



CODE OF ETHICS AND CONDUCT

The Siracusa International Institute
for Criminal Justice and Human Rights

Approved by the Institute's Executive Committee on March 30, 2020



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ART. 1

The mission of the Institute

1. The Siracusa International Institute for Criminal Justice and Human Rights (hereinafter "the Institute") - formerly the International Institute of Higher Studies in Criminal Sciences (ISISC) - is an Italian not-for-profit foundation dedicated to education, training and research in the fields of international and comparative criminal justice and human rights.
Established in Siracusa (Italy) on September 1972 by the International Association of Penal Law, in cooperation with the City, Province, and Chamber of Commerce of Siracusa (subsequently, a Convention was entered into with the Sicilian Region), the Siracusa International Institute is acknowledged by a Decree of the President of the Republic of Italy of 16 May 1980. It is registered in the list of Civil Society Organization and other non-profit entities of the Italian Agency for Development Cooperation. The Institute enjoys consultative status with the United Nations.
2. The main mission of the Siracusa Institute is to contribute to international peace and security through the effective implementation of criminal law and criminal justice, and to promote the rule of law and the protection of human rights in criminal justice systems worldwide. The Institute works towards the establishment of international criminal justice, ending impunity of international crimes - such as genocide and crimes against humanity - and preventing international and transnational crime throughout the world. The Institute provides training, capacity building and development, technical assistance and research in order to develop international policies and standards.

ART. 2

Purpose and scope

1. This Code of Ethics and Conduct collects and brings together principles and values that must shape the action of the Institute and the conduct of the Board of Directors, the statutory bodies, the employees, collaborators and fellows of the Institute (hereinafter "recipients").
2. The above subjects are required to comply with these principles. Furthermore, all those (suppliers, external consultants, etc.) who collaborate in various capacities with the Institute are required, within the framework of their relations with the Institute, to comply with the rules of this Code of Ethics.
3. The spirit of this code consists in the realization of the value of these rules and in the sharing by its recipients of the ethical constitutional principles of diligence, loyalty and impartiality.

ART. 3

General principles

1. The Institute chooses the methods and tools apt to design and implement the activities planned on an annual basis, in Italy or in the partner countries, compatible with the achievement of its mission and as required by its By-Laws, in compliance with current laws and any other current or future legislation, applicable to the sectors and areas in which the Institute operates.
2. The Institute's action is conducted in full compliance with the principles of integrity, legality, correctness, good faith, objectivity, transparency, fairness and reasonableness. Integrity means the safeguard, by the Institute and the recipients, of the efficiency, impartiality, independence and confidentiality of its activities. This applies particularly to the following instances: the adequacy of professional commitment; the relations with external subjects, in Italy or in the

partner countries; the monitoring of administrative and accounting activities.

3. The Institute pays particular attention to avoiding and sanctioning any act that offends the dignity of the human person, mainly following the prescriptions dictated by the codes of conduct against sexual harassment, sexual abuse and exploitation, and for the prevention and fight against mobbing.
4. The Institute ensures that any diversity is not made an object of ridicule or discrimination, neither among the recipients nor towards external subjects, nor does it constitute an obstacle to the full deployment of professional skills and to the development of the career of employees.
5. The Institute promotes and provides rules of conduct to safeguard and protect human rights, in particular those of the weak, fragile and vulnerable groups (minors, women, disabled people, etc.), as well as forms of enhancement of gender equality. The Institute arranges the necessary measures to prevent, end and/or sanction any behavior that violates these principles.
6. The Institute pays particular attention to the establishment and management of work environments and workplaces which are adequate in terms of the safety and health of employees, in order to avoid the risks associated with carrying out its activities, in compliance with relevant national and international legislation.

ART. 4

Consultancy, participation in associations and organizations, and benefits

1. The recipients do not accept consultancy or collaboration assignments of any nature, free of charge or paid, by private individuals, by subsidiaries and controlled companies, as well as by public bodies that have, or have had in the previous three years, a significant economic interest in decisions related to the Institute's activity.
2. In compliance with the current legislation on the freedom of association, the recipients notify the presidency of the Institute, within ten days, of their membership or participation in associations or organizations whose areas of activity may prejudice or, in any case, negatively influence the performance of the Institute's activities because of a significant economic interest. In the following thirty days, the Institute assesses the compatibility of this membership or participation in associations or organizations. This is without prejudice to the constitutionally guaranteed right to join political parties and trade unions.
3. In carrying out the Institute's activities, the recipients of this document must refrain from giving or promising to third parties, in any case and even if subject to unlawful pressure, sums of money or other benefits in any form and way, even indirectly, to promote or favor the interests of the Institute. The recipients cannot accept for themselves or for others sums of money or other benefits or the promise of them to promote or favor the interests of third parties in relations with the Institute. The only exceptions to these provisions are gifts of moderate value (set in the € 200 threshold) when they are attributable solely to acts of courtesy in the context of correct institutional relations.

ART. 5

Conflicts of interest

1. As a precautionary measure, the recipients refrain from making decisions or carrying out activities related to their functions in situations involving their own interests, or those of their spouse, of cohabitants and of relatives to the second degree. The recipients notify the presidency of the Institute, within ten days, of the existence of a conflict of interest, even potential, of a political, economic, patrimonial or other nature likely to influence the impartial and objective

exercise of the Institute's activities, in Italy or in the partner countries. The Institute decides whether the abstention should remain or if the conditions no longer exist.

2. The recipients cannot have, directly or through a third party, economic interests in entities, businesses and companies operating in the sectors of interest of the Institute's activity.
3. The Institute arranges the necessary measures to prevent, end and/or sanction any behavior that constitutes a conflict of interest.
4. For other cases relating to conflicts of interest, the rules set out in the Institute's Conflict of Interest Policy apply.

ART. 6

Prevention of corruption

1. The recipients maintain a conduct fully compliant with the legislation on the prevention of corruption.
2. The recipients report to the presidency of the Institute any illegal facts, acts or behavior of which they have become aware in the exercise of their duties. The Institute manages complaints of illegal facts and acts so to ensure a systematic assessment and prompt response to all allegations of corruption, with the aim of addressing, preventing, identifying and limiting the risks of corruption and of cooperating to counteract illegal acts and facts.
3. The recipients, without prejudice to the obligation to report to the judicial authority, report to the presidency of the Institute any illegal situations of which they have become aware. The Institute guarantees adequate protection for those who report illegal facts.

ART. 7

Confidentiality

1. The Institute ensures the confidentiality of the information and personal data being processed and the protection of the information acquired in the exercise of its functions pursuant to Regulation (EU) 2016/679 on the protection of personal data (General Data Protection Regulation - GDPR) and to Legislative Decree n. 196 of 30 June 2003, as amended by Legislative Decree n. 101 of 10 August 2018, in order to avoid that the information can be used for purposes that are different from or contrary to the law or that could cause damage to the Institute.
2. Recipients are required not to use confidential information for purposes not strictly connected with the exercise of their functions and to pay due diligence and attention in the use of the information in order to avoid their involuntary disclosure.

ART. 8

Transparency

1. The Institute, also in consideration of its nature as a non-profit organization, is aware of the importance of transparency, accuracy and completeness of the accounting information and works to ensure that its administrative and accounting system is reliable in representing the results of operations in an accurate manner and in providing the tools to identify, prevent and manage, as far as possible, financial and operational risks.
2. The Institute is also aware of the importance of communicating the objectives and results achieved through its interventions to donors and stakeholders in general, providing accurate information on the programs implemented.

3. To this end, the Institute publishes annually, on its website, the annual financial statement, the report of the auditor, and the report of the activities carried out and the results obtained in the activities carried out.

ART. 9

Criteria of conduct in the relationship with the employees

1. The Institute rejects any form of discrimination in the management of the relationship with employees, collaborators and fellows.
2. The Institute selects and hires its employees, collaborators and fellows on the basis of the compliance of their professional profiles and of the needs and requirements of the Institute, in any case respecting the equal opportunities of all interested parties, avoiding illicit favoritism and any form of patronage.
3. It is forbidden - to anyone who can exploit their hierarchical position within the Institute - to ask employees, collaborators and fellows - directly or indirectly - services, personal favors or any behavior that violates the provisions of the Code of Ethics.
4. The Institute recognizes the centrality of human resources for its organization, promotes the full realization of individual and professional capacities, and ensures the respect and dignity of each collaborator both in his individuality and in his relational dimension.

ART. 10

Protection of the image of the Institute

1. Even outside of the work environment and working hours, the recipients do not engage in behavior that could prejudice the interests of the Institute or harm its image.
2. At the headquarters and on the occasion of work missions, in Italy and abroad, the recipients inspire their conduct to appropriate standards of behavior compatible with the office duties and functions and with the protection of the image of the Institute abroad.
3. The Institute considers reprehensible and offensive behavior and, therefore, refuses: to work under the effects of abuse of alcohol, drugs or similar substances; to consume or dispose of drugs in any capacity during the job performance; to store child pornography in any place that is related to the Institute.

ART. 11

Relationship with external subjects

1. The recipients establish a relationship based on fairness and courtesy with external subjects with whom they come into contact in the exercise of their functions. This relationship should also adequately take into account cultural differences in order to avoid behaviors that may be interpreted as intolerant.
2. Every request from an external subject deserves equal consideration and respect; the recipients satisfy them in accordance with the law, in the shortest possible time and avoiding favorable or discriminatory treatment.
3. Particular caution measures must be adopted with the most vulnerable categories: minors, women, disabled people, etc.

ART. 12

Respect for the environment and eco-sustainability

1. The Institute ensures an environmentally friendly organization of work and activities, in particular by promoting energy savings, document dematerialization and the recycling of renewable materials.
2. The Institute complies with the requirements for environmental protection, production and disposal of waste and pollution, respecting and implementing all applicable laws and regulations.

ART. 13

Supplementary sources of the budget

1. To ensure a better quality of its activities, the Institute can resort to the use of supplementary sources of the budget, in particular sponsorships and donations.
2. Forms of advertising prejudicial to the image of the Institute are prohibited, such as: of a political, trade union, sectarian or religious nature; characterized by obscene, offensive, fanatic or racist messages, or whose content is in contrast with mandatory rules; susceptible to conflict of interest between the professional activity of recipients and their private sphere; contrary to reasons of general opportunity, also taking into account the customs and traditions of the country concerned.
3. The Institute ensures that the nature of the provider of donations and sponsorships, as well as the activities it carries out directly or through controlled entities, are not in conflict with the mission of the Institute or detrimental to the dignity of people and the environment.
4. Particular care will be taken to ensure that the sponsored activities are consistent with the functions and dignity of the work performed by the Institute, in Italy or in the partner countries.

ART. 14

Contributions and patronages

1. Contributions, sponsorships and grants of an economic nature made available by the Institute for participation in its activities are granted on the basis of transparent criteria and advertised online or by other appropriate means.
2. L'Istituto può concedere il proprio patrocinio, anche oneroso, o attestare la disponibilità a contribuire con varie modalità, anche onerose, ad iniziative o manifestazioni esterne che abbiano carattere culturale, scientifico o umanitario. Al fine di poter ottenere tali riconoscimenti, le iniziative devono essere di chiaro e apprezzabile rilievo; avere una significativa e documentata ricaduta a livello internazionale; svolgersi in un periodo temporalmente delimitato e definito; non avere carattere, anche indirettamente, lucrativo.
3. The Institute can grant its patronage, including financial support, or show its willingness to contribute in various ways, including financial support, to external initiatives or events that have a cultural, scientific or humanitarian value. In order to be able to obtain the Institute's support, these initiatives must be of clear and appreciable relevance; have a significant and documented impact at the international level; take place in a temporally defined and limited period; have a – direct and indirect - not-profit nature.

ART. 15

Final provisions

1. The Code of Ethics and Conduct is adopted by The Siracusa International Institute for Criminal Justice and Human Rights today. Its validity will be tacitly extended indefinitely, except for the adoption of periodic changes and updates.
2. Without prejudice to any civil, administrative, accounting and criminal liability governed by law, the violation of the provisions of this code constitutes a case of disciplinary liability, to which the provisions of the current regulations and collective bargaining for the personnel recipient of the code itself apply. For anything not expressly disciplined by this code, the provisions of the current regulations and the applicable National Collective Bargaining Agreement apply.
3. The control over the application of this Code of Ethics and the implementation of adequate sanctioning measures in case of violations is delegated to the presidency of the Institute.
4. In order to guarantee its respect and effectiveness, this code is advertised with publication on the Institute's website.
5. The Code of Ethics and Conduct must be signed by the recipients upon delivery of a copy of the document. Simultaneously with the signing of the employment contract or, failing that, at the time of appointment, it is also delivered for signature to new hires on the basis of a relationship, however named, with the Institute.