

CODE OF CONDUCT

HCPC-Europe, a not for profit association internationale sans but lucratif (AISBL) registered under Belgian law, expects its members to work towards full compliance to the following set and approved code of ethics.

I. Guiding principles

1. Responsibility, Service, and Public Mindedness

- Responsibly maintaining itself, HCPC-Europe conducts its activities for the sake of others.
- HCPC-Europe exhibits a responsible and caring attitude toward the environment in all of its activities.

2. Transparency and Accountability

HCPC-Europe strives for openness and honesty internally and toward donors and members of the public. Periodic accountings are available, according to applicable Belgian legal requirements.

- HCPC-Europe is accountable for its actions and decisions not only to its funding members, agencies and public bodies, but also to the people it serves, its staff and members, partner organizations, and the public at large.
- HCPC-Europe is transparent in all of its dealings with public bodies, the public, donors, partners, and other interested parties, except for personnel matters and proprietary information. HCPC-Europe basic financial information, governance structure, activities, and listing of officers and partnerships are open and accessible to public scrutiny. Information on its work and the origin and use of its resources is in particular available.

3. Independence and Autonomy

HCPC-Europe is not controlled by any corporate interests and in particular remains fully independent from its members' individual interests, governments, public bodies and the industry at large.

4. Truthfulness and Legality

- HCPC-Europe gives out accurate information, whether regarding itself and its projects, or regarding any individual, organization, project, or legislation it opposes or is discussing.
- HCPC-Europe will not engage in any activities that are unlawful under the laws of the nation in which is organized or works, and should be strongly opposed to, and not be a willing partner to, corruption, bribery, and other financial improprieties or illegalities.
- HCPC-Europe has a policy for staff and volunteers to confidentially bring evidence to the governing body of misconduct of anyone associated with the association.
- HCPC-Europe meets all of the legal obligations in their country. Such obligations include laws of incorporation, fundraising legislation, equal employment opportunity principles, health and safety standards, privacy rules, trademark and copyright legislation, in particular. HCPC-Europe will take prompt corrective action whenever wrongdoing is discovered among its staff, governing body, volunteers, contractors, and partners.

II. HCPC-Europe Integrity

1. Nonprofit

- *Not-for-profit.* HCPC-Europe is organized and operated as a not-for-profit association. Any surplus that is generated through its operations is to be utilized solely to help the association fulfil its mission and objectives. No part of the net earnings of HCPC-Europe is to inure to the benefit of the directors, officers, members or employees of HCPC-Europe, or to any other private persons, except that HCPC-Europe may provide reasonable compensation for services provided to the association.

- *Trade of business.* HCPC-Europe is not operated for the purpose of carrying on a trade or business, related or unrelated to its mission and stated objectives.
- *Governing instrument.* HCPC-Europe's governing instrument prevents the association from distributing profits or assets for the benefit of individuals both during operation and when winding up.

2. Independence

HCPC-Europe is not part of, or controlled by, government or an intergovernmental agency, nor by industry. HCPC-Europe maintains independence and is not rigidly aligned or affiliated with any industry actors. HCPC-Europe does not seek to implement the policy of any of its individual members or industry actors, unless coincides with the mission of the association and the association's policy.

3. Organized

- *Organizing features.* HCPC-Europe has an executive board, officers, and regular meetings and activities.
- *Organizing document.* The bylaws and the present code of conduct clearly define the mission, objectives, governance structure, membership rights and obligations, and rules of procedure of the association.

III. Mission and Activities

1. Mission

- *Formal statement.* HCPC-Europe's purposes are formally and succinctly stated in its bylaws approved by its governing body. The bylaws clearly set forth why HCPC-Europe exists and what it hopes to accomplish.

2. Activities

- *Consistent with mission.* HCPC-Europe activities are consistent with its not-for-profit missions.
- *Effective and Efficient.* The programs of HCPC-Europe effectively and efficiently work toward achieving its stated missions.
- *Feedback.* HCPC-Europe seeks feedback on its activities from project beneficiaries, as well as other stakeholders.
- *Evaluation.* HCPC-Europe activities are critically examined periodically to determine their relevancy to the missions, their efficiency and effectiveness, the value of continuing the programs or revising them, and the need for new programs.
- *Professionalism.* HCPC-Europe carries out its activities with professionalism and centred on the concept of serving others.

VI. Governance

- *Code of conduct.* HCPC-Europe has established a code of conduct that best allows it to fulfil its missions, and reflects the core values, and cultural standards of the association.
- *Organizing documents.* The association's governance structure – including rules relating to the conducting of business by the association governing body and of the executive committee that acts between board meetings, and the procedure for electing and appointing officers and their roles – is clearly specified in the organizing documents (bylaws) and available to all interested parties.
- *Annual budget.* The governing board approves the annual budget and actively participates in the fundraising process.
- *Direction of HCPC-Europe.* The governing body actively participates in strategic planning and establishing the direction of the association (missions and activities).
- *Minutes of meetings.* Minutes of each meeting of the governing body and executive committee and reports of each committee when acting in place of the governing body, are produced and distributed to each member of the governing board, and archived for future reference.

V. Financial and Legal

- *Annual budget.* HCPC-Europe annual budget is approved by the governing body, and outlines projected expenses for program activities, fundraising, and administration. HCPC-Europe operates in accordance with that budget.
- *Internal financial statements.* Internal financial statements are prepared regularly and provided to the governing body. Any and all significant variations between budgeted expenses and actual expenditures, and between budgeted revenues and actual revenues, are identified and explained to the governing body.
- *Audit.* HCPC-Europe's revenues are accurately reviewed internally in complete financial statements and are subject to audit by independent, qualified accountant, according to Belgian legal requirements.

VI. Fundraising

The governing body is active in the fundraising effort, including being active in solicitations and in giving a substantial portion of the individual contributions. HCPC-Europe only accept funding that is consistent with its missions, does not compromise its core principles, and does not restrict its ability to address relevant issues freely, thoroughly, and objectively.

1. Use of Funds

- *Use of contributions.* HCPC-Europe ensures that contributions are used as promised or implied in fundraising appeals or for the purposes intended by the donors.
- *Grant commitment.* When HCPC-Europe accepts a grant, it enters into a contract to carry out the program activities in an agreed-upon manner, and acknowledges ethical and legal responsibility to honour that commitment.
- *Efficient and effective use.* HCPC-Europe ensures efficient and effective use of grants and charitable contributions.

2. Accountability

- *Tracking expenditures.* HCPC-Europe has set up an organized system to track grant expenditures.
- *Timely reports.* HCPC-Europe produces timely reports on the use and management of funds. Financial statements. Financial statements regarding donations or grants are available upon request by the donor and interested parties.
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VII. Partnerships, Collaboration and Networking

1. General Principles of Partnerships and Collaboration

- *Mission consistency.* HCPC-Europe collaborates with other entities only if the relationship is consistent with the missions of the association.
- *Shared values.* HCPC-Europe collaborates on the basis of shared values, common ground, and for the good of society.
- *Mutual benefit.* HCPC-Europe collaborates on the basis of equitable and genuine mutual benefit to each organization.
- *Transparency.* HCPC-Europe collaboration should allow financial transparency and a two-way flow of information, ideas, and experiences.
- *Adaptive to change.* Collaborations should be adaptive to change. Changes in the relationship should be developed through cooperation, and not forced by one or the other organization.

2. Relations with Government Agencies and Intergovernmental Bodies

- *HCPC-Europe's objectives and independence.* HCPC-Europe should enter into a partnership agreement with a government or intergovernmental body only when it is beneficial to achievement of HCPC-Europe's objectives and does not compromise the independence or self-control of the association.

3. Relations with For-Profit Corporations

- *HCPC-Europe's objectives and independence.* HCPC-Europe should enter into collaboration with a for-profit corporation only when it is beneficial to achievement of HCPC-Europe's objectives and does not compromise the independence or self-control of the association.

On behalf of HCPC-Europe and all members of the association.



Thomas Dries
Chairman



Tassilo Korab
Executive Director