



## **Ethical Code of Caritas Czech Republic (Code of Conduct)**

### **1. Introduction**

Caritas Czech Republic (hereinafter CCR) appreciates and always respects interests of those who may be affected by its activities. This approach belongs to its fundamental values, which must be protected and developed. The basic aim of CCR is to help people in need in the Czech Republic; humanitarian and development aid provided abroad is, however, an important part of charity work as well.

### **2. Values of CCR**

CCR takes its inspiration from the Gospel and from catholic teaching based on it. Among our important values are especially:

- Human dignity
- Gender equality
- Helping people in need
- Solidarity
- Respect to otherness
- Responsibility to donors

CCR focuses on the value of every human being and on solidarity, which would ensure for everyone a life of dignity despite the age, sex, sexual orientation, origin, political or religious beliefs. CCR believes in people's own power and supports initiative coming from people themselves.

### **3. Adherence to legal norms**

CCR always acts in accordance with respective legal norms of the Czech Republic and, if such situation occurs, of other countries.

### **4. Workers – employees**

CCR respects its professional as well as voluntary workers and considers them to be the most valuable source for fulfillment of its mission. CCR takes care of their development and provides various support in their often uneasy work.

CCR chooses and accepts its workers, employs them, treats them and entrusts them with job positions on the basis of equal opportunity, i.e. solely on the basis of their abilities, qualification and work performance.

Any form of discrimination is forbidden.

CCR ensures that all workers are acquainted with functioning of inner processes in the society and what kind of work is expected from them.

CCR requires of its workers to act on its behalf and perform their job at high professional and ethical level in accordance with its mission and values.

CCR denies (sexual) blackmailing, aggression and discrimination based on race, age, life philosophy, religion, political opinion, sex, sexual orientation, marital status and disability as forms of unwanted behavior. CCR commits itself to prevent and fight against these forms of unwanted behavior in everyday practice and also by elaboration of appropriate policy.

#### **5. Partner organizations**

Individual organizations united in CCR are natural partners in achieving the main goal of its activity. However, CCR is open to partner cooperation with all organizations striving for efficient help to all people in need. The partnership with other charity organizations worldwide is the basis of provision of humanitarian and development aid abroad.

#### **6. Founder**

The founder of CCR is the Czech Bishops' Conference.

CCR is a legal person according to Cannon Law Code (cannon 312, 313). CCR is a part of the Roman Catholic Church, from which it derives its legal subjectivity, registered in the Czech Republic according to Act No. 3/2002 Coll. and kept in evidence based on Act No. 3/2002 Coll.

#### **7. Beneficiaries of aid**

CCR provides aid wherever it is possible to all people in need regardless their religion, race, sex, age, opinions and social status. CCR wants to stand close to all who need it. It wants to accompany them and help them to achieve dignified life conditions. It advocates inalienable rights of these people.

#### **8. Acquisition of financial resources**

CCR acquires financial resources needed for its functioning from private persons, nongovernmental institutions, companies, state offices and institutions, European and international institutions and governments. CCR is aware that the resources which it manages are bestowed upon it thanks to donors' responsibility and awareness of social responsibility of various institutions. First of all, these are the ones to whom CCR is accountable for their best use in accordance with the aim for which they were granted. Quick and accurate informing about the way and amount of used resources as well as about adhering to agreed commitments to donors is an expression of accountability.

#### **9. Suppliers and other partners**

CCR has equal relationships based on mutual respect and trust with those who help to fulfill its mission. Such relationships are established on the basis of just conditions, trust and responsibility.

#### **10. Public matters**

As a part of the Roman Catholic Church, CCR comments on public matters in accordance with the message of the Gospel and with social teaching of the church. CCR in the first place tries to defend interests of its clients, partners and donors.

#### **11. Gender equality policy**

CCR is concerned with equal development possibilities for men and women. It applies its policy within the framework of its own organization and expresses its support by supporting partner organizations and providing information to the public.

## **12. Ethical code of employees of Charitas Czech Republic**

- Employee of CCR respects uniqueness of every human, despite his origin, ethnicity, race or skin color, native tongue, age, health condition, sex, economical situation, religious and political belief and regardless of his contribution to life of the whole society.
- Services provided by the employee must be at the highest professional level.
- He/She acts in such a way that he can protect dignity and human rights of his clients.
- The employee responsibly fulfills his duties resulting from commitment to CCR.
- Keeps all the legal norms and acts in adherence to guidelines and other mandatory documents of CCR.
- Respects knowledge and experience of his colleagues and other professional workers. He exerts and deepens mutual cooperation with them and thus raises quality of provided services.
- He/She treats partners and suppliers with awe and respect; he fulfills agreed obligations and requires the same thing from them.
- Always pursues mainly the interest of good of the clients and of the quality of provided services.
- CCR worker respects the organization's goodwill, he/she divides his personal attitudes and company attitudes that are different.
- CCR workers don't provide third parties with any information, which could lead to situation that would pose a threat to life of certain groups of people or colleagues.
- CCR workers do not accept any material or immaterial advantages from third parties in exchange of services provided in the scope of their work.
- CCR worker respects inhabitants and culture (standards, values, rules) of a host country provided that these do not conflict international convention on human rights.
- Gaps in the legislation of host country do not justify bad behavior of a CCR worker.
- CCR workers respect worldview, lifestyle and religion of local inhabitants and of colleagues and deal with them in a diplomatic way.
- A CCR worker does not give a cause for suspicion to local authorities, which could endanger his stay in the (host) country, his position or even further carrier in CCR.

## **13. Board and Management**

- The Board Members and Management of CCR respects uniqueness of every human, despite his origin, ethnicity, race or skin color, native tongue, age, health condition, sex, economical situation, religious and political belief and regardless of his contribution to life of the whole society.
- He/She acts in such a way that he can protect dignity and human rights of his clients
- Keeps all the legal norms and acts in adherence to guidelines and other mandatory documents of CCR.
- The Board Members and Management respects inhabitants and culture (standards, values, rules) of a host country provided that these do not conflict international convention on human rights.
- Respects knowledge and experience of his colleagues and other professional workers. He exerts and deepens mutual cooperation with them and thus raises quality of provided services.
- He/She treats partners and suppliers with awe and respect; he fulfills agreed obligations and requires the same thing from them.
- Always pursues mainly the interest of good of the clients and of the quality of provided services.
- He/She respects the organization's goodwill, he/she divides his personal attitudes and company attitudes that are different.
- He/She does not provide third parties with any information, which could lead to situation that would pose a threat to life of certain groups of people or colleagues.
- He/She does not accept any material or immaterial advantages from third parties in exchange of services provided in the scope of their work.

- Gaps in the legislation of host country do not justify bad behavior of the Board and Management of CCR.
- CCR workers respect worldview, lifestyle and religion of local inhabitants and of colleagues and deal with them in a diplomatic way.
- The Board Members and Management of does not give a cause for suspicion to local authorities, which could endanger his stay in the (host) country, his position or even further carrier in CCR.

***Caritas Czech Republic is an equal opportunity and treatment employer and provides all the employees a work environment free from any form of discrimination based on race, colour, gender, nationality, age, religion and creed, disability. Furthermore, Caritas Czech Republic provide employees with a safe environment with zero tolerance of sexual harassment, discrimination, bullying and other unethical behaviour in the workplace.***

Read and understood

Name and surname: .....

In ..... Date .....

Signature: .....