code of Conduct issued by the International Committee of the Red Cross.
- L. All CISP's employees and collaborators in any capacity, without distinction or exception, must conform their actions and behaviour to the principles and contents of the Code within the scope of their functions and responsibilities, being aware that such compliance is an essential part of the quality of their work performance and of their activity. The relations among employees and collaborators, at any level, must be based on criteria and behaviour expressing honesty, fairness, cooperation, loyalty, and mutual respect.
- M. In no way can the conviction to act for the advantage or in the interest of CISP justify or legitimate, even partially, the adoption of behaviour contrary to the principles and contents of the Code.

## **B.2.2 Proscribed behaviour**

### **B.2.2.1 Bribery and corruption**

1. All countries proscribe the corruption of their public officials, and many of them also prohibit the corruption of officials from other countries.
2. CISP's employees and collaborators in any capacity may not offer money or any other benefit in order to obtain unlawful advantages or favourable treatments in their participation in tenders, project or procedures, including those to obtain public funding from EU bodies, foreign States and international organizations.
3. Unverifiable payments are prohibited in all activities put into effect by CISP with governments, international agencies, and in the private sector.
4. CISP forbids: to offer money, gifts, or any kind of compensation that could reasonably be interpreted as exceeding the normal courtesy; to exert illegal pressure, promise any kind of object, service or favors to public officials, directors, officials or employees of the Public Administration or of bodies connected to public service or to their close relatives or partners, whether they are Italian or from other countries.
5. CISP provides for an internal monitoring system in order to ensure that economic operations are registered in a suitable, straightforward, and truthful way.
6. CISP does not proscribe the legitimate refund of expenses incurred by its employees and collaborators directly connected with the carrying out of their tasks and activities, such as travelling and accommodation expenses.

### **B.2.2.2 Frauds and Misappropriation of Funds**

1. Specific regulations of Italian law are aimed at safeguarding the allocation of public funding, grants, and subsidies by the State, other public bodies, and the European Union, so as to avoid that these are unduly obtained by using or submitting forged documents or documents that contain false statements, or by omitting any information due.
2. CISP condemns any fraudulent conduct, by forbidding to produce forged documents stating the existence of essential conditions to participate in a call for tenders and, more generally, any conduct aimed at altering reality concerning situations whose existence, in falsely represented terms, is essential to obtain benefits, grants, subsidies, or acknowledgments.
3. CISP does not permit to destine the amounts received by public, national, or community bodies under the species of subsidies, grants, contributions, or funding, to goals different from those for which they have been allocated.

### **B.2.2.3 Offences connected to terrorism and subversion**

1. CISP explicitly condemns any act of violence for purposes of subversion or terrorism through its constant commitment to avoid in every possible way that funds handled by CISP or used in the implementation of its projects, as well as the property or materials it has donated to associations and communities, may be somehow used to execute terrorist offences.
2. CISP applies control and verification mechanisms about the activities of the public and private partners with which it cooperates in the implementation of projects, as well as about the destination of funds, trying to avoid any relation with bodies and associations under suspicion of acting in a way contrary to the principles and values adopted by CISP.
3. Each employee or collaborator who has knowledge of acts or behaviour that may indicate any kind of terrorist activity, or that are meant to help or finance such activities or other activities aiming at the subversion of democratic rule, must immediately inform his/her direct report about it.

#### **B.2.2.4 Prevention of offences against the person**

1. CISP undertakes the commitment to protect and defend human life first and foremost during the carrying out of its activity.
2. CISP condemns any use on a person of powers corresponding to the right of ownership, and it condemns the acts perpetrated to reduce or maintain people in slavery or servitude, to force a person to work performances or sexual intercourse, begging or any activity implying his/her exploitation.
3. In order to avoid that employees, collaborators, and members of the statutory bodies of CISP incur offences such as reducing or maintaining people in slavery, human trafficking, and buying and selling of slaves, CISP forbids them to use with any person powers such as to reduce or maintain said person in a state of subjugation or to force the same person to work performances or sexual intercourse, begging or any other activity implying his/her exploitation.
4. CISP condemns any form of sexual exploitation of minors, as well as any conduct meant to favour even indirectly child pornography, and it undertakes a strong commitment to do everything in its power to avoid that its employees, collaborators, and members of statutory bodies incur such offences.
5. CISP undertakes the commitment to do everything in its power to avoid that its employees, collaborators, and members of statutory bodies incur the offence of engaging in practices of female genital mutilation aimed at demeaning the image of a woman. CISP has ever been engaged in the fight against such practices.
6. CISP explicitly forbids its personnel to use offices, premises, and equipment, especially sanitary equipment, in the event these should be used within the framework of projects contemplating, even only occasionally, to allow for or facilitate such practices.

#### **B.2.2.5 Receiving stolen goods, laundering, and forgery**

1. CISP complies with all regulations proscribing money laundering and requiring the traceability and documentation of any transaction in cash, and it undertakes the commitment to get sufficient information and documentation about possible donors or partners, so as to make sure that these are only engaged in lawful activities and that their funds come from legal sources.
2. CISP opposes any activity having reference to the committing of forgeries. It is then explicitly prohibited to forge and/or to put into circulation (by buying and/or selling) banknotes, coins, credit cards and other securities.