



Network for Children's Rights

Code of Ethics



Purpose of the Code:

The Network for Children's Rights ability to defend the rights of all children is contingent upon our ability to adhere and promote our ethical and professional standards to the highest levels.

The Code of Ethics (hereinafter referred to as the "Code") sets out in a single text the Network's general principles, rules and professional conduct and serves as a guide to upholding its ethical foundations. The members of the Network are expected to respect and promote the principles of this Code and its standards. The Code applies to all members of the Network, whether they are members of management, permanent staff, trainees, volunteers, members and/or representatives of the Network. Everyone must comprehend their special duty in promoting the values of equality, good behavior, transparency and accountability within the Network, towards colleagues and beneficiaries.

The policies of the Code may be supplemented, withdrawn or be amended only by the recommendation of the Director and with the consent of the Board of Directors.

The Network for Children's Rights aims to defend the rights of all children, by placing emphasis on protecting each individual child who comes in contact with our organization. Every child who comes in contact with the Network must be protected as much as possible from intentional or unintentional actions and / or omissions that may endanger their physical and mental health and dignity.

All who are mentioned above, are responsible for safeguarding the rights of children. Additionally, they must comply with this Code by exhibiting the highest standards of conduct towards children in both their professional and personal lives.

The Code has been read and understood by the signatory, who has received a copy and returned the signed document to Human Resources as proof.

Full Name:

Date:

Signature:.....

Fundamental Principles of the Network

1. EQUAL EMPLOYMENT POLICY

It is the Network's policy to provide equal employment opportunities for all employees and applicants regardless of race, color, religion, age, national or ethnic origin, sex, sexual orientation, marital status, disability or citizenship. This policy applies to all activities. Harassment in the workplace is prohibited, whether it is verbal or physical, as it exhibits behavior that underestimates, shows hostility or disgust towards a person due to any of the aforementioned features.

The recruitment process follows the rules as set out in the Network's Operation Manual.

2. SEXUAL HARASSMENT

Sexual harassment in the workplace is strictly prohibited. Indications of sexual harassment may include unwanted sexual flirtation, verbal abuse of a sexual nature, comments on physical appearance, humiliation by using words of sexual nature and the display of any objects or images in a sexual manner. It is forbidden at any time and by anyone to affect in any way and as a result of sexual harassment, any decision concerning employment, evaluation, progress or employee compensation.

3. SMOKING, ALCOHOL AND DRUG ABUSE IN THE WORKPLACE

Smoking in the workplace, as well as the use, consumption, distribution, possession or sale of drugs and / or alcohol is prohibited for all staff and / or beneficiaries.

4. RESPECT AND DIGNITY FOR BENEFICIARIES

Behaviors towards beneficiaries should take into account the difficult experiences they may have faced, as well as the disadvantaged position in which they may be in relation to those who have power or influence in certain areas of their lives.

It is the duty of the Network's members to take care of and protect the rights of children and the most vulnerable (including orphans and children separated from their family [unaccompanied minors], women, single parent families, the elderly, the disabled, the chronically ill, etc.) and treat them in such a way as to ensure their interests and especially every child's best interest is their primary concern. For the above cases, the Network's policies, objectives, activities and way of handling, will be followed.

PRINCIPLES OF PROFESSIONAL CONDUCT

It is the duty of everyone to behave in accordance with the Network's instructions and policies, and to exhibit honesty, dedication and integrity with their actions. Everyone should treat all people they come in contact with, with patience, respect and kindness, including colleagues, beneficiaries, State representatives, business representatives and executive partners, donors, as well as colleagues from other NGOs, organizations and partners of the Network. It is forbidden to accept any exchange for help offered as well as to receive any remuneration from a beneficiary for a service offered to them in the context of the employee's duties.

1. WORK ENVIRONMENT

Demonstrating professional and ethical behavior towards colleagues and partners, while setting clear performance standards and setting good examples is required of all. All employees are expected to behave towards their colleagues with dignity, fairness, courtesy and respect and being mindful of the different customs and traditions they may have.

Creating a harmonious work environment based on team spirit, mutual respect, understanding and resolving disputes and problems when they emerge are the Network's core values of professionalism. The coordinators / supervisors have a special responsibility to set good examples with their behavior during and beyond working hours and to provide the guidance and feedback needed to improve employee performance.

The Network encourages employees to take initiatives and recognizes their right to equal opportunities in order to develop their skillset. However, it is also required of the employees to successfully meet the requirements of the position by following and implementing their duties according to a pre-determined work schedule.

Spaces of work and offices must always be clean, especially common spaces such as the kitchen and washrooms. In under no circumstances should there be unwashed dishes and rubbish in hallways or common areas.

The dress code of the employees will be appropriate and will not affect the mission of the Network and multicultural environment in which it operates. For more details refer to the Network's Operation Manual.

2. ATTENDANCE AND ABSENCE

Absence, delay or non-observance of the schedule without the coordinator's approval and, where appropriate, the Director's approval, is not justified. More information on the schedule and leave policy are included in the Network's Operation Manual.

3. STAFF RECORDS

Staff records must be up to date and it is mandatory for the employee to provide the relevant information. Any name changes, change in marital status, address, telephone number, residence permit must be immediately reported to the staff, namely Accounting and Human Resources.

4. CONFLICTS OF INTEREST

Employees will perform their official duties and private affairs in such a way as to avoid conflicts of interest. They will ensure that their personal views, attitudes and beliefs (including their political and religious beliefs) will not adversely affect the tasks or activities they perform for account of the Network. Their actions will be free from personal gain and will resist any unwarranted political pressure in decision making. They will not seek or accept any guidance on their duties by any government or authority outside the Network.

Any relationship with a supplier, service provider, or business partner, associate, etc., which may lead to a conflict of interest, must be revealed. Any honor, distinction, grace, gift or reward from any authority in the context of their work on the Network is prohibited.

Any additional employment or paid work which poses a conflict of interest with their work in the Network is prohibited, without first obtaining approval. Additional rewards or grants from the State or other sources for employment-related work on the Network, as well as "gifts", including illegal rewards of any kind are prohibited.

5. PROTECTION OF THE NETWORK'S ASSETS & PERSONAL DATA OF ITS BENEFICIARIES

Employees are obligated to handle the financial and material resources of the Network with the utmost care, protect them from theft or other damage and maintain them properly so that there is no unauthorized and / or immoral use.

Use of the Network's resources for personal reasons is prohibited. It is forbidden to remove equipment from the premises unless there is prior approval by a coordinator or the Director upon removal of the equipment from the building.

Due diligence is required when dealing with organizational matters and confidential information about the Network, its customers and the Network's general target group, as well as other colleagues. In particular, information obtained during a session with a client of the Network is always confidential and classified.

Employees are bound, that as long as they work for the Network but also after their departure, to not disclose any confidential information they may have received. Violation of professional confidentiality can lead to a compensation claim and / or prosecution.

The material produced during their work for the Network is the Network's property and of the programs it implements.

6. MASS MEDIA AND INFORMATION TECHNOLOGY

The use and distribution of photos, videos and data involving workplaces, colleagues and employees is prohibited. Additionally, the use of any other sensitive personal information without obtaining explicit consent from the person they involve or without the Network's approval is prohibited. In the case of a minor, the aforementioned consent must be secured by both the Network and by the parents or guardians of the minor. Prior to any actions taking place, the minor's best interests should be taken into account. Any presentation of the individuals (who are the target population of the Network) and their personal stories and situations should be to first ensure the correct and fair appearance in the media or elsewhere.

Comments about the Network by journalists in the media without prior authorization is prohibited. The submission of articles, books or other materials for publication, including blogs, Facebook posts, or other online forums is prohibited without prior approval, if they are directly related to the activities or interests of the Network.

Employees are responsible for maintaining electronic (and non-electronic) files and archives responsibly. Information that could be considered illegal, offensive or inappropriate must not for any reason be processed, downloaded, stored or distributed. In particular, the production, acquisition, distribution or use of pornographic or other illegal and offensive material in the Network's offices, equipment, including reading / internet navigation is prohibited.

EFFECT OF THE CODE

1. ADOPTION OF AND COMPLIANCE TO THE CODE

Compliance to and adoption of the principles of the Code, concerns all those who are associated with Network whether they work, collaborate or manage it, regardless of the nature and duration of the relationship, and regardless of the position they hold. It is everyone's responsibility to read and understand the Code, to ask for guidance when required and to comply with its rules. No one should display behaviors that could damage the Network's reputation. All employees are required to report violations of the codes to their immediate superior, appropriate coordinator and/ or Human Resources and the Director.

2. VIOLATION OF THE CODE

Any violation of this Code of Ethics may result in disciplinary actions, dismissal even in legal sanctions depending on the nature of the violation. Deliberately false accusations and reports are considered a violation of the Code of Ethics and will be subject to disciplinary action.

Anyone who notices a breach of the code is called upon and expected to report the relevant facts immediately to their direct superior, the Director, or the Human Resources Manager.

Any disciplinary process is confidential. The complainant and the accused should give written explanations of the incident to the employee who has to investigate the complaints, who will inform the Director and the Board of Directors if deemed necessary. The coordinators have



increased liability for compliance with the Code and if they know of an employee who has violated the code but do not take the appropriate actions or report them, they will be just as liable as them.

It is the Network's policy that disagreements, disputes or problems related to work must be resolved informally among those involved, and by informing their immediately supervisor. If an act involves a serious breach of the Code, the above reporting procedure must be followed. Any retaliation against a person reporting a potential breach and /or participating in the investigation is against the Network's policy.

The procedure for imposing disciplinary actions must follow what is defined in the article "Dealing with Disciplinary Issues" in the Network's Operation Manual.

3. EFFECT OF THE CODE

The Code is approved by the Board of Directors. A copy of the Code is given to all employees upon their recruitment and they shall be notified of any alteration. Compliance is regularly monitored by the employee's direct supervisor. Reference to the rules of the Code will be made at regular intervals, especially in staff meetings. The importance of proper implementation of the Code and the principles it mentions, will be included in staff trainings.