

## CODE OF ETHICS AND OF CONDUCT NOVE ETS

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### **C. CODE MANAGEMENT**

1. Implementation of the code

The Code of Ethics and Conduct defines the ethical-social rights, duties and responsibilities of each participant in the life of the organization (statutory bodies, operators, partners, consultants, suppliers) and establishes specific rules of conduct for anyone operating in the name or on behalf organization, so as to provide transparency to the various stakeholders (donors, supporters, communities and partner and beneficiary institutions, etc.). The Code of Ethics and Conduct expresses and concretizes itself in the activities carried out in its role or role and identifies a series of specific behaviors that: - are encouraged to be followed, - or are not accepted by the organization and as such are blocked by specific measures.

#### **A. PRINCIPLES**

##### *1.1 Vision*

Every human being has the same value and everyone must be guaranteed equal rights and opportunities, based on his specific needs and attitudes.

##### *1.2 Mission*

Needs and rights are globally interdependent, which is why we promote the right to work, emancipation and integration as universal and fight inequalities. Our interventions are a priority in Italy and Afghanistan, but we consider other geographical areas if the urgency and possibility are recognized. We carry out our projects preferably in partnership with local authorities, communities and civil society.

### 1.3 Values

We are a non-partisan and secular organization - We reject all forms of discrimination - We are motivated by principles of solidarity and social justice - We believe that individuals and communities must be agents of change - We use economic resources according to criteria of effectiveness, efficiency and fairness - We want to be transparent in the management and communication of our work - We ask our partners to adopt practices consistent with the values and objectives of the organization - We believe in the value of the human resources of the organization, and in the protection of their rights and duties as female workers / bulls.

### 2. Ethical principles of behavior

The organization and each person who is part of the organization, within the scope of its activities and competences, undertakes to carry out the activities in compliance with the principles of:

**Equal opportunities and non-discrimination:** guaranteeing uniformity of treatment and opportunities regardless of differences in age, gender, ethnic group, nationality, religion, sexual orientation, disability.

**Interculturality and respect for cultures:** operate with respect for local culture, promoting intercultural dialogue and promoting the rights and dignity of the person.

**Solidarity:** spreading and affirming the culture of solidarity through information and awareness for the defense and respect for the fundamental rights of all peoples.

**Legality:** knowing and observing the codified disciplines (laws, equivalent acts, regulations) issued by International and National Institutions and in particular the anti-corruption rules, the rules relating to the discipline of accounting records and the budget, the rules on the protection of personal data , health and safety, labor standards.

**Fairness and loyalty:** Assume correct and fair behavior in all activities, in particular in situations of potential competition against all other associations, with particular reference to the use of human resources.

**Fairness:** follow conduct inspired by the common sense of substantial justice.

**Impartiality:** acting and judging according to objectivity and equanimity, without favoritism due to feelings of friendship or enmity, to relationships of kinship or affinity of various kinds.

**Transparency:** actively communicate with its stakeholders by making information related to their activities and projects available.

**Neutrality and independence:** operate without being conditioned by private interests and autonomously by government policies, maintaining equidistance from both political parties and religious denominations.

**Participation:** involve institutions, communities, associations and local organizations to analyze problems and identify the most appropriate solutions, respecting the cultures, customs and customs of the beneficiaries.

**Sustainability of the intervention:** carry out the projects by enhancing local structures, economic resources and staff, with the aim of a concrete and lasting development, and by disseminating the skills necessary for the complete autonomy of the countries in which it operates.

**Efficiency and efficacy:** carefully manage the funds used, to respond primarily to the needs and needs of those who benefit from the support of the organization.

**Innovation:** pursuing the continuous improvement of one's skills, refining methods and operational strategies so that they are able to implement innovative and increasingly effective approaches.

## **B. RULES OF CONDUCT FOR INTERNAL AND EXTERNAL RELATIONS**

### *1. Relations with beneficiaries*

The beneficiaries must be fully involved in the choices that pertain to the definition of the actions that see them interested and must be informed in a transparent way about the activities and results of the projects. In the relationship with the beneficiaries, the organization must, in addition to what has already been stated in the general principles: - inform on the ethical principles which inspire collaborators and partners; - encourage the creation of groups of beneficiaries, who can express their opinion and provide feedback on the development of the activities and on the quality of the services provided to them.

### *2. Relations with Partners*

As part of its activities, the organization: - promotes and promotes the active involvement of local partners for the implementation of the activities and the pursuit of its goals and objectives; - undertakes to offer training, develop skills and create professionalism in the local organizations with which it collaborates, with the aim of promoting direct management of the activities and resources by the partners themselves; - operates on the basis of the actual needs and sustainability of the projects carried out; - does not accept dependency relationships with entities that are profit-making, nor to be connected in any way to their interests, nor to have relationships that limit the organization's freedom of movement and decision-making with respect to the stated objectives and purposes.

The choice of partners (public and private) for the realization of shared activities is based on the following criteria: - sharing of ethical principles, the mission of the organization and the objectives of the activities; - no profit for the shared activities; - competence and reliability; - availability to co-design and co-management.

### *3. Relations with Donors*

For the implementation of its activities in Italy and abroad, the organization can make use of public and private funding and its own resources. The organization: - maintains the one's independence from private or government interests; - defines procedures, actions, processes, internal responsibilities of the Board of Directors and external collaborations that allow a clear identification of the origin of the donations and the ethics of the donors and bring out possible conflicts of interest and critical issues in the management of the activities; - does not accept donations from sources not

compatible with the Code of Ethics and Conduct. In particular, it refuses donations of both materials and services and of money from subjects that do not respect human rights, human health, the rights of children, workers and the environment, who produce or trade armaments, pornographic materials and everything what is intended for the degradation of the human person and the environment. Consequently, changes in objectives are not accepted in carrying out the activities, subject to the interests of the lenders. In addition: - diversifies the sources of financing through fundraising activities for individual citizens, private entities, public bodies, companies and non-profit organizations, so as to maintain their autonomy and guarantee the continuity of their activities; - guarantees maximum profitability of stocks with an investment policy that respects the vision and mission of Nove ETS and the principles of the Code, ensuring transparency and efficiency in investment decision-making processes; - in no case can invest in the stock market.

Relations with donors must be based on the utmost correctness, transparency and completeness of information on the organization, on the initiatives to be supported, on the purposes of fundraising, on the results obtained. Following each donation, the organization undertakes to: - follow the recognition of the same - respect the privacy of the donor and recognize, if requested, respect for anonymity.

#### *4. Relations with Suppliers*

In the relationship with suppliers, the organization must, in addition to all that already stated in the general principles: be inspired mainly by objective parameters related to social responsibility, ethics, sustainability, quality, convenience, price, capacity and efficiency, such as to allow the setting up of a relationship trustee.

In contracts entered into by the organization, third parties must be informed that the organization adopts a Code of Ethics and Conduct, which all stakeholders must comply with. The procedure for purchasing goods and services defines the ways in which suppliers are required to comply with ethical standards.

#### *5. Relations with Employees, Collaborators, Volunteers, Members of the statutory bodies Resources*

Human resources are considered a fundamental element for the organization. The dedication and professionalism of the operators are decisive values and conditions for the achievement of the organization's goals and objectives. All the people involved, for any reason (hereinafter referred to as "operators"), in the organization's activities are ethically responsible for their behavior and aware of representing the organization itself with their own actions.

The organization promotes the participation and involvement of operators in the management of the organization and activities. Every person in the organization is required to know and respect the principles of the Code of Ethics and Conduct. Please refer to the internal regulations of employees for the duties of the organization and operators.

#### *6. Relations with the Press and Media*

The organization's communications to the outside must be truthful, complete and verifiable, non-aggressive, respectful of the rights and dignity of the person. The organization addresses the press and communication bodies through the designated people, who must operate with an attitude of maximum correctness, availability, prudence and transparency. The operators of the organization called to illustrate or provide external data or news regarding the organization's objectives, results and points of view, are required, in addition to compliance with internal procedures, to obtain authorization from their contact person, as well as to agree on the contents with the competent structure.

#### *7. Relations with Testimonials*

As part of its activities, the organization promotes and promotes the active involvement of public figures from the worlds of art, entertainment, sport and culture, as testimonials, for the realization of the activities and the pursuit of its goals. In building and managing the relationship with the testimonials, the organization undertakes to: - offer the testimonials all the information on the organization, its purposes, the projects supported and all the principles set out in this Code of Ethics, with the objective of promoting a transparent, direct and lasting relationship; - scrupulously respect both the privacy and the public image of the testimonial, without ever using it for activities that are in conflict with its business outside of Nove ETS.

Each Testimonial selected and chosen by the organization must meet the following requirements:

- have a good reputation and a positive public image;
- carry out activities not in conflict with the guidelines of the Code of Ethics and with the message from the organization;

#### *8. Relations with judicial authorities*

With regard to any requests of any kind by the Judicial Authority and in general in any contact with the same, the organization undertakes to provide maximum collaboration and make truthful and representative statements of the facts, refraining from behaviors that can hinder, in absolute compliance with the laws and in accordance with the principles of loyalty, fairness and transparency. All operators are required to provide the widest collaboration in carrying out investigations by the competent authorities.

### **C. CODE MANAGEMENT**

#### *1. Implementation of the code*

The Board of Directors adopts all the necessary measures to ensure and monitor the implementation of this Code of Ethics and Conduct.

In countries where Nove ETS operates, this responsibility is entrusted to the Program Coordinators.

This Code of Conduct has been approved and adopted by the Board of Directors.