



*Agenzia Italiana
per la Cooperazione allo Sviluppo*

CODE OF ETHICS AND CONDUCT
of the Italian Agency for Development Cooperation

Article 1 – Mission of the Italian Agency for Development Cooperation

1. In accordance with Article 1(2) of Law No 125/2014, as amended, recognising the central value and importance of human beings, in terms of both individual and community dimensions, and in accordance with the programmes and international strategies defined by the United Nations, other international organisations and the European Union, the Italian Agency for Development Cooperation (“AICS” or “the Agency”) pursues the fundamental objectives of: i) eradicating poverty and reducing inequalities, improving the living conditions of populations and promoting sustainable development; ii) safeguarding and upholding human rights, the dignity of the individual, gender equality, equal opportunities and the principles of democracy and the rule of law; and iii) preventing conflicts and supporting processes associated with peace-making, reconciliation, post-conflict stabilisation, consolidation and strengthening of democratic institutions.
2. The Agency is a body with legal personality under public law and carries out – within the framework of the policy guidelines and supervision of the Minister of Foreign Affairs and International Cooperation – the technical and operational activities associated with the phases of preliminary examination, formulation, funding, management and monitoring of development cooperation initiatives. The Agency also contributes to establishing the annual programme of development cooperation activities. The Agency provides services, assistance and technical support to other public administrations. It undertakes the implementation of programmes and projects for the European Union, banks, international funds and bodies, and works with similar organisations in other countries. It promotes partnerships with private entities for the implementation of specific initiatives, and it can carry out initiatives funded by private entities.

Article 2 – Purpose and scope

1. This Code brings together the principles, values and rules that must guide the actions of the Agency and the conduct of all its staff, both managerial and non-managerial.
2. Insofar as they are compatible, the conduct requirements set out in this Code also apply to AICS employees and consultants, regardless of the type of contract or assignment, working in any capacity at the Headquarters (Rome and Florence) and field offices,



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and to employees in any capacity of non-profit entities pursuant to Article 26(2) of Law No 125/2014 and companies supplying goods or services or carrying out works on behalf of AICS, in order to ensure a responsible, high-quality service that is attentive to the needs of local partners.

3. All public and private individuals and entities referred to in Article 23(2) of Law No 125/2014 that are involved in development cooperation activities benefiting from public contributions must also abide by this Code.

4. The strength of this Code lies above all in the awareness of the value of these rules and in the sharing by its recipients of the constitutional ethical principles of diligence, honesty, impartiality and protection of the public interest.

5. In requiring the recipients of this Code to behave in accordance with the provisions contained in this document, the Agency also requests – in line with the principle of reciprocity – that third parties act towards it in accordance with rules based on similar ethical conduct.

6. The provisions of this Code supplement and clarify those of Presidential Decree No 62 of 16 April 2013, as amended, laying down the code of conduct for public employees, which is fully applicable and extends to any matters not expressly contemplated in this Code.

Article 3 – General principles

1. The Agency chooses the methods and tools with which it plans and implements the objectives set out in the Integrated Activity and Organisation Plan. Administrative action is conducted in full compliance with the principles of integrity, honesty, good faith, proportionality, objectivity, transparency, fairness and reasonableness, taking due account of any new circumstances, changing conditions and the evolution of demands and needs that arise in Italian society and in the international context, and acting independently and impartially. The Agency reports on its activities in accordance with the principles of evaluation and merit.

2. Integrity means the safeguarding by the public administration and its staff of the efficiency, impartiality, independence and confidentiality of institutional activities. To this end, it assesses: the adequacy of professional commitment, relationships with external private individuals and entities, checks on administrative and accounting activities, and the protection of the image of the country and the public administration.

3. The Agency pays particular attention to preventing and punishing any act that offends human dignity, applying, first and foremost, the provisions introduced by Articles 13-bis and 13-ter of this Code for the prevention and tackling of mobbing, along with those laid down in the Code of Conduct for Preventing and Tackling Sexual Harassment, Abuse and Exploitation (the PSEAH Code), which forms an integral part of this Code.



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4. The Agency ensures that elements of diversity are not subject to ridicule or discrimination, either among staff or towards the public, and do not constitute an obstacle to the full deployment of professional skills and the development of career prospects for employees.
5. The Agency has a particular focus on creating and managing work environments and workplaces that are appropriate in terms of the health and safety of employees and those who have access to them, in accordance with national and international regulations in this sphere.

Article 4 – Gifts, remuneration and other benefits

1. Gifts and presents are understood to be those received occasionally in the context of normal courtesy and international customs. The modest value referred to in Presidential Decree 62/2013 must be assessed in relation to the different economic situations of the countries of accreditation and may not exceed the maximum limit of €150.
2. Gifts exceeding the limit referred to in paragraph 1, or received in contexts not permitted by Article 4 of Presidential Decree No 62/2013, are immediately turned over to the Agency, which may return them or use them to furnish its Headquarters and field offices abroad, or allocate them to initiatives for humanitarian, charitable, assistance or welfare purposes or, where possible, for the purposes of the public administration. Gifts and gratuities received must not compromise the independent judgement, operational appropriateness, integrity and reputation of staff and must in any case be such that they cannot be interpreted by an impartial observer as being intended to obtain improper advantages.

Article 5 – Participation in associations and organisations

1. In accordance with current legislation on the right of association and without prejudice to the provisions of Article 5 of Presidential Decree No 62/2013, staff must notify their managers and, for information purposes, the Human Resources Department, through internal procedures within 10 days of their membership of, affiliation to or participation in associations or organisations with areas of interest that could affect or interfere with the performance of their duties. Staff must communicate any changes to such notifications in the same manner. This does not affect constitutionally guaranteed rights to join political parties and trade unions.
2. In particular, staff may not be involved in associations, clubs or other bodies of any kind if, in order to join, they are required to take an oath or promise to observe principles, ideologies, duties or obligations that conflict with those contained in the oath taken when they assumed their institutional roles or with the obligations established by the Code of Conduct for public employees.
3. Within the following 30 days, the Agency assesses the compatibility of membership or affiliation with such associations or organisations in order to implement all necessary measures –



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such as assignment to another office, mandatory abstention or transfer to another role – to prevent any actual or potential conflicts of interest.

Article 6 – Conflict of interest and incompatibility

1. Staff must notify their managers and, for information purposes, the Human Resources Department, through internal procedures within 10 days of being assigned to an office, of all direct or indirect working relationships with private individuals or entities, remunerated in any way, that they have or have had in the last three years, specifying: a) whether they, their relatives or relatives by marriage up to the second degree, or their spouses or cohabiting partners still have financial relationships with the individuals and entities with whom they have had the abovementioned working relationships; and b) whether such relationships have existed or exist with individuals or entities that have interests in activities or decisions relating to the office, solely in relation to the tasks assigned to those staff. In the same manner, staff must report any actual, apparent or potential conflicts of interest that arise during their employment at the office. The office manager evaluates communications made by staff for the purpose of assigning tasks.

2. In accordance with Article 7 of Presidential Decree No 62/2013, staff must refrain, as a precautionary measure, from being involved in decisions or activities that could involve their own interests or those of their relatives, relatives by marriage up to the second degree, spouses or cohabitants, or persons with whom they have regular contact, or persons or organisations with whom they or their spouses have pending legal proceedings or serious animosity or significant credit or debt relationships, or persons or organisations of which they are guardians, administrators, attorneys or agents, or entities, associations (including unrecognised ones), committees, companies or establishments of which they are directors, managers or executives. Staff must refrain from acting in any other case where there are serious grounds regarding improper advantage. Decisions in such situations are made by the manager of the relevant office or, in the case of a person in a senior position who considers that he or she is in a situation of conflict of interest, by the Corruption Prevention and Transparency Manager ("the RPCT"). After requesting any necessary clarification from the person concerned in order to assess the situation, the RPCT makes a decision as to the significance of the conflict of interest and notifies the person concerned.

3. With reference to the conclusion of agreements and negotiations and in the conclusion of contracts on behalf of the Agency, and in the performance phase of such agreements and contracts, please refer to the provisions of Article 14 of Presidential Decree No 62/2013, Article 16 of the Public Procurement Code (formerly Legislative Decree No 36 of 31 March 2023) on conflicts of interest, and Guideline No 15 issued by the Italian National Anti-Corruption Authority (ANAC) on the identification and management of conflicts of interest in public procurement award procedures, approved by Decision No 494 of 5 June 2009.

4. Without prejudice to the provisions of Article 53 of Legislative Decree No 165/2001, as



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amended, Agency staff are prohibited from engaging in trade, industry or any profession, or from taking up employment with private individuals or accepting positions in companies established for profit, except in the case of positions in companies or entities where appointment is reserved for the State and where the authorisation of the competent minister has been obtained.

5. Without prejudice to the fact that the manager responsible for assigning tasks is the person responsible for assessing individual cases of conflict of interest, which must be reported promptly to the RPCT, employees, including part-time employees and those working in any capacity at the Agency, are not permitted to carry out the activities or work tasks identified in Article 10 of the Internal Rules of Procedure governing non-institutional assignments.

6. Staff who fail to comply with the provisions of this article are subject to disciplinary action, without prejudice to any more serious liability provided for by law.

7. Staff may register with professional associations, subject to notification to the Human Resources Department, if the specific legal provisions governing individual professions allow this, or do not require, as a prerequisite for registration, that such staff are employed on an exclusively freelance basis. However, freelance work is prohibited, even on an occasional basis.

8. On appointment, each executive must submit a declaration stating that there are no grounds for ineligibility and, on an annual basis, that there are no grounds for incompatibility. These declarations are submitted by means of self-certification in accordance with Presidential Decree No 445 of 28 December 2000. Any changes during the year must be notified to the Human Resources Department through internal procedures within 10 days of the change occurring.

Article 7 – Prevention of corruption

1. Staff must conduct themselves in full compliance with anti-corruption legislation and must, in particular, comply with the measures set out in the Agency's Integrated Activity and Organisation Plan, cooperating with the RPCT and reporting any illegal situations in the public administration of which they become aware, without prejudice to their obligation to report such situations to the judicial authorities in cases where this is required by law.

2. Employees must report any illegal acts (facts, deeds, omissions or conduct) of which they become aware in the course of their duties to the RPCT, through the whistleblowing procedure adopted by the Agency on the basis of a proposal from the RPCT in accordance with Legislative Decree No 24/2023. In the case of illegal acts, conduct or behaviour falling within the scope of the PSEAH Code or Articles 13-bis and 13-ter of this Code on preventing and tackling mobbing, staff may contact the Support Desk, either in addition to or as an alternative to the whistleblowing procedure.

3. The Agency guarantees the application of the protective measures provided for by law for



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whistleblowers.

4. Staff must notify their line managers, with copy to the Human Resources Department, within 10 days of an event occurring in relation to the existence of criminal or disciplinary proceedings against them for conduct of a corrupt nature, for the purposes of applying the provisions of Article 16(1)(l-quater) of Legislative Decree No 165/2001 (special transfer to another role).

5. Based on data provided by the RPCT and the Office for Disciplinary Proceedings (UPD), the Independent Review Body (OIV) within the Ministry of Foreign Affairs and International Cooperation (MAECI) monitors the application of the Code and reports in its annual report on the overall functioning of the system for evaluation, transparency and integrity of internal controls. The OIV also ensures coordination between the content of this Code and the staff performance evaluation system.

Article 8 – Confidentiality

1. The Agency guarantees the confidentiality of the information and personal data processed and the protection of the information acquired in the exercise of its institutional functions in accordance with Regulation (EU) 2016/679 on the protection of personal data (the General Data Protection Regulation – GDPR) and Legislative Decree No 196/2003, as amended, in order to prevent them from being used for other purposes or purposes contrary to the law or that could cause damage to the Agency.

2. Staff must refrain from using confidential information for purposes not strictly related to the performance of their work and must exercise due diligence and care in the use of such information and documents – including those relating to preliminary examinations – made available to them, in order to prevent their inadvertent disclosure. As a rule, communications directly or indirectly related to work must not be conducted through public conversations using digital platforms or social media, except where this is institutionally necessary.

3. Staff must refrain from disclosing so-called privileged information, namely information of a specific nature that is not available to the public relating to activities, decisions to be taken and measures relating to ongoing proceedings, both within and outside the public administration, which could significantly influence behaviour if disclosed improperly or in advance of official or formal publication or communication, thereby creating situations of undue advantage.

4. Members of committees responsible for selecting personnel or for allocating public resources may not disclose the information in their possession to any person outside the committee, including the Agency's management staff.

Article 9 – Protection of the public administration's image



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1. Even outside work and working hours, staff must not engage in conduct that could harm the interests of the Agency or damage its image.

2. At Headquarters and field offices, staff must ensure maximum cooperation in relationships with colleagues and third parties, respecting the positions and roles held, and must conduct themselves in accordance with appropriate standards of behaviour compatible with their duties and functions and with the protection of the image of the Agency and the country abroad, avoiding attitudes and behaviour that could disrupt the necessary atmosphere of calm and harmony within the Agency's services.

In particular, staff serving abroad must conduct themselves in private, at work and in public in accordance with the strictest principles of discipline, honour, integrity and decorum required by the important duties of their representative roles and the offices to which they belong, and in compliance with local laws and customs.

3. Staff must refrain from publishing by any means, including the internet, social networks, blogs, forums and any other digital platform, comments, information and/or photos/videos/audio that could in any way damage the prestige, decorum or image of the Agency or the public administration in general, or harm the reputation of colleagues or the confidentiality or dignity of individuals. Each employee is also required to take all necessary steps to ensure that content published through his or her digital accounts (social media and other online platforms), as well as the opinions and judgements expressed, are never in any way attributable, either directly or indirectly, to the Agency. In any case, if an employee's affiliation with the Agency is apparent from the digital profile used to share content, that employee is required to specify that the content published is solely the result of his or her own opinions and cannot be attributed to the Agency in any way. Staff are also prohibited from discussing matters related directly or indirectly to their work in public conversations on any digital platform or social media. Employees' personal profiles may therefore never be used for official statements or for the disclosure of official information, which may only be communicated through the Agency's own digital channels whenever the use of such channels is necessary for specific institutional purposes. However, staff are permitted to share, repost or like posts published on the profiles of AICS and its field offices. In any case, particular care should be taken by all staff serving abroad, whose communications could be more easily identified with the positions of the Italian Government.

3-bis. Employees responsible for the content of service emails sent must sign these messages by entering their first and last names, department, place of work, and the email address and telephone number where they can be contacted. Staff are prohibited from sending emails that are offensive, discriminatory or otherwise damaging to the image, prestige and decorum of the public administration or that could in any way expose the public administration to liability.

4. The public administration receives reports from staff serving abroad on cases in which the benefits and immunities provided for by international rules are denied or unduly restricted, where



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applicable for the purpose of applying the principle of reciprocity. Staff serving abroad are aware that the above benefits and immunities are granted by the local authorities solely to enable them to perform their duties more smoothly and not for personal interest or advantage, and are required to use such benefits and immunities in accordance with this purpose and to avoid any misuse. Staff serving abroad must not misuse or take advantage of the position of prestige derived from their duties in diplomatic and consular relations for personal gain.

Article 9-bis – Use of information technology

1. The Agency permits the use of institutional accounts by employees for the sole purpose of carrying out their work and related activities. Staff may use their personal email accounts only in cases of force majeure where access to the institutional accounts is denied.
2. Employees may use the IT tools provided by the public administration for personal reasons, so as not to have to leave the workplace, only if such activity is for a short period and does not interfere with their institutional duties.
3. To protect the Agency's property and data and to prevent inappropriate behaviour that could cause security problems and damage the Agency's image, staff must comply with the provisions laid down in the rules on the management of IT tools.

Article 10 – External assignments

1. The Agency uses its own staff to perform its institutional tasks, in Italy and abroad.
2. If appropriate professional skills are not available among the staff in service, any external cooperation assignments are assigned through procedures that guarantee impartiality, transparency and comparative evaluation of applications and that are in compliance with the prohibition of automatic renewal of such assignments, in accordance with the rules governing the award of stand-alone cooperation assignments pursuant to Article 7(6) and (6-bis) of Legislative Decree No 165/2001 at the Italian Agency for Development Cooperation.
3. Serving or retired staff who are called upon to perform activities outside the Agency undertake not to disclose any information of which they become aware in the course of their duties. They must not engage in any activity or take on any duties outside the scope of the Internal Rules of Procedure governing non-institutional duties.
4. Retired staff who exercised powers of authority or negotiation on behalf of the Agency during their last three years of service may not carry out any work or professional activity with private entities that were the recipients of the activities carried out through those powers, for a period of three years following the termination of their employment. Contracts concluded and assignments conferred in violation of the provisions of this Code are null and void, and private



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individuals who have concluded or conferred them will be prohibited from contracting with public administrations for the following three years, and will be obliged to return any remuneration received and determined as being related to such contracts or assignments.

Article 11 – Relations with the public

1. Staff must establish relationships with users, both Italian and foreign citizens, based on integrity and courtesy, taking due account of cultural differences in order to avoid behaviour that could be interpreted as intolerant, impatient or discriminatory. Users must be adequately informed about the administrative procedures to be applied and all their requests must be given equal consideration and respect. Staff must respond to these requests in accordance with the law, as quickly as possible and avoiding favourable or discriminatory treatment.
2. Staff who deal with the public are required to wear clearly legible identification provided by the public administration, unless otherwise specified by service regulations, where applicable in consideration of staff safety or foreign policy issues.

Article 12 – Special provisions for executives

1. Executive staff must diligently perform the duties assigned to them in accordance with the terms of appointment, pursue the objectives assigned and adopt organisational behaviour appropriate to the performance of the duties concerned.
2. Before taking up their duties, executives must inform the Agency of any shareholdings and other financial interests that could place them in a conflict of interest situation, whether actual or potential, with their public office. They are also required to declare, before taking up their duties, whether they have relatives or relatives by marriage up to the second degree, spouses or cohabiting partners who are engaged in political, professional or economic activities that bring them into frequent contact with the office they are to manage or who are involved in decisions or activities relating to that office. These declarations are submitted by means of self-certification in accordance with Presidential Decree No 445 of 28 December 2000 and require the executive to inform the Agency of any changes that occur, to be notified through internal procedures within 10 days of their occurrence. Executives must provide the information necessary for the Agency to implement the provisions of Article 14 of Legislative Decree No 33/2013 on publication obligations for holders of political, administrative, management or government positions and holders of executive positions.
3. Executives must behave in a fair and transparent manner and adopt exemplary conduct in terms of integrity, impartiality, good faith and honesty, equal treatment, fairness, inclusion and reasonableness in relationships with colleagues, employees and recipients of administrative actions. Executives must also ensure that the resources assigned to their offices are used exclusively for institutional purposes and under no circumstances to cover personal needs.



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4. Executives oversee the professional growth of employees, encouraging training opportunities and promoting development avenues both within and outside the organisation for which they are responsible.

Executives must endeavour, as far as available resources permit, to promote organisational well-being within the organisations for which they are responsible, encouraging the establishment of cordial and respectful relationships between employees and relationships inside and outside those organisations based on fair cooperation and mutual trust, and must implement initiatives aimed at disseminating information, promoting inclusion and valuing differences in gender, age and personal circumstances.

5. Executives assign the preliminary processing of tasks based on an equitable distribution of the workload, taking into account the skills, aptitudes and professional expertise of the staff at their disposal. Executives assign additional tasks based on professional expertise and, as far as possible, according to criteria based on rotation of tasks.

6. Executives evaluate the staff assigned to the facilities under their responsibility impartially and in accordance with the guidelines and deadlines set, measuring the achievement of results and organisational behaviour.

7. If an executive receives a report of an offence, in accordance with whistleblowing legislation, he or she must forward it within seven days to the RPCT, the person legally responsible for handling such notifications, and must inform the person who made the report that it has been forwarded. This does not affect the responsibilities of that executive with regard to any disciplinary action that might be taken in relation to the reported incident.

8. Insofar as they are able to, executives must prevent the dissemination of untrue information relating to the organisation and activities of the Agency and its staff. They promote the dissemination of knowledge about good practices and positive examples in order to strengthen trust in the Agency.

9. Executives are required to observe and monitor compliance with the rules on incompatibility and the holding of multiple positions and work tasks by their employees, in order to avoid illegal practices relating to dual employment, in accordance with the provisions of Legislative Decree No 39/2013 on provisions on the ineligibility and incompatibility of positions in public administrations and private entities under public control, pursuant to Article 1(49) and (50) of Law No 190 of 6 November 2012.

Article 13 – Special provisions for managers of Agency offices abroad

1. Notwithstanding the provisions of Article 12 above and Articles 2(2) and 13 of Presidential Decree 62/2013, with reference to the specific case of the service abroad, the managers of the



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Agency's offices abroad:

- are responsible for creating the conditions for a harmonious working environment based on mutual respect and employee motivation. As far as available resources permit, managers of offices abroad promote the conditions to enable staff assigned to the office to be accommodated in an organised and considerate manner, with a view to enabling better integration into the working and cultural environment and with the aim of ensuring their organisational well-being and assimilation into the offices;
- ensure that the measures intended to guarantee the physical safety and security of staff provided by the Head of Mission are implemented;
- ensure that the benefits and immunities available are respected;
- report any discriminatory attitudes on the part of the accrediting authorities towards staff not on the diplomatic list, where applicable for the purposes of applying reciprocity;
- pay special attention to compliance with the provisions of the law and of this Code concerning conflicts of interest, incompatibilities, and multiple job roles, as well as the provisions of Articles 13-*bis* and 13-*ter* governing mobbing and those of the PSEAH Code, and ensure that staff comply with these provisions.

Article 13-bis – Prevention of mobbing

1. The managers of offices and facilities in Italy and abroad have a duty to monitor compliance with this Code and to prevent the occurrence of mobbing within the workplace.
2. Mobbing refers to a form of psychological persecution and moral violence systematically carried out in the workplace against an employee by the employer and/or other employees, through behaviour (commission and/or omission) or acts with harassing connotations (even if these are lawful when considered individually), repeated and prolonged over time, which together have the effect of damaging the psychological and physical well-being of the worker and, ultimately, of marginalising that individual from the workplace.

The acts and behaviours listed below are examples of such behaviour:

- slander or defamation, insults, verbal abuse, threats or behaviour intended to unjustly intimidate or humiliate the worker, even in a veiled or indirect manner;
- delegitimisation or erosion of professional identity, including in relation to persons outside the Agency;
- unjustified and unreasonable exclusion or marginalisation of the employee from the specific work assigned to that individual, unjustified and unreasonable assignment of manifestly excessive or, conversely, insignificant and/or irrelevant workloads, unjustified and unreasonable removal from duties already assigned;
- unjustified obstruction of access to information or resources necessary for the performance of the assigned tasks or the provision of incorrect, incomplete or insufficient information;
- unjustified denials or deliberate obstructive behaviour towards requests made by the



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employee in relation to his or her rights and/or legitimate interests, such as, for example, leave, holidays, transfers and training initiatives.

Mobbing does not include the legitimate exercise of the Agency's power to organise its activities, in relation to the characteristics of the place where the service is performed and to the needs of the office, for the pursuit of its own institutional aims, including, where necessary, the use of its power of control and discipline, as well as the normal dialectic within the employment relationship.

3. The Agency provides appropriate training modules and refresher courses (ensuring that they are available to staff in service both at Headquarters and abroad), in order to disseminate a culture focused on preventing and tackling mobbing and improving the quality and safety of the working environment, as well as the efficiency of work performance.

Article 13-ter – Joint and support bodies

1. To promote organisational well-being and ensure equality and equal opportunities in the workplace, preventing and tackling all forms of physical and psychological violence, harassment and direct and indirect discrimination, the Agency has set up a Joint Guarantee Committee for equal opportunities, promotion of employee well-being and non-discrimination (CUG) and a Support Desk, which act in accordance with the provisions of current legislation.
2. The Support Desk, which provides assistance to staff in situations of distress arising from harassment, discrimination and mobbing, is organised and coordinated by one or more confidential counsellors and is the first point of contact for Agency employees working in Italy and abroad. If a report is made by an employee, the Support Desk initiates the most appropriate procedure to resolve the reported case, reporting this to the public administration, where necessary, so that the appropriate organisational and/or disciplinary measures can be implemented. The CUG is regularly informed by the confidential counsellors about the number and types of cases handled by the Support Desk.
3. The CUG and the Support Desk also perform the tasks assigned to them by the PSEAH Code.

Article 14 –

Codes of conduct for civil society organisations and other non-profit entities pursuant to Article 26(2) of Law No 125/2014

1. Pursuant to Section 4.11 of the Guidelines for registration in the list of non-profit entities approved by the Joint Committee through Resolution No 173 of 21 December 2017, as amended, applicants must have a code of ethics and conduct that is consistent with this Code and is published on each applicant's institutional website.



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2. AICS will remove an organisation from the abovementioned list, on the basis of a reasoned decision, in the event of serious and proven violations of the code of ethics pursuant to Section 10(c) of those Guidelines.

Article 15 – Additional sources of income (sponsorships and donations)

1. In order to ensure better quality of its services in its Headquarters and field offices the Agency may promote the use of additional sources of funding such as sponsorship, services provided to users and donations.

2. Any advertising that could damage the image of Italy or the Agency is prohibited: advertising of a political, trade union, sectarian or religious nature; advertising that is obscene, offensive, fanatical or racist, or with content that is contrary to mandatory regulations; advertising that could give rise to a conflict of interest between the public activities of employees and their private lives; advertising that contrary to general considerations of appropriateness, taking into account the customs and traditions of the country of accreditation.

3. The Agency ensures that the nature of the entity providing the donations and sponsorship and the activities it carries out directly or through entities under its control do not conflict with the Agency's mission or harm the dignity of persons and the environment. Particular care is taken to ensure that the activities being sponsored are consistent with the functions and dignity of the work carried out in the Agency.

Article 16 – Respect for the environment and ecosustainability

1. In so far as its budgetary resources permit, the Agency ensures that its work and services are organised in an environmentally friendly manner, in particular by promoting energy saving, paper-free documentation and recycling of renewable materials.

2. The Agency is committed at central and peripheral level to promoting higher environmental standards within the framework of a specific action plan that includes various ecological initiatives. In particular, the Agency complies with the requirements on environmental protection, waste production and disposal, and pollution, respecting and implementing all relevant laws and regulations. It guides the purchase of goods towards products that ensure the environmental sustainability of the production process.

3. Staff are required to maintain the functionality and decorum of the premises, to use objects, equipment and tools exclusively for work purposes and to adopt behaviour focused on reducing waste and saving energy.

Article 17 – Contributions and sponsorships



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1. Contributions, grants, credits, subsidies and benefits of an economic nature are granted on the basis of transparent criteria and publicised in the Transparent Administration section of the Agency's website.
2. The Agency may grant its patronage or confirm its willingness to participate in the honorary committee for initiatives or events of a cultural, scientific, humanitarian, tourist, economic or sporting nature. In order to qualify for such awards, initiatives must be of clear and appreciable significance, they must have a significant and documented international impact, they must take place over a limited and defined time period, and they must not be profit-making, even indirectly.

Article 18 – Assessment of performance

Violations of this code are also relevant to the assessment of individual performance.

Article 19 – Liability arising from breach of the duties set out in this Code

1. Without prejudice to any civil, administrative, accounting and criminal liability governed by law, any violation of the provisions of this Code constitutes grounds for disciplinary action, to which the provisions of current legislation and collective bargaining agreements for the various categories of personnel covered by the Code apply.
2. In accordance with Article 54(3) of Legislative Decree No 165/2001, serious or repeated violations of this Code will result in the application of the penalty referred to in Article 55-quater(1) of the abovementioned legislative decree, without prejudice to the application, by analogy with the individual cases governed by this Code, of Article 16(2), (3) and (4) of Presidential Decree No 62/2013.
3. In any case, dismissal will be applicable in the cases provided for by law, regulations and collective agreements.
4. In accordance with the provisions of Article 2 of Presidential Decree No 62/2013, for the individuals and entities referred to in Article 2(2) and (3) of this Code, liability resulting from violations of the Code is governed by the corresponding contracts, assignments, employment agreements, consultancy agreements or any other type of relationship established with the public administration.

Article 20 – Public notification

1. This Code is made public through permanent publication – both in Italian and in the main languages of communication (English, French, Spanish and Portuguese) – on the websites of the Agency and its field offices, on that of the MAECI and on all institutional websites linked to it, as



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well as through other means provided for in Article 17 of Presidential Decree No 62/2013 and by any other means that makes it possible to share it with cooperation project partners and local communities.

2. A copy of this Code is provided for signature when any new employee signs an employment contract or any consultant or contractor is commissioned or appointed, or any time any document is signed to initiate a working relationship between AICS and the individuals and entities referred to in Article 2 of this Code.

3. Staff are provided with training on transparency and integrity, enabling employees to gain a full understanding of the content of this Code, and annual and regular updates are provided on the measures and provisions applicable in this area. The training courses, which also focus more generally on public ethics and ethical behaviour, are provided both upon recruitment and in any case upon transfer to higher roles or functions, and upon transfer of personnel. Periodic information and training activities, in the most appropriate forms and taking into account budgetary constraints, are also extended to the other individuals and entities referred to in Article 2.

Article 21 – Final provisions

1. This Code, which amends the version approved by the Decision of the ACIS Director No 311 of 17 December 2020, is adopted, based on the proposal from the RPCT, through a procedure open to participation, subject to the opinion of the National Council for Development Cooperation, pursuant to Article 20(2) of Ministerial Decree 113/2015, and the OIV, pursuant to Article 54(5) Legislative Decree No 165/2001.

2. This Code will enter into force on the day following its publication on the Agency's website.