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ANNEX 1

Code of ethical conduct policy

This chapter is part of the Baleria Solidarity Manual. The Manual was created within the Erasmus+ Sport project BALERIA – Social Inclusion Programme for Educators, School Kids and Parents.

More useful materials:

W. www.baleria.eu/project/

FB. BaleriaProject

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Code of Ethical Conduct Policy

An Organization, working for the empowerment of people in a society, is steered for upholding the highest legal, ethical, and moral standards. This can be achieved by careful observance of all applicable laws and regulations, as well as the highest standards of conduct and personal ethics through:

- Promoting a climate of mutual trust, respect, and teamwork,
- Avoiding personal and conflicts of interest.

1. Relationship Policies

Specific Responsibilities for the administration:

1. To promote the vision and ideals of the Organization among members, staff, and other associated organizations.
2. To ensure that the Organization has a long term strategy to achieve its vision and encourage principals in their engagement with Solidarity, education, health, sportive, and cultural projects.
3. To maintain official records/documents and ensure compliance with legal regulations.
4. To develop proposals for projects that could attract new funding.
5. To develop relationships through regular communications and reporting.
6. To promote fundraising events and collaborating with Associates partners as needed.

Specific Tasks:

1. Promotion of the mission and values of Solidarity
2. Setting attainable targets for fundraising each year
3. Promoting Solidarity fundraising events and attending such profile events as required.
4. Maintaining a responsible overview of the activities.
5. Developing proposals for projects that could attract new funding.
6. Maintaining a transparent relationship with donor and reporting back on the expenditure of money.
7. Recording of all expenses, supported by receipts, incurred in carrying out the work of fundraising and send receipts as needed.



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2. Communication activities:

Communication activities need to be aligned with the phases of the project's strategic plan. This policy will give attention both to the internal and external of the organization, so that present and potential supporters may be informed and all information needs to be easily accessible for those who promote awareness of the project to the general public and donor agencies, and assure their support through highlighting its benefits to educators, partners, and administrators.

3. Relationship with Civic Authorities

Recognizing the importance of a good working relationship with Civic Authorities, should ensure having all legal recognition that is required, so we can fulfil our objectives. It is important to gather and communicate any positive feedback so that it can be used in publicity and reporting to donors.

4. Relationship with Legal Bodies

We accept partnership with organizations that uphold the same aims, using a similar approach and do not accept funding from organizations whose purpose is contrary to ours, that harm the environment, or work against community empowerment and human development.