

## **Annex – Code of Ethics**

### **I. Code of Ethics for Employees of the Slovak Humanitarian Council**

#### **Preamble**

The Slovak Humanitarian Council (the “Council”), in accordance with the Council’s Statutes, hereby establishes this set of rules as the Code of Ethics for Council Employees (the “Code”), which its employees are guided by in the performance of their activities.

The Council is an association of non-governmental and non-profit organisations with a humanitarian and charitable focus, whose goal is to protect the rights, promote interests and help meet the needs of people with disabilities and citizens of Slovakia who are socially disadvantaged (the Council’s Statutes).

The Council’s mission is to alleviate human misery and suffering, to support the assertion and protection of human rights, to support the integration of people with disabilities and socially or otherwise disadvantaged people into family, work, social and community life.

Council employees shall act professionally and ethically and supports other in professional and ethical actions in promoting and defending the interests of social service providers, so that they can ensure quality and affordable services for socially disadvantaged clients living in Slovakia.

#### **Article 1**

##### Introductory provisions

The Code is one of the tools for conducting the organisation’s professional activities. It establishes recognised values and basic ethical principles.

The Code establishes the principles of conduct per the code of ethics for social workers in Slovakia, valid legal regulations and other documents, the observance of which protects the interests of workers as well as the people with whom the workers work and determines relations with the external environment.

Compliance with the Code is mandatory for all Council employees.

#### **Article**

##### General Provisions

Council employees are obliged to:

- comply with this Code,
- comply with the Council’s Statutes,
- comply with valid and binding Slovak legislation,
- conduct their duties in accordance with moral principles.

### **Article 3**

#### **Standards and employee conduct**

Employees shall consistently maintain their conduct and performance at a high standard even outside of work as they represent the Council as its employees.

Employees shall make every effort to achieve and maintain a high level of professionalism in their work.

Employees consider service to be their primary obligation within their work.

Employees act in accordance with the highest requirements of professional honour.

When conducting their work, employees shall not consume narcotic or psychotropic substances and must agree with the people with whom they work that they shall refrain from consuming them in their presence.

Employees shall not meet with the people with whom they work during their time off and shall comply with the Code of Ethics should they meet accidentally during this time, and take a professional approach with respect to the client's specific situation. Employees shall not discuss anyone with whom they work or their situation in the presence of anyone else.

Employees shall not accept any gifts from anyone with whom they work, and shall not enter into any private business relationship with such person, and for a minimum of 3 years after the end of their work with such person.

### **Article 4**

#### **Ethical responsibility of employees towards the people with whom they work**

Employees have a responsibility first and foremost to the people with whom they work.

Employees shall make every effort to support a person's effort to decide their future independently.

Employees shall work with people so

1. they take on as much personal responsibility for their lives as possible;
2. as to ensure they are able to help themselves in the future;
3. they help such person promote their interests, which, however, do not conflict with moral, legal norms and interests of society, and at the same time employees shall protect this person;
4. as to adhere to the principles of social justice as much as possible;
5. that they guarantee through their actions to promote the principles of equal treatment of everyone regardless of affiliation to a social group, nationality, nation, religion, sexual orientation, gender, etc.;
6. that they will keep confidential all the facts they know about such person and have available to them;
7. that a person has the right to self-determination and to make their own decisions.

Employees shall respect personal privacy and maintain the confidentiality of the information obtained during their work. Only employees who work in a team and organisational units with a target group can access records about the people they work with. Employees may only provide information about a client when requested by law enforcement.

The person with whom they work is informed that information about them is shared in the work team or during individual or group supervision of the employer.

## **Article 5**

### Ethical responsibility of employees towards their colleagues

Workers shall appreciate their colleagues, treat them with respect and trust, and not disparage their professional competence. Employees shall notify their colleagues if there is suspicion of doubt on the part of a colleague.

Employees have the duty to attend to the people with whom colleagues work with the greatest professional effort and sensitivity. They shall also respect the different way in which their colleague may work.

Employees avoid making unwarranted criticisms of their colleagues.

Intimate relationships between colleagues are inadmissible.

## **Article 5**

### Ethical responsibility of employees towards their employer and employer organisations

Employees shall take commitments to employer organisations seriously.

Employees are jointly responsible for the services provided by the organisation.

Employees are entitled to have a difference of opinion with the organisation, but it must be clear to the people with whom they work that this is the individual employee's opinion, and not the organisation's.

It is unethical to provide information that is intentionally inaccurate even if it would be convenient and helpful for a person.

## **Article 6**

### Ethical responsibility of employees towards their profession

Employees shall maintain and promote ethical values, professional knowledge and the mission of their profession.

Employees shall help the professional community to make its services available to the widest possible part of the public.

Employees shall seek to acquire and develop professional knowledge and apply it in professional practice.

It is desirable for employees to have lifelong learning, work under supervision and follow the principles of self-care as a professional.

## **Article 7**

### Ethical responsibility of employees towards society

Employees support the general welfare of society.

They improve the quality of life of the people with whom they work, and thereby the quality of life in society.

Employees actively participate in the creation of policies that may affect them.

Employees are obliged to face injustice and unfair solutions as well as unfair redistribution of resources.