

I hereby AFFIRM:

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ALEXANDRA TSVETKOVA

DIRECTOR

CODE OF ETHICS

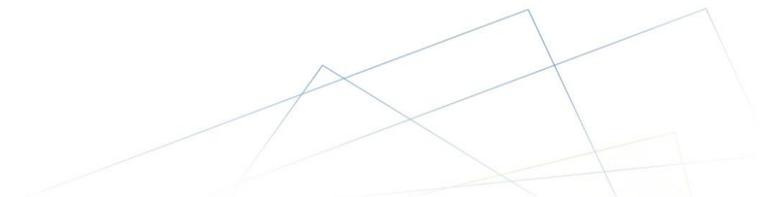
We, the management and the staff of LIBRe Foundation, in fulfillment of our mission to:

Create a better future for all citizens and contribute to the development of the civil society and the democracy through initiation, aiding and participation in activities that implement scientific and practical researches, surveys, programmes and projects in the field of new technologies and technological development and innovations;

Cooperate with national authorities and the European institutions regarding development of common and sectoral policies in the area of introduction and usage of new technologies within the activities they conduct, as well as technology management in the society which aims to establish transparency, accountability, legal certainty, stability and sustainable development in the information society;

Work, in order to inform the relevant persons about the achievements in the area of the information and communication technologies and finding new ways and forms for integration of the modern technology in the everyday life, aiming at ascertaining better access to justice, healthcare, financial services, as well as broader participation of the individuals in the decision-making process;

comply with the present Code of Ethics as a mandatory criterion for assessment of our professional activities.



The rules of the present Code of Ethics, hereinafter referred ad ‘the Code’, are mandatory and they are an emanation of the cultural principles adopted by LIBRe Foundation. In order to guarantee that LIBRe Foundation contributes to the improvement of the quality of life of the citizens, as well as working for the development of the civil society, we:

- act in accordance with the Bulgarian Constitution, laws and secondary legislation, the international treaties to which Bulgaria is a state party, and the European legislation;
- display honesty and loyalty at any time and regarding anyone;
- ensure the necessary transparency and take professional responsibility for our actions;
- show respect towards our partners, contractors, experts, citizens and stakeholders in the context of the LIBRe Foundation’s activities;
- aim at a constant quality improvement of our work and professional behavior;
- work for the benefit of LIBRe Foundation as well as for the benefit of the Bulgarian NGO sector;
- take the necessary measures in case of an activity which contradicts the ethical standards established in the current Code.

The ethical standards are applicable to the management and the staff, hereinafter referred as ‘professional staff’, of LIBRe Foundation, hereinafter referred as ‘the Foundation.’

I. GENERAL PROVISIONS

Article 1. (1) The present Code establishes the ethical norms, principles and standards of conduct of LIBRe Foundation in accordance with the values, stipulated in the policy and aims of the Foundation.

(2) The core objective of the Code of Ethics is to unify the communication culture between the professional staff and the Foundation's partners, in order to increase the effectiveness of the working environment and improve the organizational culture.

Article 2. In pursuance of their professional obligations, the professional staff follows unconditionally the rule of law and protect human dignity, freedom and equality.

Article 3. (1) The professional staff of the Foundation act under their competence by demonstrating professional knowledge and skills and avoid any actions that can discredit the authority of the Foundation.

(2) The professional staff take full personal and professional responsibility for their actions or omissions related to the activities of the Foundation.

Article 4. (1) Representatives of the professional staff are obliged to keep confidence of the professional inside information.

(2) The usage of information, collected in relation to the fulfilment of the professional functions by the staff, for personal benefit is prohibited.

Article 5. (1) The professional staff of the Foundation are not allowed to be influenced by their private interests in exercising their powers and fulfilling their obligations. Private interest is to be understood as every form of interest that could lead to material or incorporeal gains for the person or for third related parties, including all kind of obligations.

(2) The management is not allowed to use their professional position in order to influence the staff in their professional capacity in pursuing of their private interest.

Article 6. (1) The staff immediately notify the management when they are required to participate in the review of a question regarding which the former have interest that could lead to legitimate doubts in terms of their neutrality and it could lead to a conflict with the duly fulfillment of their obligations.

(2) When a member of the staff has doubts if a certain activity is compatible with their professional obligations, they need to discuss the issue with their supervisor or legal consultant.

(3) The management, assessing the situation, may decide to suspend a member of the staff from fulfilling their professional obligations, for as long as the private interest exists and

raises legitimate doubts about the fulfillment of the obligation in question by the member of the staff.

II. COMMITMENT OF THE MANAGEMENT

Article 7. (1) The management of the Foundation commits to apply the ethical rules to the highest degree by setting a personal example.

(2) The management has the obligation to take care of the perception, fixation, clarification, observation and the development of the ethical culture, formed by the rules set in the present Code, towards all of the employees working for the Foundation.

Article 8. (1) The management takes all the necessary actions for:

1. providing high standards for quality, safety, healthy work environment, environmental protection, human capital development and cooperation with every stakeholder inside and outside the Foundation;
2. creating conditions under which the employees feel respected, their human dignity is protected, their strength is encouraged and a feeling of safety is created in their workplace;
3. ensuring that every employee has equal chance of professional realization and development, assessing the achieved results objectively;
4. encouraging personal initiative and increasing human resources motivation, including via fair and adequate remuneration;
5. encouraging the feeling of respect between coworkers, trust, loyalty towards the Foundation as well as teamwork;
6. preserving personal data as well as every personal information regarding the Foundation's employees, that became available in terms of their work, keeping in mind that infringement of the right to private life is unacceptable;
7. observing all human rights and freedoms with respect to fulfilment of professional obligations.

(2) The management declares all forms of irresponsibility, incompetence and negligence unacceptable.

(3) The management organizes the application of the present common values in terms of transparency, dialogue, free exchange of opinions, ideas and proposals.

(4) In case of disagreement between the management and/or the employees of the Foundation in relation to a certain ethical question, it is solved through open discussion in which all the interested parties have the right to express their opinion.

III. PROFESSIONAL BEHAVIOUR

Article 9. (1) The professional staff effectively use the respective to their educational degrees and qualifications knowledge, skills, and experience while fulfilling their work obligations and supporting the management with high professionalism, impartiality and proactive approach towards the adopted decisions.

(2) Each and every employee observes and follows the ethical standards established in the present Code in terms of their professional behavior.

(3) When performing at work the staff should fulfil their obligations in a manner that is convincing for the management and which crates faith and reliance in their capacity.

(4) When an employee makes a suggestion they are obliged to present all the information that is available to them and which is relevant for a decision to be taken.

(5) The employees of the Foundation should constantly be trying to raise their professional expertise .

Article 10. (1) The employees follow the work hierarchy and strictly follow the orders given by their superiors.

(2) Employees must not follow unlawful orders, issued under the established procedure, if they clearly contradict the law.

(3) Employees are not obliged to follow an order that infringes their rights or the rights of their relatives or closed ones. In this case, they need to immediately notify the management and the supervisor who issued the order.

Article 11. The employees should present before their supervisor the work issues they encounter in an honest and open manner. Those issues are to be solved in good faith and via cooperation between the employees and the management.

Article 12. (1) Employees are not allowed to be put in financial dependence or any other dependence by third parties or organizations. They are also not allowed to accept gifts, favors, money or benefits of any type, which can influence the employees' fulfillment of their professional obligations, their decision-making or disrupt their professional approach regarding certain questions.

(2) Employees are not allowed to accept gifts or benefits that can be regarded as a remuneration for tasks which are part of their duties.

Article 13. (1) An employee who has information regarding another employee, committing an unlawful act or violating the professional ethical rules which violation raises serious doubts regarding the later employee's integrity, reliability or other professional qualities, should inform the management.

(2) The management of the Foundation and the person who was informed by the employee guarantee that there would be no adverse consequences of the action, taken under the previous paragraph.

Article 14. (1) Employees are not allowed to make statements on behalf of the Foundation unless they are explicitly authorized.

(2) All statements made online by employees, related to the activities of the Foundation or projects/events, in which it takes part, and without explicit authorization by the Foundation, are to be regarded as personal opinion of the employees who are obliged to clarify this unambiguously for the addressees of the statement.

Article 15. (1) Every statement made by employees, on behalf of the Foundation, should contain information that is of high professional quality, containing facts that are checked, truthful and which is not misleading.

(2) Before the statement is made, all the features of the recipient auditory are to be taken into consideration.

(3) Statements that express discrimination, racism, xenophobia, disrespect, offence, disgrace or obscenity are unacceptable.

IV. PARTNER RELATIONS

Article 16. (1) In their relations with all the Foundation's partners, the members of the staff are guided by the principles of honesty, loyalty, integrity and equality.

(2) In their relations with the Foundation's partners, the members of the staff avoid both direct and indirect discrimination, taking into consideration the partners' cultural, civil, ethnical and other specifics.

(3) Any kind of actions that breaches legal provisions or good morals are unacceptable. A legal advice by a legal council is sought in case one is needed.

(4) The contractual obligations taken by the Foundation are considered binding. The use of force, threat or any other kind of coercion in order to fulfil a contractual obligation is inadmissible and so is performing of any action that is not part of the partner's contractual obligations or the Foundation's counterparty.

(5) The members of the Foundation's professional staff avoid any actions that could possibly be defined as defamation of the Foundation's name.

Article 17. The members of the Foundation's professional staff participate in joint actions and negotiate with the Foundation's partners in good faith, following the common principles and norms of integrity and cooperation, showing the proper respect to the partner, without demonstrating unacceptable aggression or arrogance.

Article 18. The members of the Foundation’s professional staff take the necessary care in order to keep the internal organizational information safe, as well as the information regarding the partners that became available during and due to the Foundation’s activities.

V. RESPONSIBILITY TOWARDS DONORS

Article 19. (1) LIBRe Foundation accepts only donations which are consistent with its mission and aims, established in its founding act.

(2) LIBRe Foundation does not accept donations the acceptance of which is linked with actions and aims that are objectively impossible for the Foundation, taking into account its potential at the moment of the acceptance, that require discriminative actions, that are deemed as threat to the society or the environment or which are contrary to the public morality or the legislation of the Republic of Bulgaria and the European Union.

(3) The Foundation does not accept donations which are with unidentified origin or raise serious concerns for being acquired illegally.

Article 20. (1) Every donor of LIBRe Foundation has the right to be informed about the mission and the aims of the Foundation, about the way their donation is going to be used and about their effective spending.

(2) The donors have the right to receive up-to-date financial information about the activities of LIBRe Foundation, its projects, as well as the periodic reports on the way the donated assets are used.

(3) LIBRe Foundation guarantees its donors that the received donation is going to be used according to its initial purpose.

Article 21. (1) The members of the Foundation’s professional staff demonstrate the necessary respect, loyalty, integrity and appreciation in their relationship with every donor.

(2) The Foundation ensures confidentiality of every donation and respects the right of every donor to remain anonymous as long as this does not contradict the existing legislation.

(3) If the donor requests so, the Foundation publishes on its website the information regarding the donation in a way that is compatible with the aims and the mission of the Foundation and the wishes of the donor.

VI. WORKPLACE RELATIONSHIPS

Article 22. (1) The members of the Foundation’s professional staff demonstrate respect and integrity in their relationships with their coworkers by not allowing behavior which offends individual’s dignity and personal rights.

(2) The employees respect the opinion of their colleagues and respect their right of private life, as well as their cultural, ethnical and social particularities.

Article 23. (1) The members of the Foundation's professional staff aim at achieving trust, ethics and mutual aid in their relations between each other.

(2) Personal disagreements cannot be subject to polemics in public or between colleagues and they should not influence any professional relations.

(3) If an issues between coworkers cannot be solved between themselves, they seek cooperation of their direct supervisor.

Article 24. (1) Members of the Foundation's professional staff who have experience, support and guide the newly employed staff members in order for the later to achieve the necessary professional knowledge, habits and skills, and working methods.

(2) The professional help and guidance should be personal for every employee and should be given taking into account their potential and in accordance with their personal quality and skills.

VII. PERSONAL BEHAVIOR

Article 25. (1) While performing their professional obligations and in their public lives the members of the Foundation's professional staff adopt behavior that does not derogate the reputation and the prestige of the Foundation.

(2) On their work place, the employees do not allow behavior that conflicts with the rules of the present Code of Ethics and the good morals.

(3) The employees strive to avoid conflict situations in their behavior, including in the Internet, and if such situations arise, they try to solve them in a calm and collected manner and by controlling their behavior.

(4) The employees observe decorum and dress professionally, in accordance with their official position.

Article 26. Notwithstanding acting in official capacity or not, the members of the Foundation's professional staff maintain ethical behavior in the Internet and aim at protecting the organization's good name and prestige, do not damage the interest or the dignity of their colleagues, partners and the citizens.

Article 27. (1) Members of the Foundation's professional staff avoid posting in the social networks, content delivery networks, professional networks and any other social channels, information that is directly or indirectly connected to their work activities.

(2) Posting is acceptable only after receiving an explicit, specific and unambiguous permission by their direct supervisor and after detailed review of the content in question and analysis of the consequences the posted content can lead to.

ADDITIONAL PROVISIONS

§ 1. Under this code:

1. „management“ is the director of the foundation and the occupants of the managing positions determined by the director;
2. „employees“ are the individuals hired under employment contract or under other type of contract;
3. „Foundation’s professional staff“ are the director and the occupants of the managing positions determined by the director, the individuals hired under employment contract or under other type of contract;
4. „partners“ are all legal entities and individuals which have relationships with LIBRe Foundation regarding the activities performed by it.

TRANSITIONAL AND FINAL PROVISIONS

§ 2. The norms of the present Code are willingly adopted moral-ethical obligations for a proper behavior applicable to the individuals working at LIBRe Foundation. The rules of the Code are applicable, as long as they do not contradict the Labor Code and the rest of the legislation.

§ 3. Within a month from adopting the Code of Ethics the direct supervisors introduce the employees with its norms.

§ 4. The direct supervisor is obliged to introduce the newly employed to the Code when they start working.

§ 5. The management presents information in timely manner about any corrections and amendments of its norms.

§ 6. The Code is adopted with a decision of the Director on 30.12.2015 r.