

Fundacja Jedność (NGO Unity)

Code of Conduct

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Letter from the founders of the NGO JEDNOŚĆ (UNITY)

Dear Colleagues!

We founded this organization when we came to Poland from Ukraine in 2022 for the purpose of creating a common and worthy future.

The main project is a multicultural educational center, which aims:

- Upbringing of a new happy generation capable of realizing its potential for the benefit of society.
- To promote integration of cultures for the sake of creating a worthy future.
- To unite conscious Ukrainians for creation of their worthy future in new living conditions for them and their children.

We are hiring and inviting like-minded people who are ready for self-development and professional growth.

Sincerely yours,

Jedność founders

Olena Koltunovych and Olena Postolnyk

Introduction

In keeping with its vision and values, NGO Jedność is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details NGO's values and expectations of employees in key areas.

Scope and purpose

This Code of Conduct applies to all contracted staff, international and local, employed by Jedność as well as volunteers. It also applies to partners, contractors and suppliers when they do not have a COC or when their COC is insufficient

The purpose of this Code of Conduct is to set out the conduct expected of NGO Jedność staff whilst under contract to the organization, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

The Code of Conduct is developed from international and UN standards. NGO Jedność staff are expected to uphold local law wherever they operate.

Mission

Mission of the foundation is creating the foundation for a happy future society without wars, discrimination and meaningless living. We believe in the genius of every child. We know how to create an environment in which, in partnership with parents, a young child develops into a worthy individual, capable of intelligent and systematic thought, ethically mature, and positively influencing society.

Objectives of Jedność foundation:

1. To educate a new happy generation capable of realizing its potential for the benefit of society.
2. To promote the integration of cultures for the sake of a worthy future.
3. To unite conscious Ukrainians for creation of their worthy future in new living conditions for them and their children.

The mission specified in such objectives concerning to Statute of the Foundation:

1. Spreading the idea of learning-based education and development, in a community of equal rights and mutual respect.
2. Introduction and dissemination of knowledge of modern, innovative, alternative and pro-social methods of education.
3. To promote creativity, entrepreneurship and cultural activities linked to education and personal development
4. To promote good practices in the field of science, education
5. Supporting the comprehensive development of children, adolescents and adults in the effectiveness of learning, acquisition and development of skills, conflict resolution, negotiation and other skills in the field of social communication.
6. Promoting activities for self-development.
7. Activities in favor of national and ethnic minorities and regional languages
8. Activities for the integration of foreigners.
9. Establishment of international relations with civic organizations, whose goal is the development of the person, family and society.
10. Supporting the creation of a humanistic society.

11. Supporting the implementation of the principles of humanistic pedagogy in the process of education.
12. Activities in favor of family, maternity, parenthood, dissemination and protection of children's rights.
13. Promotion of culture and maintenance of Ukrainian identity.

Values

NGO Jedność based on such values:

- Humane environment: we create a space where everyone is respected and valued, where freedom of expression is encouraged but not permissiveness, and where a noble personality is formed;
- Respect for the individual: we strive to see everyone's potential and help them discover and fulfill it;
- Discovering Your Brilliance: we create an educational environment where a person gets to know himself or herself and discover his or her destiny;
- Morality: we are guided by ethical principles and align our decisions and actions with them;
- The idea of the common good: we support the ethical maturation of the individual; we inspire the discovery of the idea that makes you free;
- Think globally - act locally: we make decisions here and now, guided by a strategic vision of the situation;
- Reviving the tradition of patronage: we create and develop public systems to support culture, education and society's contribution to the future of the country by attracting financial grants for the development of talented youth and children;
- Development of an integral personality: we help people become aware of themselves, their core values and get to know the world with all its interconnections as an integral system; find their place in the world, develop their talents in order to fulfill their destiny;

- Pro-activity: we strive to have a positive impact on society and conduct evolutionary changes in the sphere of culture and education;
- Systemic: we develop the ability to think, to order time, space and events, to see and create relationships between the individual elements, as well as the ability to approach any problem in a comprehensive way.

Guiding Principles

1. Humanity – human suffering must be addressed wherever it is found, with particular attention to the most vulnerable. Any action is taken with the purpose of: protecting life and health of the person, preventing or reducing harm and ensuring dignity.
2. Dignity and Respect. All actions taken should be guided by respect for the dignity, choices, wishes, needs, rights, culture and values of the victim/survivor, and consider their informed choices as a central priority. Treat beneficiaries and colleagues with courtesy, empathy, and professionalism.
3. Non-discrimination and Inclusion. Beneficiaries and colleagues should receive equal and fair treatment. Be gender responsive and inclusive. Do not discriminate on the basis of race, color, sex, gender identity and sexual orientation, ethnicity, age, language, religion, belief, political or other opinion, national or social origin, disability, property, birth or other status. Acknowledge intersectional discrimination and be aware of personal bias.
4. Core Principles Relating to Sexual Exploitation and Abuse. <https://reliefweb.int/report/world/iasc-six-core-principles-relating-sexual-ex>
5. Children's protection is measures and structures to prevent and respond to abuse, neglect, exploitation and violence affecting children. Child protection means safeguarding children from harm. Harm includes violence, abuse, exploitation and neglect. The goal of child protection is to promote, protect and fulfill children's rights to protection from abuse, neglect, exploitation and violence as expressed in the UN Convention on the Rights of the Child

(UNCRC)) and other human rights, humanitarian and refugee treaties and conventions, as well as national laws.

There is information about children's protection in different fields (definitions, tools for protection) via this link <https://www.unicef.org/protection/strengthening-child-protection-systems>

6. Survivor-centered approach seeks to empower survivors by prioritizing their rights, safety, well-being, needs and wishes. Organizations must ensure that survivors have access to appropriate, accessible and good quality services. Definition and Principles of a Victim/Survivor Centered Approach via link <https://interagencystandingcommittee.org/iasc-champion-protection-sexual-exploitation-and-abuse-and-sexual-harassment/iasc-definition-principles-victim-survivor-centered-approach>
7. Observance and support rights of employees, concern to International law and national legal system.

Forbidden actions by Jedność foundation staff members towards beneficiaries:

- discrimination based on looks, ethnicity, religion, beliefs, sexual orientation
- any actions that can be considered humiliating towards the beneficiaries or can be considered acts of emotional, sexual or physical abuse
- use of emotional or physical violence to discipline children or adults eg. screaming, blackmail, threats, humiliating, insulting.
- inappropriate physical contact with a child or adult violating a person's dignity
- serving alcohol or psychoactive substances to beneficiaries
- provocative sexual behavior towards beneficiaries
- sexual relations with beneficiaries – adults and children
- lack of immediate response to violence against beneficiaries by third parties (including other staff members, other beneficiaries other people involved in assisting the beneficiary)
- ignoring information regarding abuse
- abusing the position of power and the vulnerability of the beneficiaries.

Help provided to beneficiaries is documented. The Association follows the rules of image and data protection, including sensitive data, by:

- obtaining written consent to personal data management and photos.
- assigning people responsible for data protection.
- staff trainings
- ensuring safety of paper and electronic documents
- setting clear policy on data sharing for collaborating institutions eg. courts
- The Foundation does not share information about beneficiaries in the media without beneficiaries consent and custodial agreement for children.

Rules all staff of Jedność commits to uphold:

- 1) I will uphold humanitarian values and the integrity and reputation of the program by ensuring that my professional and personal conduct is consistent with all humanitarian standards.
- 2) I will treat all people fairly with respect and dignity and without discrimination.
- 3) I will follow the rule of law.
- 4) I will seek to ensure that my conduct does not bring the program, my organization or its partners into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- 5) I will not physically, emotionally, or sexually abuse any child or adult or neglect any child.
- 6) I will not exchange or attempt to exchange money, employment, goods services, or any form of assistance for sex, sexual favors or romantic relationships.
- 7) I will not engage in sexual or romantic relationships with program participants that could potentially involve improper use or rank or position of power.
- 8) I will not engage in sexual or romantic relationships with program participants that involve a perceived or real conflict of interest.
- 9) I will immediately disclose any sexual or romantic relationship with a program participant that I am engaged in or have intent to engage in.
- 10) I will not engage in sexual activity with children (persons under the age of 18) regardless of the legal age of consent in the country. I understand that mistaken belief in the age of a child is not a defense.

- 11) I will not engage in any activities that exploit children or vulnerable adults, including any activities in which I am complicit or otherwise benefit from a practice that constitutes or contributes to human trafficking.
- 12) I will not engage in procuring child labor including the hiring of children for any form of labor (including as “house help”) which is inappropriate given their age or developmental stage, or any work that is mentally, physically, socially or morally dangerous and harmful to children, that interferes with their schooling, or that is otherwise illegal under national laws.
- 13) I will not sexually harass or assault any team member of my organization, my Foundation’s partners and collaborators or any beneficiaries.
- 14) I will immediately disclose any sexual or romantic relationship I am in or may become engaged in that involves someone in my reporting line.
- 15) I will always seek to create and maintain an environment which is free of any form of exploitation, abuse or harassment.
- 16) I will immediately report any breaches of this code of conduct via my organization’s internal reporting channels. I understand that I have the right to report anonymously and that anyone who reports in good faith should not be subject to any form of retaliation for reporting.
- 17) I will not knowingly report any false information. I understand that knowingly reporting false information is considered a breach of this Code of Conduct.
- 18) I will prioritize the safety, protection and wellbeing of survivors of exploitation, abuse and harassment and will maintain confidentiality in investigations I am involved in. With the exception of a situation where the situation poses danger to Foundations staff, when the safety of staff is the priority.
- 19) I will Declare for any relation or business relation that might affect the work result and to avoid conflict of interest.
- 20) I will ensure confidentiality and respect the needs of beneficiaries not release to others any private and confidential information relating to the Foundation or its partners, unless legally required to do so.
- 21) I will be responsible for the use of information, assets and resources to which I have access by reason of my employment with my organization
- 22) I will ensure I obtain informed consent for all personally identifying information that I collect from Foundation’s beneficiaries, including images, videos, and stories of children.

- 23)I will not misuse the Organization's or its partners offices, vehicles, or work equipment in any manner and will never use such assets against the Code of Conduct. Work equipment includes computers, cell phones, office walls, and internet access.
- 24)I will not use the Foundation's or its partners' IT equipment to view, download, create, distribute, or save in any format sexual, inappropriate, or abusive material including but not limited to pornography or depictions of child abuse.
- 25)I will not be under the influence of alcohol or psychoactive substances in the workplace and during working hours outside the workplace.
- 26)I will not solicit or accept bribes, kickbacks, or any other improper payment.
- 27)I will not give or offer anything of value to any employee or member of any organization, including a government official, for the purpose of influencing official action or securing an improper advantage.
- 28)I will not use my position for personal advantage or to benefit relatives or close associates.
- 29)I will not falsify financial or employment records or provide false or misleading information.

Abuse prevention policy

Abuse and not reporting abuse are unacceptable at Jedność foundation. Accusations of such instances will be subject to investigation. Investigation will be carried out until correct disciplinary measures are determined including legal action when applicable. In the event of an investigation, factors like period of employment, title or relation to the Association will not be considered.

Staff at Jedność foundation is obliged to report cases of abuse or suspected abuse right away. You do not need to know all the details or be sure that abuse occurred for the report. At Jedność we treat all the requests seriously and immediately. If any process needs to be corrected, we will take action right after it's determined.

Speaking up when something seems not right is not easy. We understand you might feel uncomfortable. We do not accept retaliation for reporting. Anybody who engages

in any retaliation due to reporting, will be subject to disciplinary action including termination.

Management is responsible for:

- making sure the Code of Conduct and related policies are accessible to all
- trainings on Code of Conduct
- making sure intervention process is clear to everyone
- making sure ethical issues are consistently considered in decision making and management processes (reports, trial period, performance review etc)
- administrating a system verifying that Code of Conduct is clear and familiar to all
- acting as an example for others
- promoting the knowledge of Code of Conduct and making sure that people supervised by them have the information and resources they need to follow it
- carefully listening to anybody reporting suspicious behavior
- appreciating people for speaking up and expressing care for staff members safety and overall well-being
- acting with respect and treating all reports and interventions seriously, making sure any issues are solved in a fair and appropriate manner
- reporting to the Board any unethical or inappropriate behavior

employees are expected to:

- take responsibility for complete understanding of the Code of Conduct
- keep up-to-date on any policy changes, especially in terms of work related to that person
- look for answers and consult decisions if the right action is unclear
- refuse an action in violation of the Foundation's policy, even if that action seems to be in accordance with Jedność mission
- performing their work in a way that is not harmful to children or adults and does not put them in danger
- reporting unethical behavior or any suspected unethical behavior in good faith
- collaboration in investigations, not withdrawing information or documentation

Complaints and reports

The policy applies to all cases of abuse, as well as cases where abuse is suspected to have been committed by employees, external partners, consulting entities, suppliers, contractors, external agencies with which the employees have a professional relationship and/or other entities with which the Fundacja Jedność has a professional relationship.

Committing and concealing fraud or illegal activities is absolutely unacceptable at the Fundacja Jedność. Allegations of committing such illegal activities will be investigated until further proceedings are determined, including legal action, criminal prosecution and disciplinary action when warranted. Whenever there is a need for investigation, factors such as seniority, position, title or relationship of the suspect to the Association will not be taken into account.

Fundacja Jedność staff are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to their line manager by observing the principles of integrity and honesty. If the line manager is the subject of the complaint, then staff members should report to the focal point of the organization.

Fundacja Jedność employees are required to report any information or suspected behavior immediately.

You don't need to know all the facts and details or be sure that something is wrong to report a problem. At Fundacja Jedność, we will take all reports seriously, honestly and promptly, and if something needs to be fixed, we will take action based on what we learn.

Speaking up when something is wrong takes courage. We understand that person may feel uncomfortable or anxious. However, each employee should remember that we do not tolerate retaliation. Anyone who retaliates against a working person for engaging in any of the prohibited activities will be subject to disciplinary action, up to and including termination.

In the event of suspicion of the above behavior, you should:

- 1) take care of the welfare and safety of the victim first,
- 2) separate the violent person from the victim if possible,
- 3) report the incident of violence in one of the following ways:
 - a) by talking to coordinators or focal point
 - b) anonymously through an online form
 - c) by email to miedinstvo@gmail.com
 - d) directly to the person assisting the Board of Directors
 - e) directly to the members of the Board
- 4) upon receipt of a report, the person receiving the report is responsible:
 - a) for explaining the situation and hearing from the victim, the person suspected of abuse and witnesses to the incident or superiors,
 - b) If abuse is found, the case is reported to the Board and disciplinary action is taken: official admonishment or dismissal of the employee/volunteer.

Feedback procedure

The beneficiaries of the project can give feedback directly to the administrator or leave feedback on the Foundation's web pages, as well as complete an anonymous online survey, which is created by the Foundation's employees. It is also possible to leave anonymous reviews in the feedback book. In online surveys, beneficiaries are guaranteed confidentiality and anonymity, unless the beneficiary agrees to the processing of personal data.

After the feedback is collected, the data is analyzed. The foundation staff examines the feedback and comments, highlights common themes and trends, and looks for practical recommendations and improvements.

After receiving feedback, the foundation's team takes action to improve its programs and projects based on the recommendations provided. This may include making changes to existing projects or developing new initiatives.