

Code of Behaviour

1) Introduction

1. CISP Code of Behaviours (hereinafter also referred to as the “Code”) is modelled after its core values of professionalism, accountability, ownership, partnership and innovation, and it is further guided by its commitments taken with the Code of Conduct and the Accountability Charter. Separate and specific organisational policies further underpin this Code of Behaviour.
2. CISP action must be carried out within the framework of **transparency, honesty, fairness, good faith, ethic integrity and respect for human dignity**.
3. CISP aims at the **safeguard and promotion of** the whole spectrum of **human rights** (civil and political rights, social, economic and cultural rights, as well as third-generation rights such as self-determination, peace, development and healthy environment), and it actively works to contribute to building societies based on the principles of equality, solidarity and repudiation of violence.
4. Thus, CISP repudiates any kind of discrimination, corruption, forced or child labour, any form of exploitation of children and persons, starting from sexual and commercial exploitation, and it assigns great importance to the acknowledgment and the protection of the dignity, the freedom, and the equality of human beings
5. The **compliance with international and applicable domestic laws** (in force in all the countries where CISP operates), with internal regulations (CISP management System), statutory provisions, are also a commitment and a duty for all the personnel representing CISP.

2) Scope

6. For the purpose of this code, the definition of “personnel” comprises all those that have a direct personal contract with CISP, such employees and operational partners, and collaborators such as volunteers, interns, consultants and freelance, both international and national, whether they are based in headquarters or in country offices. The term “personnel” throughout this document refers to the whole of this group.
7. The code is a binding document for Board members and all CISP personnel. The Code shall automatically form part of the individual conditions of employment or engagement.

3) Purpose

8. In its effort to guarantee that the conduct of its personnel is up to the ethical standards required for the fulfilment of its mission across different countries and legal systems, CISP put in place safeguards and oversight mechanisms to actively prevent, monitor and sanction unacceptable behaviour of its personnel (see Part III of the Management System). This Code of Behaviour forms an essential part of this system.
9. The purpose of the regulations contained in this Code is to provide clear guidance on the behaviour expected by all personnel engaged with CISP in any capacity while carrying out the tasks and functions assigned. The code applies in the workplace, all work-related functions and events, even outside normal working hours, in every country where CISP operates.

4) Reporting and internal escalation

10. CISP personnel must report any suspect or witnessed breach of this code through the regular reporting channels (*anonymous alert through whistleblowing system or internal communication channels*).
11. CISP personnel must also comply with internal policies and collaborate faithfully with internal investigations and process.
12. Any form of retaliation against a staff member reporting an alleged breach is prohibited.
13. Any report made in bad faith, malice or with the objective to defame or cause prejudice to other colleagues will be sanctioned according to internal regulation.

5) Non-compliance and disciplinary measures.

14. Non-compliance with the provisions and alleged breaches of the Code would be duly investigated through internal mechanisms defined in Part III of the management system.

15. Once the allegation of a breach is substantiated following a due internal investigation, this would entail internal disciplinary sanctions according to the internal proceedings.
16. If the alleged breach may further constitute a violation of the applicable law(s), after a careful risk assessment, CISP may further report to the competent authority for their action.
17. The Code could not be used to shield any person from the responsibility or liability arising from the violation of domestic or international applicable laws and regulations.
18. 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.

6) Expected and required conduct

Respect, equality and non-discrimination

19. All CISP personnel in any capacity, without distinction or exception, must conform their conduct 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 their role of ambassadors of the Organisation, its values and the whole international cooperation sector.
20. CISP personnel are required to: respect all persons and treat them equally in such a way as to safeguard their dignity, **without any distinction or discrimination** based on any ground such as race, nationality, religion, opinions, affiliations, gender, age, ethnic group or citizenship, civil or family status, sexual orientation and identity, union association and present or previous invalidity. This further applies to personnel selection procedures that should be carried out in a transparent way and on the basis of elements of objective comparison.
21. The relations among personnel, at any level, must be based on honesty, fairness, cooperation, loyalty, and mutual respect.
22. Any form of **harassment** – intended as any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person – is prohibited.
23. CISP personnel are required to use CISP resources diligently and carefully, to take care and safeguard these at all times against theft, damage, diversion or any other unethical or unauthorised use.
24. Personnel are expected to **handle information** obtained while working with CISP with confidentiality, and to pay special attention to treating, storing and processing personal and sensitive data, according to the relevant regulations.
25. Personnel are also required to use **communication materials** such as photos and personal stories in a way that is respectful of human dignity and that give proper account of both the vulnerability and the capacity of the person/group/situation portrayed (*refer to the organisational policy on Data protection and privacy for details*)

Safety and health

26. CISP is committed to offer a safe workspace, free from risks and dangers. The health and security of employees and collaborators are taken into the utmost consideration, and they cannot be jeopardized for any reason whatsoever. To this purpose, CISP personnel are required to:
 - carry out all operations in such a way as to protect people's health and safety and/or to reduce the risk of injuries and loss of property;
 - master and rigorously comply with CISP procedures concerning safety, health and welfare in the work environment; as well as emergency management;
 - participate to share information with and benefit from common mechanisms for safety management for field operations, such as those put in place by the UN common system or the Ministry of Foreign Affairs;
 - report unsafe conditions or injuries arising from the latter, as well as any act or threat of violence towards CISP personnel, premises, vehicles etc.

7) Unacceptable behaviours

27. Personnel are required to refrain from taking part or support criminal and other illegal, exploitative or abusive activities in line with the relevant applicable laws.
28. In addition, CISP require its personnel to refrain from unacceptable behaviours, misconducts and wrongdoings that represent a major risk for CISP as an organisation, its personnel, the people and institutions we work with and for. In order

to provide its personnel with guidance on such unacceptable behaviours, misconducts and wrongdoings, we provide a list thereof. This listing is not exhaustive, and it is periodically reviewed to adhere to good practices and standards of the sectors, providing due and timely dissemination of modifications to the personnel.

Safeguarding and prevention of offences against the person

29. CISP undertakes the commitment to **protect and defend human life** first and foremost during the carrying out of its activity. It recognises its responsibility to make sure that its personnel, operations and programmes do not harm people, especially children and vulnerable adults, and do not expose them to the risk of harm and abuse.
30. CISP personnel must refrain from any form of **abuse** or ill-treatment such as degrading or humiliating acts, physical or moral coercion, including engaging in practices of female genital mutilation aimed at demeaning the image of a woman.
31. 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.
32. CISP personnel are required to refrain from contributing or being implied in human **trafficking**, from maintaining people in slavery or 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.
33. 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**.

Prohibition against sexual exploitation and abuse

34. **Sexual exploitation and abuse** violate basic human rights, are a crime offence in most of the countries and have always been considered unacceptable behaviour for CISP personnel.
35. CISP personnel are aware that such behaviour constitutes gross misconduct and would be sanctioned with disciplinary measures according to the internal system, and reported to the competent authorities, after due risk assessment.
36. It is deemed unacceptable for a CISP personnel member to:
 - a. exchange money, employment, goods, or services (including humanitarian assistance that is due to beneficiaries) for sex, including sexual favours or other forms of humiliating, degrading or exploitative
 - b. engage in any sexual activity with beneficiaries of humanitarian assistance, since this would be based on inherently unequal power dynamics and as such they undermine the credibility and integrity of the humanitarian mandate and its personnel.
37. Where a CISP personnel member develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via the dedicated internal channels (Part III of the Managerial System).
38. CISP personnel are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct.
39. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Child protection

40. CISP personnel must never act in such a way it puts children at risk of harm and never harm children themselves.
41. CISP personnel must *not*:
 - a. punish or discipline a child;
 - b. act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse;
 - c. use language or behaviour around or towards children that is inappropriate, harassing, abusive, sexually provocative, or demeaning;
 - d. discriminate against, show differential treatment to, or favour particular children to the exclusion of others;
 - e. hire children for domestic or other labours.
42. Sexual activity with children (any person under the age of 18) is prohibited regardless of the age of majority or age of consent in local systems. Mistaken belief regarding the age of a child is not a defense. As regards the Italian citizens it is recalled that sexual activity with children is punished by the Italian law regardless of the country where the offence is committed.

- 43. All CISP personnel are required to refrain from any conduct meant to favour even indirectly **sexual exploitation of minors**, paedophilia or child pornography.
- 44. CISP personnel must always think about how their actions affect children and keep them safe and protected.
- 45. The **best interest of the child** is the most important thing in planning all actions involving children.

Bribery and corruption

- 46. CISP forbids to offer money, gifts, or any kind of compensation that could reasonably be interpreted as exceeding the normal courtesy, to promise any kind of object, service or favours 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, regardless their nationality) to exert illegal pressure. CISP personnel in any capacity must not offer money or any other benefit in order to obtain unlawful advantages or favourable treatments in their participation in tenders, project or procedures.
- 47. Equally, CISP personnel must not engage in any act of favouritism, nepotism or bribery and must refrain from corruption. This means not accepting themselves any honour gift, remuneration, favour or economic benefit which is more than a "token gift" from any external source without previous management authorisation.

Forgery, frauds and misappropriation

- 48. CISP personnel must not use CISP resources for goals different from those for which they have been allocated.
- 49. CISP personnel must refrain from any fraudulent conduct, such as producing 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, would be essential to obtain benefits, grants, subsidies, or acknowledgments.
- 50. Traceability of financial transactions should be guaranteed. Thus, unverifiable financial transactions are prohibited in all activities carried out by CISP with governments, international agencies, and private actors alike.

Conflict of interest

- 51. CISP personnel shall not take unfair advantage from their professional situation for their personal, their relative or shareholders' interest.
- 52. CISP actively promotes the prevention of situations or conditions that may represent a conflict of interest between professional and personal goals. Thus, CISP personnel must disclose at the earliest any potential conflict between their private interests and their professional duties through their managers.
- 53. CISP personnel that disclose a situation or condition that may be or is perceived to be in conflict of interest must follow the instructions and abide by the decision taken by the management on the matter.

Offences connected to terrorism

- 54. CISP explicitly condemns any act of violence for purposes of terrorism and is committed to prevent and mitigate the risk that funds and assets handled by CISP may be diverted to groups or individuals designated as terrorist, particularly by the UN Security Council.
- 55. CISP personnel 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 their line manager.

8) Specific provisions

- 56. CISP personnel with **managerial responsibility** have a further duty to disseminate, uphold and monitor the compliance of the Code in their area of competence.
- 57. CISP personnel with resource management functions must also abide by the specific principles regulating conducts related to their **sectoral activities** that have been explicated in the related procedures (see Part II of the Management System, under the heading "Code of Behaviour - Specific provisions related to" procedures). Those specific provisions identify risk areas that need special attention from relevant CISP personnel.

9) Final provisions

- 56.** CISP personnel is required an in-depth knowledge of the code and its foundations, including the general principles and organisational policies mentioned in art.1, as well as their earnest adhesion to them.
- 57.** All CISP personnel must read and understand the content of the code through and adopt a conduct suitable to the principles and provisions therein contained. It is personnel responsibility to ask for timely clarification to their supervisor if need arises.
- 58.** Failing to read or attest to the Code does not excuse anybody from the responsibilities outlined.

The undersigned personnel member, _____, engaged with CISP as _____, confirms with the present that s/he is aware of and knowledgeable about the content of the Code of Behaviour, and that s/he commits to comply with its provisions.

S/he further understands that s/he has a duty to report any alleged breach of the Code through the regular mechanism devoted to that and participate fairly to internal investigations.

S/he understands and assumes that any breach of this Code may lead to internal disciplinary actions including dismissal or legal actions according to the organisational procedures.

S/he acknowledges that intentionally false accusations and reports are also seen as a breach of the Code of Behaviour and can be subject to disciplinary actions.

Date: _____ Location: _____

Personnel member's first and last name: _____

Signature