



## CODE OF ETHICS AND CONDUCT

### Article 1: Mission

ASIA is a humanitarian organization that works to achieve the Sustainable Development Goals. We carry out our work in line with the principles of the Universal Declaration of Human Rights and the European Convention on Human Rights, helping populations in need regardless of race, faith, religion or nationality. ASIA is an independent, not-for-profit and non-political organization.

ASIA works to safeguard the identities and the historical and cultural heritage of the peoples of the Asian continent, focusing in particular on the Himalayan area. We promote sustainable development processes that place local communities at the centre, leveraging their human, cultural and environmental resources. We share the values of peace, respect and tolerance of the Buddhist cultural and spiritual traditions, which we consider heritage of all humanity.

### Article 2: Scope

This Code of Conduct encompasses the principles and values driving all of ASIA's activities. These ideals also guide the conduct of our members of staff in all capacities and with any type of contract in Italy and abroad, and govern the conduct of our suppliers of goods or services. ASIA's staff is required to behave diligently and loyally in accordance with the provisions of this document, sharing these principles with other entities and individuals with whom they interact.

### Article 3: General Principles

ASIA prepares the strategy and tools with which it pursues its social purpose, respecting the principles of integrity, transparency, legality, correctness, objectivity and impartiality.

ASIA condemns any form of violence and abuse of power and is careful to avoid and sanction any act that offends the dignity of the human person. To this end, the organisation adopts specific policies on the protection of minors and on the prevention of mobbing, sexual harassment, discrimination and fraud.

ASIA places emphasis on safety at work, in compliance with national and international regulations on the subject.

ASIA undertakes to treat all persons respectfully and equally, irrespective of age, sex, language, religion, opinion or nationality, ethnic or social origin, status, class, sexual orientation or any other status.

ASIA ensures that any form of diversity will not compromise the professional skills or career prospects of staff members. ASIA values the merit, professionalism and commitment of the organisation's staff in a fair manner and without discrimination, guaranteeing opportunities for further training.

#### **Article 4: Legality and Corruption**

ASIA staff must act according to the law and must apply the rules and procedures prescribed by Italian and European legislature and the regulations enacted by the countries in which ASIA operates. In general, personnel must ensure that any decision or activity affecting the rights or interests of individuals is undertaken in accordance with the law.

While carrying out their functions, ASIA staff have the obligation to internally report any facts, acts and/or behaviours, which constitute or are suspected to constitute corruption, either in Italy or at project sites abroad. Personnel also have a duty to report any facts, acts or instances of corruption to competent authorities.

#### **Article 5: Conflict of Interest**

As a form of precaution, ASIA personnel must refrain from making decisions or carrying out activities related to their functions in situations involving economic or other interests for themselves, their spouses, their cohabitants, or their relatives (up to the second degree of kinship). In such cases, the ASIA staff member must communicate said interest to executive management who, after having acquired the necessary information, will confirm or refute the abstention from activities of the party in question.

If a potential conflict of interest is detected, ASIA staff must promptly notify executive management in writing, providing all relevant information that can contribute to making a final decision. The same disclosure obligation is also required in the event that a conflict of interest, whether concrete or potential, arises unexpectedly during ongoing work.

#### **Article 6: Image Protection**

ASIA staff are not allowed to engage in behaviour or actions that may compromise the image, the good name or the interests of the organization. This includes activities outside the scope of work and working hours, both in Italy and abroad.

In compliance with local laws and customs, personnel on duty abroad should also be guided by the goal of protecting ASIA's image in respect of any duties associated with the representative functions of the individual or of their office.

ASIA's image must also be safeguarded when staff use personal profiles on social media; any information relating to one's professional functions must not be disclosed.

#### **Article 7: Abuse of Power**

Job functions and the power derived from them must be exercised solely for the purposes for which they were intended by applicable provisions. ASIA staff must not use those powers for purposes which have no basis in law, which are inconsistent with the Mission of the organisation, violating the general principles of this Code of Conduct, or which are not motivated by any public interest.

### **Article 8: Equity, impartiality, independence and objectivity**

Staff members working at ASIA are required to operate in a fair, impartial, independent and objective manner. At the same time, personnel are also obliged to refrain from any arbitrary action that has negative effects on institutions, members, donors, counterparties and the general public, and must avoid giving any preferential treatment under any circumstances.

When exercising their functions and duties, ASIA staff must not be conditioned by any external influence, be it political or associated with any kind of personal interest.

When making decisions, ASIA staff must consider relevant factors and assign each of them an adequate weight, not taking into account any element of a solely subjective or non-relevant nature.

### **Article 9: Courtesy**

In dealing with institutions, members, donors, counterparties and the general public, ASIA staff must show a spirit of service, courtesy, fairness, and openness. Furthermore, when corresponding and interacting with third parties, ASIA personnel must make themselves as useful as possible and respond in the most complete and accurate manner, redirecting to other more competent staff when specific expertise is required.

ASIA staff undertakes to behave in a conscientious, responsible and respectful way, to set a good example whenever possible.

### **Article 10: Protection of Personal data**

ASIA staff must treat information and personal data concerning institutions, members, donors, counterparties and the public in compliance with the provisions of current Italian and European regulations and the legislation of the countries in which the organisation operates.

### **Article 11: Disciplinary matters**

Without prejudice to possible administrative, criminal and civil liabilities disciplined by national and international laws and by collective labour contracts, violations of this Code of Conduct are subject to evaluation as part of the employee's performance review. Said infringements constitute just cause for termination of the employment relationship (whatever form this may take).

### **Article 12: Revision**

This Code of Conduct will be revised periodically.