



CARITAS UKRAINE
International Charitable Foundation

Approved by:
President of the
ICF "Caritas Ukraine"
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(Signature) (Name)
03 February 2020



Implementing Our Values:

**Code of Conduct for the personnel of
the Caritas Ukraine**

This Code of Conduct defines the attitude and behaviour of the personnel ¹of the Caritas Ukraine network. All the employees of the Caritas Ukraine network shall comply with this Code. The Code of Conduct closely associates with the Caritas Ukraine Code of Ethics, which defines the core values and corporate ethics of the Caritas Ukraine network.

“Persons caring for those in need shall, above all, be professionally competent: they shall read and acknowledge in a proper manner the procedures for performing work, and shall adhere to the Policies and Procedures of the Caritas Ukraine. However, although the professional competence is a primary fundamental requirement, it is not in itself sufficient. We deal with people, and people always need something more than technically sound care. They need humanity. They need sincere care.”

This Code of Conduct is comprised of four main sections.

It is expected that all the employees of the Caritas Ukraine adhere to the following:

1. Values, Behaviour and Ethics

- Adhere to or at least understand and respect the social and moral values and the Catholic Church doctrine;
- Ensure constantly that own personal and professional conduct meets the highest standards and is perceived as such by others;
- Act in good faith and treat other people with dignity and respect, creating an environment that respects diversity;
- Respect all human rights and report about discrimination, harassment, abuse, neglect and exploitation that violate the rights of the others;
- Avoid “enforcing” one’s belief on others and realize that pure and generous love is the best testimony to the God we believe in and strive to love”;
- Refrain from making public or private statements about racist, sexist or other offensive topics;
- Take reasonable measures to protect others against harm;
- Abide by the laws of the host country;
- Respect and be sensitive to local customs and culture;
- Ensure the employees and staff they manage act in accordance with health and safety rules and protect others;
- Ensure the Caritas Ukraine image is integral and not challenged;
- Maintain the confidentiality of any information or knowledge obtained while performing their duties in the Caritas Ukraine network;
- Perform the duties competently and with love, with no harm and discrimination in any form, and follow the rules of the Caritas Ukraine in prioritizing the poor and those in need;
- Remember the sensitive aspects related to local customs when expressing and practicing own beliefs;
- Encourage and develop solidarity and cooperation with the personnel of other Caritas organizations.

2. Conflict of Interest, Coercion and Corruption

- Avoid exercising the authoritative powers to put pressure, or obtain privileges or personal benefit in the financial, professional, political, sexual fields;

¹ To state the purposes of this Code of Conduct, the term “personnel” shall include all members of the board, employees, consultants, partners of other organizations, volunteers and contractors.

- Declare in writing of any potential or actual conflict of interest (financial, personal or family-based) regarding matters related to the Caritas Ukraine operation, in accordance with the Procedure for handling sensitive complaints and providing feedback to the Caritas Ukraine;
- Refrain from accepting any benefits, bribes or other forms of personal enrichment from the beneficiaries, partners or contractors under any circumstances.

3. Protection of the Caritas Ukraine Property and Exercising Control

- Ensure the assets and intellectual property of the Caritas Ukraine are not subject to abuse and protected against theft, fraud or other damage;
- Maintain appropriate standards of honesty and integrity in the financial statements.

4. Personal Behaviour

- Refrain from carrying any weapon anywhere while performing the assigned duties, including office/vehicles/on business trips, etc.;
- Refrain from using drugs and drinking too much alcohol;
- Ensure constant appropriate sexual behaviour.

Scope of the Code of Conduct:

The top management of the Caritas Ukraine and the directors of local organizations of the Caritas Ukraine network shall be responsible for ensuring that all the employees are informed about and adhere to the Code of Conduct, and those in charge for implementing the Safeguard System shall conduct regular personnel training.

Feedback complaints and response mechanism

The beneficiaries, community members and personnel are guaranteed the right to complain/appeal the actions of Foundation's officials and receive feedback.

Obligation to report

The personnel of the Caritas Ukraine network shall report immediately of any suspicions or concerns about the violation of this Code in accordance with the Organization's current Procedure for considering sensitive complaints and providing feedback.

All information provided will be considered. Anyone who expresses concern about serious abuse will be protected against retaliation or any other harmful conduct, in the event of serious concern, if the doubts are expressed impartially. Deliberate and false accusations are a serious disciplinary offense and will be investigated and managed accordingly.

Violation of the Code

Any violations of the Code of Conduct will be investigated and may result in disciplinary action.