

Internal policies (code of ethics) of the Viribus Unitis Foundation

1. Social responsibility

All external activities and actions conducted by the VUF should be always based on the key principles as transparency, equal access for the beneficiary participants to our services, and mutual respect. Public relations and marketing materials should provide true and objective information to the external bodies and stakeholders of the VUF.

2. Policy on the fiscal responsibility and accountability

The annual budget of the VUF undergoes an extensive review by the Board of Founders (BoF) and needs their approval to be implemented. The BoF is also responsible for an introduction of procedures regulating fundraising strategies and campaigns. The financial report needs to contain the total annual income and expenses. The document should be published online. Moreover, it can be published in Polish language only. In addition, all fiscal procedures have been developed in accordance with the guidelines for the counter terrorism and the prevention of money laundry.

Organizational finances need to be spend wisely and prudently according to the approved budget. The VUF undergoes also annual external audit and the results should be available for public scrutiny.

3. External relations policy

The VUF cooperates with various governmental bodies and local authorities. Nonetheless, the collaboration should be always based on transparency and ethical principles adopted by the democratic societies. The VUF does not support any political party and is should stay free from any particular political views and ideas.

Relations with other Civil Society Organizations, donors and/or other entities that provide financial or other support should be based on the principles of accountability, openness and cooperation. In addition, donors, or other organizations that provide financial or any other kind of assistance, have the right to have clear information about how that assistance will be utilized concerning the activities, period of implementation, and the expected financial expenses. The VUF do not cooperate with those donors whose principles are in contradiction with the principles stated in our Code of Ethics.

4. Open information policy

This policy is introduce to provide best practices in the handling of the information gained by the VUF during its operational activities. The regulations have been based on the core principles of availability, integrity, and confidentiality of data. All procedures and

activities conducted by the member of the staff or affiliated bodies of the VUF must obey national and international law regulating access to the information and legislature on the protection of personal data.

5. Anti discriminatory policy

The VUF is an equal employer. Therefore, any form of discrimination of our employees, collaborators, and volunteers is strictly forbidden. In fact, perpetrators of the bullying and maltreatment may be dismissed as a result of the formal enquiry conducted by the disciplinary committee.

A person accused of a gross professional misconduct and/or ethical breach will be suspended for a reasonable time period required to make a formal enquiry. Moreover, proven guilty the person may be dismissed.

6. Dealing with conflicts of interest and disputes

All members of the staff are obligated to avoid potential and/or presumed conflict of interest. In the case there might be a conflict of interest the person involved in it should inform the Board of Founders about the case.

Internal disputes in the VUF should be resolved promptly and without significant delay. Fairness, mutual understanding, and mutual respect should be key principles applied in any dispute resolution where the VUF is involved.

7. Environment protection policy

All technologies applied by the VUF must follow principles on the reduction of the green house gases and low carbon footprints. Members of the staff are obligated to reduce the usage of cartridges and printing papers to the minimum.

-Accepted by the Board of Founders-

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