

CODE OF CONDUCT OF THE ASSOCIATION FOR LEGAL INTERVENTION

About the Association for Legal Intervention

The Association for Legal Intervention (the Association) is a public benefit organisation whose statutory objective is to take steps aimed at ensuring that human rights are respected and no individual is treated unequally. We support primarily refugees and migrants in Poland. At present, they form one of the groups that are at a considerable risk of discrimination and exclusion.

Scope of the applicability of the Code of Conduct

The Code of Conduct applies to all staff of the Association – employees, volunteers, trainees and members of the Association and its authorities as well as any person representing the Association. The Code of Conduct also applies to all organisations and institutions with which the Association establishes long-term cooperation.

The Code of Conduct forms an integral part of employment agreements, civil law agreements, volunteering agreements, as well as partnership agreements made by the organisation.

Purposes of the Code of Conduct

The nature of the Association's statutory activities puts the staff of the organisation and other persons acting on its behalf in an unequal relationship of power with persons benefiting from its support or taking part in its programmes and projects and may not abuse this power. The Code of Conduct is intended to constitute a guide for the entire staff on how to work on a daily basis and to comply in certain situations outside work with the Association's mission and activities. It is to help resolve ethical dilemmas in such a way as to protect persons for whom the organisation works and not to contribute to the deterioration of their difficult situation. It is also aimed at taking care of the organisation's good name and reputation. The Association also expects that organisations and institutions with which it establishes long-term cooperation will share the principles set out in this Code, as they result from values constituting the foundation of its activities.

The Code of Conduct has been developed taking into account national provisions of law and international standards of the functioning of organisations operating in the area of migration, inequality prevention and protection of human rights.

Internal applicability of the Code of Conduct

A violation of the Association's Code of Conduct is tantamount to a violation of employee duties (in the case of persons employed on the basis of an employment agreement) or contractual obligations (in the case of persons cooperating with the Association on the basis of other types of agreements).

Each person obliged to comply with the Code of Conduct has the obligation to report any violation of the principles contained herein to the supervisor or to the member of the Association's Management Board or using another violation notification mechanism in force in other documents of the Association. All notifications will be considered fairly, with confidentiality and objectivity. A person or organisation reporting a violation may not suffer any negative consequences resulting from submitting the notification about a violation or will not be treated unfavourably by the person or organisation that has violated the Code of Conduct.

Persons holding executive or managerial positions in the Association are particularly obliged to set a positive example by complying with the principles of the Code of Conduct.

The principles of the Code of Conduct of the Association for Legal Intervention apply from the time of signing the declaration on becoming acquainted with the Code of Conduct and the declaration on its application until the expiry of the employment agreement, civil law agreement, volunteering agreement or partnership agreement.

Part A. Principles of conduct in contact with the Association's Client¹

1. I will treat every person fairly, with respect for their dignity, subjectivity and their right to privacy.
2. I will try to protect children's rights and act in accordance with the principle of the best interests of the child.
3. I will try to understand a difficult situation of the Association's Clients and approach with understanding potential difficulties in communication related to the language barrier and cultural differences.
4. I will ensure that prior to obtaining support or service, the Association's Clients are clearly informed about the scope and principles of cooperation and whether the support or service is free of charge.
5. I understand that the following behaviours are prohibited and I will not apply them:
 - a. Sexual exploitation understood as using or attempting to use:
 - particularly sensitive situation of the Association's Client,
 - position of power,
 - trust,for sexual purposes, in particular offering money, gifts, employment, goods or services, including those provided by the Association, in exchange for sexual activities, or deriving financial, social or political benefits from the sexual exploitation of the Association's Client.
 - b. Sexual violence or violation of bodily integrity of a sexual nature or threat of such a violation or violence, as well as presenting, providing, requesting the provision of, producing or recording pornographic contents.
 - c. Physical violence (e.g. pushing, hitting, slapping, pulling) or violation of bodily integrity, or threat of such a violation or violence.

¹ The Association's Client is a person who uses the organisation's services or support or contacts the organisation to obtain them.

- d. Unequal treatment in particular due to gender, age, disability, race, religion, nationality, migration status, political views, ethnic origin, sexual orientation and identity, religion or health.
 - e. Psychological violence, including shaming, humiliating, intimidating, debasing, ignoring persistently and intentionally, threatening and other forms of psychological violence.
 - f. Bringing the Association's Client to the situation of subordination or dependence resulting in their inability to make independent decisions on their matters, as well as forcing them to make decisions or perform specific actions concerning their matters.
 - g. Accepting or participating in unethical or illegal activities, in particular those related to trafficking in human beings, smuggling and slavery.
 - h. Giving the Association's Client alcohol or substances altering consciousness.
 - i. Requesting or encouraging them to transfer gifts, remuneration, goods or services in exchange for support or services provided.
 - j. Establishing a sexual relationship with the Association's Client in the period in which they use the support or services provided by the Association.
 - k. Disclosing information obtained in connection with the support provided, allowing the identification of the Association's Client without obtaining their informed consent, unless this results from the applicable provisions of law.
 - l. Using the image of the Association's Client without their express informed consent obtained after providing them with comprehensive information about the purpose, method and scope of publication in a language understandable to them.
6. I understand that it is also forbidden to induce, force or order them to perform activities referred to in section 5, as well as to falsely accuse them of such activities.
 7. I understand that it is also forbidden to take retaliatory actions against a person. Retaliatory actions against the injured person as well as the person reporting behaviours listed in section 5 are forbidden.
 8. I will continuously improve my knowledge and skills, including in the scope of intercultural communication, work with particularly vulnerable persons and non-discrimination.
 9. While providing support to the Association's Client, I will always keep in mind their subjectivity and the strengthening of their sense of empowerment.

Declaration

I have become acquainted with the Association's Code of Conduct (Part A) and I undertake to comply with it.

I am aware that a violation of the Code of Conduct may result in disciplinary liability, dismissal or legal consequences / termination of cooperation (delete as appropriate).

I will inform the following relevant persons about all violations of the Code:

- Trusted Person (osobazaufania@interwencjaprawna.pl)

or

- member of the Management Board.

Date and place of signing the document:

.....
First and last name of the person / name of the organisation Association for Legal Intervention

Part B. Principles of conduct of persons acting on behalf of the Association

I. Principles of conduct in the working environment

1. I will co-create a healthy and safe workplace in which relationships are based on harmonious cooperation, mutual respect and understanding of all employees, volunteers and associates of the organisation.
2. I will comply with occupational health and safety principles and participate regularly in training in this scope.
3. I will show respect to all associates (including the Association's volunteers), share my experience and allow all associates to communicate openly with me.
4. I will respect the privacy of all my associates.
5. I will try to prevent the occurrence of communication problems, and I will solve differences in opinions or approaches constructively and with respect for the autonomy and diversity of all parties involved.
6. I will avoid behaviours bearing signs of discrimination, harassment, including sexual harassment, mobbing and other undesirable behaviours directed at my associates.

II. General ethical principles

1. I will take care of good reputation of and social trust in the Association by maintaining the highest ethical standards in my professional and personal life.
2. I will comply with all standards, procedures and policies applicable at the Association.
3. I will not work under the influence of alcohol or intoxicants, in particular at the Association's office and during my working hours.

III. Conflict of interests

1. I will inform the Management Board about a possible personal, family or financial conflict of interests or a conflict of interests which may affect my work at the Association and issues related to the employment, purchase of goods or services or other similar matters.
2. I will avoid supporting persons or private companies in their participation in requests for proposals / tenders organised by the Association if this could lead to actual or alleged preferential treatment;
3. I will not be guided in my work by political or religious beliefs and views if they are contrary to the principles set out in this Code or the Association's policies and standards.
4. I will inform the Association about my intention to apply for a function in a political party or to run for public office, in order to determine whether an actual or alleged conflict of interests with my work at the Association could arise.
5. I will not accept awards, distinctions, gifts or financial consideration for work performed at the Association from any external parties or entities without the supervisor's prior consent.

6. I will inform the Management Board about charges or sentences in criminal proceedings that took place prior to my employment at the Association or if they appear during my employment period and may be relevant in the context of my work at the Association.

Declaration

I have become acquainted with the Association's Code of Conduct (Part B) and I undertake to comply with it.

I am aware that a violation of the Code of Conduct may result in disciplinary liability, dismissal or legal consequences / termination of cooperation (delete as appropriate).

I will inform the following relevant persons about all violations of the Code:

- Trusted Person (osobazaufania@interwencjaprawna.pl)

or

- member of the Management Board.

Date and place of signing the document:

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First and last name of the person / name of the organisation Association for Legal Intervention

Part C. Cooperation with other entities

I. General principles

1. The Association does not establish cooperation with organisations and entities which act unethically, do not comply with the provisions of law, or apply any form of exploitation, discrimination, physical or verbal abuse, intimidation or favouring anyone at the workplace.

2. The Association complies with the principle included in Article 15(2f) of the Polish Act on Public Benefit and Volunteer Work, according to which officials who are members of the Association's Management Board or Audit Committee, as well as their spouses, children or persons under their care should not take part in issuing opinions on grant applications.

3. The Association is of the opinion that also in grant competitions organised by entities not being public administration bodies, persons who are members of the Association's Management Board or Audit Committee, as well as their spouses, children or persons under their care should not take part in issuing opinions on grant applications submitted by the Association.

II. Political activities

1. The Association is a politically neutral organisation that does not grant support to political parties or candidates for positions in presidential, parliamentary and local government elections.

2. The Association may support candidates for the position of the Civil Rights Ombudsman of the Republic of Poland.

3. The Association may take part in public / political debates on matters of key significance for its activities, issue opinions on legal acts at the request of politicians, as well as provide substantive support to individual politicians if their purpose is to act in accordance with the Association's mission.

III. Partnerships and coalitions

1./General principles

1. By undertaking cooperation in joint projects and coalitions with other entities, in particular non-governmental organisations, the Association is guided by the principles of participation, equality and partnership. Participation is understood as an active participation in the joint action / project at its every stage – starting from the moment of its preparation, through its implementation, ending up with its settlement. Equality means equivalence in relationships between partners and in relationships with other entities, and partnership entails joint decision-making and solving problems related to the joint action / project.
2. The Association's key values in all activities undertaken include compliance with law, respect for human rights and fundamental freedoms, taking care of the children's well-being, combating discrimination and unequal treatment, restrictive protection of personal data and privacy of the Association's Clients as well as the manner of actions aimed at strengthening and empowering the Association's Clients.
3. The Association expects that partners involved in joint projects will share the same values and enforce compliance with them from their employees and associates.

2/. Unfair competition

1. The Association does not commit or accept actions that may be considered as acts of unfair competition, i.e. not compliant with good practices or provisions of law, violating the organisation's interest, including its good name, both on the part of other non-governmental organisations as well as other entities cooperating with the organisation.
2. In particular, the Association does not accept actions consisting in:
 - obtaining, disclosing and using information constituting the organisation's secret;
 - inducing the organisation's employees performing work on the basis of employment relationship or another legal relationship not to perform or to improperly perform employee duties;
 - inducing persons supported by the organisation to act to the detriment of the organisation;
 - disseminating false or misleading information about the organisation, in particular about persons managing the organisation, persons supported by the organisation or projects carried out by the organisation.

3/. Conflict of interests

1. When undertaking cooperation in joint projects or coalitions with other non-governmental organisations, the Association avoids situations which could give rise to a conflict of interests between the cooperating organisations, in particular:

- disclosing or encouraging other entities to disclose information constituting the partner organisation's secret;
- influencing or attempting to influence the relationship within the partner organisation;
- assessing the functioning of the organisation / activities undertaken by the organisation in contacts with entities in which both organisations – both the assessing and the assessed organisation, compete with each other, e.g. for grants, possibility of cooperation or prestige.

Declaration

I have become acquainted with the Association's Code of Conduct (Part C) and I undertake to comply with it.

I am aware that a violation of the Code of Conduct may result in disciplinary liability, dismissal or legal consequences / termination of cooperation (delete as appropriate).

I will inform the following relevant persons about all violations of the Code:

- Trusted Person (osobazaufania@interwencjaprawna.pl)

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- member of the Management Board.

Date and place of signing the document:

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