

CODE OF ETHICS FOR ASSOCIATIONS AND FOUNDATIONS

THE CODE WAS DEVELOPED BY CIVIC ALLIANCE - LATVIA IN COOPERATION WITH THE
STATE CHANCELLERY

This Code of Ethics sets out the basic principles of professional ethics and norms of conduct for members of associations and foundations (hereinafter - organization), members of the board, employees and involved experts (hereinafter - representatives).

Representatives of organizations observe the Code in the performance of their duties, in mutual communication, as well as in relations with other organizations, state and local government institutions, and the general public.

The purpose of the Code is to promote the individual responsibility and integrity of the representatives of the organizations, thus contributing to the achievement of the goals set by the organizations and the development of a work culture based on common values, while increasing public confidence in the non-governmental sector.

Common values of the organizations: responsibility, professionalism, solidarity, credibility, development, tolerance, good governance, transparency and openness to cooperation based on beneficial partnership, mutual respect and respect for different points of view.

Governance

1. The organization shall have a clear mission, goals, directions and principles. The activities of the organization shall be based on its articles of association and internal regulatory documents, which shall be updated as necessary.
2. The activities of the organization shall promote the development of civil society, public participation in the decision-making process, civic education, protection of public interests and strengthening of other democratic values.
3. The organization shall provide democratic governance of the organization.
4. The organization shall provide its representatives with the opportunity to report possible irregularities which they observe in the course of their duties and shall respond to such reports by informing the responsible authorities as necessary.
5. The organization shall provide training to its representatives on a regular basis or as required.

Sustainability of resources

1. The organization shall make sustainable use of the human, intellectual, natural, material and financial resources available to it.
2. An organization that is both a recipient and a donor of funds shall only use transparent budgets and shall avoid situations where there may be an overlap of funding from several sources for the same activity.

Responsibility and representation

1. The organization shall be accountable to its founders, members, partners, supporters, donors and the public whose interests it represents.
2. The organization shall act honestly, responsibly and impartially in the interests of the public which it represents in accordance with its articles of association.
3. The organization shall report regularly on its activities and sources of funding, publishing a report at least once a year.

Integrity and neutrality

1. The organization shall take care of its independence and neutrality, recognizing that undue impact of political, state and municipal authorities, enterprises or other small groups of people can damage the reputation of both the organization and the entire non-governmental sector.
2. The organization shall identify in a timely manner the risks of conflict of interest of its representatives and take the necessary measures to prevent their impact on the activities of the organization. Representatives of the organization shall not act if affected by a conflict of interest, when the private or material interests may influence the objective decision-making or honest performance of work.

Cooperation

1. The actions, decisions, attitudes and opinions expressed by the organization and its members shall be focused on cooperation.
2. In order to achieve its goals and for the common good, the organization shall promote the development of networks of organizations and other forms of cooperation, as well as maintain a constructive and open dialogue with state and municipal institutions as a reliable partner.

Implementation of the Code

1. The implementation of the Code is the responsibility of every representative of the organization, and any of them, if necessary, seeks to prevent violation of the principles set out in the Code or improper conduct in the non-governmental sector.
2. The Code is of a recommendatory nature, but non-compliance with the Code may be grounds for refusing to cooperate with another organization, state and local government institution, donor or other potential cooperation partner.
3. Representatives of the Civic Alliance - Latvia member organizations shall lead by example in promoting the implementation of the Code. If there are grounds for believing that a serious infringement has been committed or that an assessment of conduct is required, the case may be examined by a case-specific working group.