



CAMILLIAN
DISASTER SERVICE
INTERNATIONAL

CODE OF ETHICS

According to the provisions and Guidelines of the Third Sector Forum approved on January 29, 2019

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1. CAMILLIAN DISASTER SERVICE INTERNATIONAL – CADIS FOUNDATION

1.1 Identity and History

The Camillian Disaster Service International Foundation (CADIS)

- was established in the presence of the notary Carlo Cavicchioni of Rome on 01-12-2015
- was entered in the Registry of Legal Persons of the Prefecture of Rome on 07-06-2016 under No. 1152/2016, actually beginning to operate on that date
- is a foundation of Christian inspiration
- is a non-profit entity
- fiscal code is: 97871950586
- has its registered office in Piazza della Maddalena, 53 - 00186 Rome

Camillian Disaster Service International (CADIS) is inspired by the heroic efforts of Camillian Religious in witnessing the corporal and spiritual works of mercy during the great plagues, epidemics, and wars in Italy and Hungary in the 16th and 17th centuries. Hundreds of Camillians died assisting the people in plague-stricken areas.

The Order of the Ministers of the Infirm (Camillians) is a Catholic religious order founded in Rome in 1586 by St. Camillus de Lellis. Since its foundation, all Camillian religious vow to serve the sick even at the risk of their own lives. By religious profession, they commit themselves to promoting a "*New School of Charity*" following St. Camillus' original inspiration: *to care for the sick, both physically and spiritually, as a mother cares for her only sick child.*

CADIS is a non-profit, legally recognized humanitarian and development organization founded by the Generalate of the Order of the Ministers of the Infirm (Camillians). CADIS provides for the humanitarian, psychosocial, pastoral, and development needs of populations affected by natural and other disasters. It expresses the Order's commitment and supports the global humanitarian mission of witnessing Christ's mercy and compassion to the sick, suffering, and most vulnerable populations.

CADIS is supported and participated by lay people, religious (sisters, brothers, and priests), and organizations who share its mission and respect the principles and teachings of the Catholic church and the Camillian spirituality of placing themselves at the service of the sick and suffering even to the risk of their own lives.

CADIS has intervention programs in highly disaster-prone countries such as Nepal, India, Pakistan, Philippines, Indonesia, Thailand, Vietnam, Kenya, Sierra Leone, Uganda, Haiti, Burkina Faso, Benin, Peru, and Chile, as well as in Italy, Austria, Poland, and Ukraine. CADIS works in partnership with the local church, when present, and with other humanitarian organizations around the world. In most of these countries, it has Participants¹ and collaborates with local partner organizations to ensure a timely, coordinated, and organized response to emergencies.

CADIS Foundation responds globally to the most vulnerable populations affected by natural and non-natural disasters following the four core areas of response according to our Theory of Change (ToC), the

¹ The Participants to the Foundation are the Italian and foreign entities, having or not legal personality, that conduct activities within the development cooperation and international solidarity and are considered eligible by the Board of Directors. (CADIS Statutes, Art. 6.1)

4-Rs: Relief, Recovery, Resilience, and Rights. CADIS' policies and actions are guided by its four core values Compassion, Competence, Human Rights, and Commitment.

1.2 Vision e Mission

Vision

CADIS envisions a fullness of life in an econ-resilient² community (ecological conversion).

Mission

Founded on the love and mercy of Jesus, with St. Camillus in our hearts, we promote and inspire the development of communities based on integrated health programs for the well-being of disaster-affected men and women through compassionate, competent, and coordinated interventions.

2. PRESENTATION OF THE CODE OF ETHICS

2.1. Purpose and functions of the Code

This Code of Ethics collects and brings together the principles, values, and rules that must shape CADIS' actions worldwide and the conduct of its directors, members, employees, collaborators, volunteers, and supporters both in Italy and abroad. The strength of this Code lies above all in the awareness of the value of these rules and the sharing by its recipients of the constitutional ethical principles of solidarity, loyalty, impartiality, responsibility, inclusion, respect for the dignity of persons, and care for the environment, and for the general interests of the community. The Code is intended to make explicit the principles, values, and rules of behavior and also to prevent risks of liabilities and crimes to which the staff in Italy and abroad, collaborators, volunteers, and administrators of CADIS in the world may be exposed in the performance of activities related to its mission.

Rules of conduct applied internally to external relations, human and financial resource management, communication, and gender and environmental policies will help CADIS achieve its goals, giving fulfillment to its Mission.

2.2 Target audience

The Code is addressed to the statutory bodies, employees, collaborators, and volunteers of the Foundation within the scope of their functions and responsibilities both in Italy and abroad. CADIS is committed to disseminating, verifying, implementing, monitoring, and updating this Code through the statutory bodies.

3. PRINCIPLES AND VALUES

CADIS, moved by its vision of the fullness of life in an econ-resilient community, is a proponent of the 2030 Agenda for Sustainable Development and the objectives of the Laudato Si' Action Platform, as well as the Universal Declaration of Human Rights. Consistent with these general principles, CADIS adheres to and pursues the following ethical principles: • Volunteerism • Centrality and respect for the dignity of the person • Legality and Transparency • Loyalty and solidarity • Correctness and moral integrity, Impartiality, inclusion, and intercultural and interreligious dialogue • Respect for the environment and local communities.

CADIS works so that every man is an active and responsible agent of democracy and peace. In the countries of intervention, CADIS acts for the respect and promotion of the fundamental rights of people and populations, enhancing local human resources, promoting cultural and social development, and prioritizing the achievement of self-sufficiency through the improvement of family and community economies at all levels. CADIS promotes all appropriate awareness and information actions for the dissemination of global

² eCon-resilient means a community that reaches the highest level of resilience through ecological conversion (eCon).

citizenship education and solidarity, for the prevention of phenomena of xenophobia, hatred, and racism, and for the activation of paths to social inclusion of migrants.

Every supporter and participant of the Foundation in Italy and abroad, within the scope of their tasks-activities, shall act in accordance with these values, which they undertake to respect.

3.1 Fundamental values

Compassion: The way care is provided is based on empathy, respect, and dignity. Our compassion, as intelligent kindness, is fundamental to how people perceive our care. Caring is our highest calling: to comfort those in need and nurture the capacity of the most vulnerable, regardless of class, gender, age, culture, or religion. Great care is at the core of everything we do.

Competence: A commitment to employ and be held accountable for high standards of practice. We continually challenge ourselves to improve efficiency and effectiveness through strategic planning, evaluation, and analysis. We employ appropriate knowledge, skills, methods, and technologies to transform our partner communities and ourselves. Constant innovation toward excellence in care and service defines our processes. In other words, we aim to be armed with a competent heart.

Commitment: A firm conviction and an abiding desire for the good of others, especially the most vulnerable, expressed in concrete actions. We are committed to collaborating and partnering with all stakeholders and actively listening to facilitate, negotiate and build consensus and strong teams to empower others. We are committed to bringing together people, organizations, and institutions that can pool knowledge, skills, and resources to work together for a more effective impact. Good communication is critical to the success of collaborative partnerships, working relationships, and teamwork.

Respect for human rights: Respect for human dignity is at the core of what we are and do. Every person has inviolable rights based on justice. Therefore, everyone has the right to life, quality service, and total well-being, free from lack, fear, and dangerous impacts.

3.2 Values towards the individual

Equality: To respect equal opportunities without discriminating based on age, gender, ethnic group, nationality, or religion.

Solidarity: Committing to living and spreading feelings of welcome and solidarity, with the understanding that humanity and fraternity are the basis of civilized living.

Enhancement and promotion of the person and his/her dignity: Working for the integral promotion of the person, valuing his/her gifts and potential, and seeking to eliminate obstacles, such as social injustice and poverty, that impede his/her growth and fulfillment.

Purposefulness: Promoting a positive attitude, capable of grasping what is good, beautiful, and true in experiences, relationships, and nature, and capable of spreading gladness.

Prevention of conflict of interest: Committing to fair and loyal behavior, in compliance with the Code of ethics, not pursuing personal gain, and preventing all forms of conflict of interest, political, economic, and any other kind with the Foundation, its mission, and values.

3.3 Values towards the pastoral sphere and the society

Professional and vocational formation: Promoting educational programs with the awareness that culture is the basis for the formation and emancipation of men and women.

Dialogue: Promoting intercultural and interreligious dialogue with respect for diversity.

Interchange: Promoting intercultural and interreligious actions in the awareness that diversity is an asset to individuals, communities, and society.

Sustainability: Committing to studying and implementing projects whose benefits to the targeted individuals and communities endure beyond the period of a project's implementation.

Participation: To collaborate with institutions, communities, local parishes, associations, and organizations, informing and involving them whenever possible in its projects and initiatives.

Non-profit: Promoting emergency response and assistance in the spirit of charity and fraternity, which express and implement the dimension of Christian charity.

Legality: To know and act in accordance with the codified disciplines (laws, equivalent acts, regulations) issued by national and international institutions and, in particular, the rules relating to the discipline of accounting records and financial statements, the rules on the protection of personal data, health and safety, and labor regulations.

Impartiality: Carrying out all activities with full respect for justice, avoiding all discrimination and arbitrariness.

Transparency: Committing to making visible and controllable by anyone the actions and choices within the scope of one's activities within the Foundation, generating trust, and declaring by one's acts to put above all else the common good one wishes to serve.

3.4 Values with respect to the environment

Respect: Taking responsibility for an ecological commitment to the environment and our common home, the heritage of all humanity.

Sustainability: Enhancing local natural resources and the practice of recycling and recovery, limiting the use of nonrenewable resources.

Awareness: Implementing actions and projects to promote and raise awareness of ecology and the environment.

4. RULES OF CONDUCT

Based on the ethical principles outlined above, for the CADIS Foundation to work efficiently in the pursuit of its mission with the individuals and legal entities that support and participate in it, the following rules of conduct are indicated concerning internal responsibilities, external relations, human and financial resource management, communication, and gender and environmental policies.

4.1 Internal responsibilities

An organization is made up of its people and their actions. Each person assumes ethical responsibility for his or her actions and choices in carrying out foundational and work activities with the knowledge that he or she represents the organization.

4.1.1 Responsibilities of each person in the Foundation

General indications

Every person-whether an employee, volunteer, contributor, or partner of the Foundation-is called upon to:

- Demonstrate in its behaviors and choices that it has at heart, as a priority interest, the mission of CADIS International and the pursuit of its objectives.
- To be committed to the integral human promotion, following the mission of the Foundation, and, consequently, to promote and protect the fundamental rights of the person, particularly of the most vulnerable and socially disadvantaged groups such as children, women, persons with disabilities, the elderly), and to take initiatives aimed at the inclusion and enhancement of differences in gender,

age, culture, religious denomination, and other personal conditions by promoting the elimination of all forms of discrimination.

- To demonstrate behavior that respects the dignity of work and service performed, colleagues, volunteers, and all individuals and legal entities that support or participate in CADIS and with whom CADIS has a relationship.
- To take care of the Foundation's resources and promote and ensure their proper and fair use.

Specific indications

Protection of the image of the Foundation

Each person is called upon to:

- Avoid behavior contrary to CADIS's mission and ethical principles and that may harm, even if only in terms of its image, or that generates ambiguity and confusion with respect to its identity.
- To avoid disseminating information not inherent to the truth regarding the Foundation.

Anti-corruption and conflict of interest

Each person is called upon to:

- Maintain conduct that fully complies with the national regulations on preventing corruption and report any situations of wrongdoing of which it has become aware.
- To avoid making decisions or carrying out activities that risk favoring one's interests, those of one's spouse, cohabitants, relatives, and kin within the second degree.
- Reject and oppose any activity that involves laundering (i.e., accepting or processing) goods and money of criminal origin in any form or manner.

Confidentiality and privacy protection

Each person is called upon to:

- Ensure the confidentiality and protection of information and personal data acquired in performing its activities within CADIS by taking care to avoid voluntary disclosure.

Treatment of harassment, abuse, exploitation

It represents an absolute ban on any person in the Foundation:

- Any conduct that may amount, either in the workplace or in close or related environments, to harassment, intimidation, discrimination, retaliation, persecution, violence, abuse or exploitation, or any other conduct contrary to current legislation and international pronouncements on the subject of respect for human rights and combating exploitation and abuse.
- The employment of minors in subordinate activities.
- The use of psychotropic or narcotic substances capable of altering a person's psychophysical balance and causing addiction and habituation without prejudice to the use of these substances for obvious medical purposes.

4.1.2 Specific responsibilities of those with leadership duties

The person who has leadership duties is called upon to:

- Carry out with care and conscientiousness the tasks entrusted to him/her.
- Properly coordinate and organize their efforts and those of their assigned resources to pursue the Foundation's mission.
- Engage in honest and sincere behavior that fosters transparent and respectful relationships.
- To assume behavior consistent in deeds, actions, and decisions, even and especially in more challenging situations, with the mission and ethical principles of the Foundation and the commitments made to employees and all collaborators and volunteers.

4.1.3 Responsibilities of CADIS offices and delegations in other countries around the world

All CADIS offices or delegations in other countries have the following functions:

- Represent the Foundation in all institutional contexts and follow up and ensure its institutional and public relations.
- To ensure administrative, legal, and institutional support for implementing the Foundation's projects.
- To be a spokesperson for the Foundation's strategies, priorities, goals, and choices in the implementation of projects and activities and relations with partners, institutions, and all stakeholders in the field.
- To safeguard the work that local partners and collaborators do within the framework of projects promoted by CADIS and the commitment they put into pursuing the results and objectives of an initiative.
- Report any circumstances that appear to undermine the implementation of an intervention.

4.2 External relations

4.2.1 Beneficiaries

Referring back to principles and values stated in this Code of Ethics, the beneficiary occupies a key place in defining the need, courses of action, and evaluation of interventions by being involved in each of the stages of project and activity design, implementation, and evaluation.

4.2.2 Partner e stakeholders

The CADIS Foundation considers it strategic to carry out its activities in collaboration with CADIS Participants in the world and, where not present, with both local and international public and private partners who share the achievement of common goals and objectives on a specific project or program. Therefore, when choosing partners, special attention is paid to shared values as well as specific expertise that complements that of the Foundation.

4.2.3 Donors and funders

CADIS relies on both public and private funding and its own resources to carry out its activities in Italy and abroad. The relationship with donors is based on the principles of honesty and transparency, and trust. Concerning private donations, CADIS does not accept donations and funding that are not compatible with the principles and values of the Foundation, in particular from organizations or individuals who are known to be involved in human rights violations or economic operations that are not transparent and verifiable. The Foundation is committed to keeping the private donor (individual citizen) informed on the progress of its activities in accordance with current privacy regulations and to comply with the disclosure procedures provided by public or private donors (organizations).

The purpose of donations indicated by donors will be strictly adhered to. The percentages of donations allocated for the foundation's administration and maintenance expenses will not exceed the maximum percentages set by the governing bodies. In the absence of an indication of the specific purpose of the donation, it will be understood that the donor wished to give general support to the foundation, which will devote them as needed to the financing of concrete intervention projects, to general administration, and maintenance expenses, or to the CADIS Emergency Fund.

4.2.4 Suppliers

CADIS gives preference to technical and economic operators from the countries of intervention to foster local development, where the necessary quality of goods, works, and services provided is guaranteed. In selecting suppliers and within the framework of tender procedures for purchasing goods, works, and services, it makes objective evaluations according to the criteria of competitiveness, quality, cost-effectiveness, and price. Suppliers are required to comply with applicable regulations and this Code of Ethics.

4.2.5 Legal authorities

Should the need arise, the Foundation cooperates fully with the judicial authorities, making truthful and representative statements of the facts, refraining from conduct that could lead to obstruction, in absolute compliance with the law and in accordance with the principles of legality, honesty, and transparency.

4.2.6 External consultants

CADIS may also use external consultants to implement its activities, whom it selects with impartiality, autonomy, and independence of judgment, making them aware of this Code. Relations with external consultants, including professional firms, are regulated in writing, specifying the agreed commitment and the costs and fees.

4.2.7 Public administration

The Foundation's employees and external collaborators must follow proper conduct in dealing with the Public Administration, whether Italian, EU, or non-European institutions.

4.3 Resource management

4.3.1 Human resources

With reference to the value of the centrality of the person, to always render better service in the realities in which it intervenes, CADIS must commit itself to the following:

- Enhance and care for the motivation, dedication to the Foundation, and commitment of staff (employees, volunteers, collaborators), supporters, and members.
- Valuing in staff management, the professionalism, knowledge, specific technical skills, abilities, potential, and aptitudes of each individual;
- Take care of staff training and all aspects that allow them to grow in their understanding of the Foundation's identity and mission.
- Establish a system of periodic evaluation that allows for the improvement of the organization of work among people and the satisfaction and motivation of each person for their work.
- Undertake initiatives aimed at including and enhancing differences in gender, age, and special personal conditions in the selection and management of personnel.
- Respect the rights and protect the safety of each person in the work or service performed.

4.3.2 Financial resources

The CADIS Foundation must implement reasonable and transparent accounting records in compliance with current regulations and have the necessary certifications. Therefore, it organizes itself in preparing an administrative management system that guarantees reliability, clarity, and completeness of information to have and provide a comprehensive, correct, and truthful representation of the Foundation's management activities and financial and asset status. Each transaction must be accompanied by adequate documentary support to allow for possible audits. The financial statements, which must represent the foundation's assets and financial position, are published on the website www.cadisinternational.org.

4.4 Communication

CADIS' external communications must be truthful, complete and verifiable, non-aggressive, and respectful of the rights and dignity of the individual. Web communication is always consistent with the style and values of CADIS and is based on the principles of transparency and truthfulness of news. All those who work, at any level, on behalf of the Foundation are required to adopt communication methodologies (particularly concerning the use of photo or video material) that are respectful of each individual, making sure that even

through the issuance of releases or other authorization documents-that they do not harm the image and dignity of any individual, whether in Italy or abroad.

4.5 Gender and environmental policies

In carrying out its activities, the CADIS Foundation promotes the active role of women and ensures equal access to opportunities for both employees and collaborators and beneficiaries of projects in Italy and abroad. Within the limits of its functions and economic availability, it implements actions to reconcile work and management. CADIS pays utmost attention to carrying out its activities to use environmentally friendly materials and promote lifestyles with low environmental impact.

5. CODE MANAGEMENT

5.1 Entry into force and communication of the Code of Ethics

The CADIS Foundation's Code of Ethics is adopted by the resolution of the Board of Directors, and the Board must approve any updates, revisions or amendments to it. This Code is communicated to all persons who are parties to and operate with CADIS or interact with it.

5.2 Measures in the presence of violations of the Code of Ethics

Any violation of this Code may result in adopting measures, corrective actions, or sanctions proportionate to the seriousness or recidivism of the charges adopted by the Foundation.



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