



**Armadilla Social Cooperative**

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## **ETHICAL CODE**

**Approved by resolution of the Board of Directors on 2019, 29<sup>th</sup> March**

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## **PREMISE**

The Code of Ethics is the official document of the **Armadilla Social Cooperative** (hereinafter also "Armadilla" or "Cooperative") which contains the mission, vision, declaration of values and principles, all rights, duties and responsibilities that it assumes towards anyone who collaborates with it or benefits from its projects or programs in the field of international solidarity and development cooperation.

Armadilla conforms in the conduct of its activities to the principles of legality, correctness, transparency, loyalty, impartiality, independence, neutrality, integrity with the value system of the Cooperative and honesty in respect of its history.

The Armadilla Social Cooperative is a non-profit organization. It aims to pursue exclusively purposes of solidarity and social development through the realization of works of humanitarian aid and development cooperation.

The Board of Directors, the statutory bodies and the law, the employees, the collaborators, the volunteers and the partners (hereinafter "recipients") are required to respect these principles, permeating their daily working practices.

This Code of Ethics must be used as a guarantee and reliability tool to the significant benefit of the general interests of the Cooperative, the beneficiaries of the projects and the community.

All those (suppliers, consultants, etc.) who collaborate with the Cooperative in various capacities are required, in the context of their relations with Armadilla, to comply with the rules of this Code of Ethics, and the Cooperative's Policies and Guidelines.

The Cooperative, in determining the ethical values that guide those who carry out any activity in its name and on its behalf, conforms to the general principles of conduct established by international and European Union treaties, ratified by Italy in the field of human rights. 'man.

The Cooperative undertakes to carry out the tasks envisaged by its own Statute, in compliance with the law in force and any other legislation, including future, applicable to the sectors and areas in which it is located.

### **1. MISSION AND VISION OF THE COOPERATIVE**

#### **Mission**

Armadilla has worked since 1984 in the field of cooperation to contribute to the improvement of living conditions, to fight poverty and social exclusion and to promote respect for human rights.

Armadilla's mission is based on social policy and international cooperation. Today the priority area of action is action in favor of the most vulnerable groups through territorial cooperation, which represents a renewed way of conceiving international solidarity and equitable and sustainable development among peoples, based on participation, promotion of human rights and fundamental freedoms, on strengthening the capacities and powers of decentralized actors and in particular the most disadvantaged social groups. Starting points are the territory and the solidarity commitment of the public administration, NGOs, local associations and groups, trade unions, cooperatives, businesses, training institutions and citizens. Armadilla recognizes equal dignity and responsibility to all the actors involved, aiming at the achievement of shared objectives: reducing the phenomena that produce marginalization and poverty, promoting the extension of human rights to the groups that are excluded and responsibility in behavior and personal choices community (respect for the environment, cultural diversity, awareness of belonging to global processes).

The objectives that support and give substance to Armadilla's mission reflect an approach that, in a complex society, can only be broad and flexible:

- respond to the need to contribute to the improvement of living conditions, socialization, work and individual affirmation of the people who participate in shared planning activities, of disadvantaged or socially vulnerable social partners and groups (minors, people with disabilities, refugees, immigrants, socially marginalized people);
- collaborate with public institutions and local communities to pursue the same objectives;
- spread and develop the culture of cooperation and solidarity, at local and international level through training and public communication events;
- contribute to creating awareness of the importance of global citizenship and intercultural dialogue;
- aim at solidity of assets, innovation, improvement of organization and productivity as well as professional and work conditions, stimulating a sense of responsibility and belonging.
- collaborating and integrating with other entities with which they share goals and working methods to create new job opportunities, to develop the social role of cooperation (in Italy and in the world) and strengthen its presence in the market.

## **Vision**

Armadilla is a social cooperative that, since its inception in 1984, has the purpose of carrying out activities of general interest to contribute to the improvement of living conditions, to fight poverty and social exclusion, promoting respect for human rights.

Its priority sector is international cooperation and operates in line with the 2030 Agenda approved by the United Nations to achieve the 17 sustainable development objectives by 2030. It consists of a professional team that collaborates with important international institutions: from the European Commission to numerous United Nations agencies (UNDP, UNOPS, OCHA, UNICEF, UNHCR), from the Italian Ministry of Foreign Affairs and International Cooperation to Italian Regions and Municipalities, civil society entities, Italian and international foundations.

## **2. VALUE SYSTEM**

Armadilla inspires its behavior to the utmost integrity and honesty in all circumstances and areas in which it carries out its intervention, be they institutional relations and with donors or respect for the dignity of the beneficiaries.

The Cooperative also undertakes to respect the ethical principles of legality, fairness and independence and neutrality.

The principle of legality requires compliance with the regulations: Armadilla rejects any illegal behavior even when it is implemented with the intention of pursuing the interest of the Cooperative.

The principle of correctness implies respect for the rights of every person involved in the activity of the Cooperative, on the part of the recipients of the Code of Ethics. In this perspective the Cooperative and all its organs act in respect of fundamental human rights and avoid in relations with interlocutors any illegitimate discrimination based on age, gender and sexual orientation to the state of health, to the race, to the nationality, political opinions, and religious beliefs.

According to the principle of independence and neutrality, Armadilla operates in complete independence from private interests and autonomously from government policies, aware of its social role towards beneficiaries and the community, preserving its neutrality in the areas of intervention.

## **3. PRINCIPLES IN THE CONDUCT OF THE MANAGEMENT OF THE COOPERATIVE**

### **3.1 General principles**

In conducting the management activity of the Cooperative, all the recipients of this document, bearing in mind the non-profit-making purpose of Armadilla, must refrain from making or promising third parties, in any case and even if subject to unlawful pressures, sums of money or other benefits in any form or manner, even indirect, to promote or favor the interests of the Cooperative.

The recipients cannot accept for themselves or for other reasons sums of money or other benefits or the promise of them to promote or favor the interests of third parties in relations with the Cooperative.

All subjects who in the performance of their activities in favor of the Cooperative find themselves in situations of conflict of interest must immediately inform the Board of Directors, as also highlighted in the Cooperative's **Anti-Fraud and Conflicts of Interest Policy**.

### **3.2 Conduct criteria of the recipients of the Code of Ethics and sharing of principles**

Compliance with the law and the provisions of this document are a necessary requirement for all its addressees.

The behavior of the subjects that collaborate with the Cooperative, as well as in harmony with the mission, the vision and the internal policies of it, must be based on the principles of professionalism, diligence and correctness sanctioned in this Code of Ethics.

Among the recipients, it is envisaged that the Code of Ethics must be signed by the employees, collaborators and volunteers upon delivery of a copy of the document.

Furthermore, the recipients are obliged to observe the provisions of the Organization, Management and Control Model of Armadilla Social Cooperative.

### **3.3 Relationships with suppliers and consultants**

In relations with suppliers and consultants, all recipients must favor the interests of the Cooperative, refraining from engaging in behaviors aimed at achieving a personal advantage. For this purpose, see the Cooperative's Anti-Fraud and Conflicts of Interest Policy.

To this end, the recipients are obliged to comply with the provisions of the Organization, management and control Model with regard to the selection and management of suppliers of goods, services, works and the assignment of consultancy assignments.

Furthermore, in contracts stipulated with suppliers and consultants, the latter must be expressly required to comply with the principles established in this Code of Ethics and in the Model of organization, management and control.

### **3.4 Relations with the Public Administration**

The relations of Armadilla Cooperative with the Public Administration (including institutional donors) must be based on compliance with the provisions of the law, the provisions of the Organization, Management and Control Model pursuant to Legislative Decree 231/01 and the criteria established in this Code of Ethics.

In particular, individuals acting on behalf of the Cooperative are prohibited from:

- offer gifts if not of modest value or falling within normal courtesy relations, subject to the authorization of the General Manager or his / her hierarchical superior;

- solicit confidential information and improperly influence (or through conduct not provided for in the Cooperative's mandate) the decisions of a public institution;
- maintain relations with representatives of the Public Administration in the absence of a specific proxy, proxy or authorization.

Persons acting on behalf of the Cooperative are prohibited from disclosing information originating from the PA or put in any way the confidentiality of data and information of public bodies in danger.

### **3.5 Relations with beneficiaries of programs and / or projects**

All employees, collaborators and partners of the Cooperative are required to have irreproachable conduct with the beneficiaries of the projects, using special precautionary measures with the most vulnerable categories: minors, women, the elderly, people with disabilities and the marginalized.

The realization of projects and / or programs must be inspired by principles of fairness, uniformity and confidentiality.

The heads of each Department and Function, then, undertake to respect and enforce the provisions contained in the Organization, Management and Control Model adopted by the Cooperative and ensure that all the employees and collaborators of the Cooperative are aware of their respective responsibilities with regard to privacy and confidentiality.

### **3.6 Rights in favor of beneficiaries of programs and / or projects**

Among the fundamental rights, Armadilla, also in its capacity as a non-profit organization, promotes the achievement of the aspirations of the beneficiaries by enhancing autonomy and pursuing future sustainability.

The Cooperative promotes the involvement of local communities and communities in the experiences of solidarity and aggregation, in a participatory methodology of interventions, seeking continuous dialogue and collaboration with local partners and civil society in respect of their culture and tradition.

### **3.7 Relationships with the media**

The Cooperative undertakes to provide correct and truthful data and information to the outside. Relations with the media are reserved exclusively to the spokespersons identified within the Cooperative, who receive all communication-capable information from the Communication Department and the Press Officer.

### **3.8 Conduct criteria in relations with employees and managers**

Within the management of the relationship with collaborators, be they employees or freelancers, the Cooperative rejects any form of discrimination.

The Cooperative selects and hires its employees, managers, collaborators and partners based on the correspondence of their professional profiles and the needs and requirements of the Cooperative, while respecting the equal opportunities of all interested parties, avoiding illegal favoritism and any form of patronage.

Furthermore, it is forbidden for anyone to exploit their hierarchical position within the Cooperative to directly or indirectly ask employees or collaborators for services, personal favors or any behavior that violates the provisions of the Code of Ethics.

Armadilla recognizes the centrality of human resources for the organization, including volunteers, and promotes the full realization of individual potential and supports resources in their professional development, also offering training courses.

The Cooperative ensures the respect and dignity of each collaborator both in its individuality and in the relational dimension, as well as the application of all the contractual rules and all the rules that protect safety, health in the workplace and the protection of privacy of personal data.

### **3.9 Transparency**

The Cooperative, also in consideration of its non-profit nature, is aware of the importance of transparency, accuracy and completeness of accounting information and strives to have a reliable administrative and accounting system in correctly representing the management facts and in providing the tools to identify, prevent and manage, as far as possible, financial and operational risks, as well as frauds against the Cooperative or third parties.

Armadilla is also aware of the importance of providing the objectives and results achieved through its interventions to donors and stakeholders in general, providing accurate information on the programs implemented.

#### **4. HEALTH AND SAFETY AT WORK**

The Cooperative shows a particular sensitivity in the field of health and safety at work in order to avoid the risks associated with the performance of the activity. Therefore, it requires its staff to comply with all legal obligations required by the relevant legislation. In particular, the Cooperative:

- carries out adequate information / training of its personnel on health and safety matters;
- ensures that all its employees operate in a safe work environment and that they have suitable protection devices available;
- uses and maintains adequate safety devices;
- periodically verifies the suitability of the offices ensuring the correct adaptation of the workplace to the national and local legislative provisions on the safety and health of workers and asks all personnel to comply with all the requirements in this regard;
- requires that third parties operating on its behalf guarantee the health and safety of workers and third parties in the performance of the tasks entrusted.

The Cooperative asks all recipients for maximum availability and collaboration with anyone who comes to carry out inspections and checks on behalf of the Cooperative and / or the appointed control bodies.

Therefore, where a member of the Cooperative finds anomalies or irregularities in the matter, he must promptly inform the Service Manager.

The staff of the Cooperative must not place other employees in the face of unnecessary risks that could cause damage to their health or physical safety.

#### **5. WORKING ENVIRONMENT**

The Cooperative considers reprehensible and offensive behavior and therefore refuses:

- Serving under the effects of abuse of alcohol, drugs or substances that have similar effects;
- Consuming or assigning for any reason drugs during the course of work;
- The hold in any place that is attributable to the child pornography material Cooperative.

## **6. ENVIRONMENTAL PROTECTION**

The Cooperative pays particular attention to environmental issues in all its initiatives and in this sense does not limit its action solely to compliance with local or international regulations in force

Armadilla also implements environmental protection programs for sustainable development of the planet, to combat the effects of changes, and to manage environmental resources that allow current and future generations to enjoy them.

## **7. INTERNAL CONTROL SYSTEM**

Control over the application of the Code of Ethics is delegated to the Board of Directors, as defined in the organization, management and control model (see the documents Finance and Administration in Practice and the Human Resources Policy and Guidelines) which identifies rules of behavior, procedures and methodologies that allow to adequately counter the errors, the frauds and the risk factors that hinder the correct carrying out of the activity of the Cooperative.

## **8. PUBLICATION AND DISSEMINATION OF THE CODE OF ETHICS AND PENALTIES**

In order to ensure its compliance and effectiveness, the Cooperative is responsible for disseminating this document and assigning the role of supervisory body to the Armadilla Board of Directors, for monitoring the application of this Code of Ethics.

In particular, the Cooperative undertakes:

- to disseminate the Code of Ethics and to take care of its periodic updating;
- to make available every possible tool that favors its full application;
- to carry out, through the supervisory body, the verifications in order to report any violations of the rules envisaged in the Code of Ethics and to implement, in the event of an ascertained violation, adequate sanctions.

In order to implement the application of the Code of Ethics and apply the penalties provided for in the event of a violation of the same, the Cooperative undertakes to communicate orally and in writing to the supervisory body any relief regarding the violation of the principles.

All members of the supervisory body ensure the confidentiality of the identity of the person reporting in good faith, subject to legal obligations.

This document will be published on the website [www.armadilla.coop](http://www.armadilla.coop) and will be distributed to all those who collaborate in various ways with the Cooperative so that they are aware of the moral values, of the general and specific behavioral criteria that permeate any activity that the Cooperative places in to be.

The knowledge and compliance with the provisions of the Code represent an indispensable requisite for the establishment and maintenance of collaborative and correct relationships with third parties, towards which the Cooperative undertakes to disseminate all related information.

The violation of the provisions contained in this Code by the recipients are considered as a serious breach by the same and could constitute grounds for termination of the contractual relationship.