



Code of Ethics and Conduct

(in accordance with the D.Lgs. 231/2001)

SUMMARY

INTRODUCTION	3
1- SCOPE, PURPOSE AND APPLICATION	3
2- PRINCIPLES AND VALUES	
Legality	4
Honesty and integrity	4
Transparency	4
Respect of the dignity of people and equal opportunities	4
Principle of gender equality and inclusion	4
Conflict of interest	4
Use of goods and instruments	4
Confidentiality	4
Labor relations and safety	4
Sustainable development and environmental protection	5
3- RELATIONS WITH THIRD PARTIES	5
Relations with beneficiaries	5
Relations with partners	6
Relations with the lenders and the donors	6
Relations with suppliers	6
Relations with employees, collaborators, volunteers, and members of statutory bodies	6
Relations with the media	6
Relations with persons responsible for the control and revision activity	6
4- CODE MANAGEMENT AND SUPERVISION	7
Control and application of the code	7

INTRODUCTION

The **John Paul II Foundation for dialogue, cooperation and development (Foundation)** was established in 2007 as the result of the considerable and constant work and commitment by the Dioceses of Fiesole and of Montepulciano-Chiusi-Pienza, together with the Italian Episcopal Conference, in particular in favor of the Middle East, but also of other disadvantaged areas of the world and of Italy.

The Foundation wants to be a dynamic and effective tool to foster dialogue between peoples, cultures, and religions, as well as to constitute a real and concrete opportunity to promote and develop projects and initiatives in the field of international cooperation and development. The Foundation wants to be a permanent link between the various realities - secular and ecclesial - that deal with cooperation and development interventions in particular (but not only) in the Mediterranean and in the Near and Middle East areas, through a concrete action that leads to the optimization of interventions and resources in order to realize long-term projects that can leave tangible and lasting traces and deeply affect the economic, social and cultural realities of the areas in which it operates.

The present Code of Ethics and Conduct, besides taking into consideration the mission of the Foundation, is elaborated on the basis of international law and UN standards.

1. Scope, Purpose and Application

The need to formulate a code of conduct is determined by the desire to provide guidance to members, employees and collaborators of the Foundation and to stakeholders with whom the Foundation interacts so that they can contribute, through their behavior, to the respect of our ethic and conduct values, that are fundamental for the Foundation, and help maintain the good reputation of the Foundation itself.

The provisions of this Code of Ethics are binding and apply, without exception, to the members of the Board of Directors, the director, the employees, the collaborators at any level, the members of the supervisory bodies, and to the volunteers of whom the Foundation uses in the performance of the conferred mandate (Addressees).

This Code of Ethics and Conduct is an integral part of the Organization and Management model pursuant to Legislative Decree 231/2001 (Legislative Decree 8 June 2001 No. 231) and it is binding. The value and the importance of the Code of Ethics and Conduct are strengthened by the provision of a specific responsibility of the entity, as a result of incorrect and unlawful conduct foreseen and sanctioned in Legislative Decree 231/2001, which the Code helps to prevent.

The Foundation is committed to the dissemination, verification, and monitoring of this Code of Ethics, taking care of updating it through the Board of Directors and the Supervisory Body, that is established to pursue the Legislative Decree 231/01, and undertakes to apply the

relative sanctions in the event of failure to comply with the provisions set forth in this document.

2. Principles and values

The Foundation promotes a core of values and principles that guide its own Conduct and provide a common meaning and a shared vision that must conduct the mission. The Foundation and the Recipients of this Code, in the context of the activities and competences carried out in the interest of the Foundation, undertake to comply with the principles of:

LEGALITY

The Foundation and the Recipients are committed to knowing and observing the codified disciplines (laws, regulations) issued by International and National Institutions in Italy and in the countries where they carry out their mandate.

HOESTY AND INTEGRITY

Honesty represents the fundamental principle for all the activities of the Foundation and is therefore an essential element of its action. The behavior of the Recipients of this Code must be based on criteria of correctness, collaboration, loyalty and morality in every area in which they carry out their own activities in the interest of the Foundation, both internally and externally, placing particular attention to those behaviors that can be perceived as damaging to human dignity.

TRANSPARENCY

The Foundation and the Recipients undertake to report on their actions to the beneficiaries and to all donors, both institutional and private.

RESPECT OF THE DIGNITY OF PEOPLE AND EQUAL OPPORTUNITIES

The Foundation and the Recipients undertake to guarantee and protect the respect for the dignity of people, the rights of children in compliance with international conventions, absolute equality of treatment, avoiding preferential attitudes, and to avoid any kind of abuse and discrimination in based on age, sex, health status, ethnicity, language, nationality, political opinions and religious beliefs and personal and social conditions. Moreover, it does not tolerate any kind of physical, psychological or emotional abuse, including any form of bullying.

PRINCIPLE OF GENDER EQUALITY AND INCLUSION

The Foundation recognizes the value of the differences, starting from the selection of internal staff and external collaborators. In all its actions the Foundation undertakes to use an inclusive language that does not feed any kind of discrimination. It does not allow actions that imply gender discrimination and inequalities within the power relations between men, women and children.

CONFLICT OF INTEREST

The Foundation and the Recipients must avoid situations and / or activities that could lead to conflicts of interest, which could interfere with their self-determination to take impartial decisions or upset the running of operations or which could undermine the interests of the Foundation itself. Furthermore, no employee or collaborator must obtain personal advantages of any kind in relation to the activity carried out on behalf of and / or in the interest of the Foundation.

USE OF GOODS AND INSTRUMENTS

The Foundation, its employees and collaborators must guarantee protection and conservation of the tangible and intangible assets made available to them as part of the assets of the Foundation. The use of these assets is exclusively regulated for the purposes of carrying out the activities and the mandate of the Foundation and for the purposes authorized in the individual assignments.

CONFIDENTIALITY

The treatment to which the data collected in the databases and in the paper archives will be directed exclusively to the performance by the Foundation of the purposes pertaining to the exercise of its own activity and in compliance with the privacy legislation. The Foundation refrains from researching and collecting sensitive data, except in the case of conscious authorization by the interested parties and, in any case, always in compliance with the legal norms.

LABOR RELATIONS AND SAFETY

The Foundation considers its employees and collaborators a fundamental value and strives to develop their skills and competences through training and updating, to reward their commitment and motivation, so that each and every one can best express their potential. It recognizes their rights and protects their safety in compliance with the legislation enforced in Italy and in the countries where it carries out its mandate.

The Foundation asks them to share the responsibility for a model of working relationships consistent with the principles and values of fairness, solidarity and respect for the founding values of the Foundation's mandate. All employees and collaborators are ethically responsible for their behavior and awareness of representing the Foundation with their own actions.

SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

The Foundation and the Recipients undertake to implement the mandate by enhancing the structures, the economic resources and the local personnel, with the objective of a concrete and lasting development by promoting the protection of the environment.

The Code of Ethics and Conduct also refers to the principles listed and the principles stated in the following international conventions and codes:

- Universal Declaration of Human Rights of the United Nations
- Fundamental conventions of the ILO (International Labor Organization)
- UN Convention on the Rights of the Child
- UN Convention on the Elimination of all Forms of Discrimination Against Women

3. Relations with third parties

The Foundation undertakes to share its vision, mission, values and principles that inspire this Code, with all the economic, social and institutional subjects that are interested in any way by the initiatives promoted by the Foundation.

RELATIONS WITH BENEFICIARIES

The Foundation undertakes to involve all the subjects that are a part in its project activities in all the moments of execution of its action, ensuring its participation both in the phase of definition, execution, monitoring, evaluation, and will have timely information and transparency on activities and results.

RELATIONS WITH PARTNERS

As part of its activities, and in pursuit of its mission objectives, the Foundation establishes collaborative relationships and alliances with international, national and local public or private partners, committing to provide training, develop skills, create professionalism for sustainable and lasting management.

The choice of partners for the realization of shared activities is based on:

- sharing of ethical principles, the mission of the Foundation, and the objectives of the activities;
- no profit-making related to shared activities;
- competence and reliability.

RELATIONS WITH THE LENDERS AND THE DONORS

For the realization of its own projects and its institutional activity, the Foundation establishes relationships and commitments with various financiers or public or private donors, which must be based on correctness, transparency, and completeness of information on the Foundation, the initiatives to be supported, the aims of fundraising, and on the results obtained.

The Foundation does not accept donations from sources that are not compatible with the Code of Ethics and Conduct.

RELATIONS WITH SUPPLIERS

In the purchase of goods, materials, equipment or services for its various activities and projects, the Foundation will favor, in respect of the cost-quality-sustainability ratio, the operators of the countries where it is present. The choice of suppliers and the purchase of goods, works and services are carried out on the basis of internal procedures or in compliance with the contractual commitments established by the financiers, where there are more restrictive rules contained.

In the contracts stipulated by the Foundation, third parties must be informed that the Foundation adopts a Code of Ethics and Conduct which all stakeholders must comply with.

RELATIONS WITH EMPLOYEES, COLLABORATORS, VOLUNTEERS, AND MEMBERS OF STATUTORY BODIES

Human resources are considered to be a fundamental element for the Foundation. The dedication and professionalism of employees and collaborators are the fundamental values and conditions for achieving the goals and objectives of the Foundation. All the people involved in any aspect of the Foundation's activities are ethically responsible for their own behavior and aware that they represent the Foundation with their actions. Each person in the Foundation is required to know and respect the principles of the Code of Ethics and Conduct.

RELATIONS WITH THE MEDIA

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

RELATIONS WITH PERSONS RESPONSIBLE FOR THE CONTROL AND REVISION ACTIVITY

Relations with parties that carry out auditing activities must be based on principles of integrity, timeliness, correctness and transparency. The maximum collaboration must be given to them by all members of the Foundation. It is therefore forbidden to conceal information, provide false documentation, or certify things that are not true, or in any case prevent or hinder the performance of the activities of control or revision of these subjects.

4. Code Management and supervision

The present Code of Ethics and Conduct is published on the website, www.fondazionegiovanipaolo2.org/ and is brought to mind:

- of the stakeholders and collaborators with whom the Foundation interacts in Italy and in all the countries in which it operates and is present;
- of persons, organizations, companies and third-party institutions with which the Foundation establishes a relationship, in different terms and with different purposes.

The Code of Ethics and Conduct is accessible, and available to all the people who request it, in all the headquarters of the Foundation in Italy and in the countries in which it operates, with an indication of the persons, management, government, and vigilance to turn to for infringement and violation cases.

The Board of Directors and the management are guarantors and responsible for its dissemination and knowledge of the Code of Ethics and Conduct.

CONTROL AND APPLICATION OF THE CODE

For the control and application of the Code of Ethics and Conduct, a Supervisory Body (Organismo di Vigilanza) is established, in accordance with Legislative Decree 231/2001 "Regulation of the administrative responsibility of legal persons, companies and associations, even without legal personality, pursuant to art. 11 of the law of 29 September 2001 n. 300. The Supervisory Body is composed of 1 person outside the association, proposed by the President and appointed by the Board of Directors. To guarantee the independence of their work, the office is incompatible with that of a member of the Board. The Supervisory Body remains in office for three years and is renewable.

The tasks of the Supervisory Body in the application of the Code of Ethics and Conduct are to:

- a) guarantee the effective adherence to the principles contained in the Code of Ethics by the members of the Foundation, employees, collaborators and members of the Board of Directors;
- b) ensure compliance with the rules established by the code for relations with beneficiaries, partners, suppliers, and donors;

- c) receive reports of violations of the Code, to assess their validity, and to submit the conclusions to the Board of Directors.

In the event of failure to comply with the principles and rules set forth in the Code of Ethics and Conduct identified by the Supervisory Authority, the Foundation reserves the right to take the necessary measures both in terms of corrective actions and sanctions, gradually with respect to the gravity of the charges. In the event of a violation by the Recipients, the Board of Directors, in agreement with the Supervisory Authority, adopt the most appropriate measures from time to time, to prevent this from resulting in damage to the communities with which we work.