



**FRATERNIDADE**

FEDERAÇÃO HUMANITÁRIA INTERNACIONAL  
INTERNATIONAL HUMANITARIAN FEDERATION  
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## CODE OF ETHICS AND CONDUCT

The **Fraternity–International Humanitarian Federation**, hereinafter, the “**Fraternity-Humanitarian Federation (FIHF)**” is a humanitarian, international, independent, impartial, and neutral organization that seeks to propagate cooperation, peace, and universal fellowship based on altruistic interests in its most varied aspects.

The search for conscious respect for all human beings, animals, and the rest of the kingdoms of nature are guidelines of the actions of the **Fraternity-Humanitarian Federation (FIHF) and its affiliated Associations**, both national and international.

The **Fraternity-Humanitarian Federation (FIHF) and its affiliates are non-profit institutions** and subsist through voluntary assistance, resources from spontaneous private or public donations, resources from private or public partnerships, or international organizations, among others, which enable them to promulgate their humanitarian mission.

The **Fraternity-Humanitarian Federation (FIHF)** holds as principles:

1. **Equality** – Equality requires mutual respect and equity of rights and obligations, in light of the local laws and regulations where it is active, and with the institutions with which it interacts.
2. **Independence** – The **Fraternity-Humanitarian Federation (FIHF)**, as an autonomous humanitarian organization, is willing to provide humanitarian assistance and will act in the fulfillment of its mission, regardless of the policies of governments, creeds, cultures, and religions. Its performance must be aligned with the values foreseen in its Statute, and when acting with institutional partners and local governments, must ensure the freedom of expression of those values, while at the same time, must respect and interacting with the expression of other values, as long as they are under local laws. The freedom of action is guaranteed by its financial independence.
3. **Impartiality** – Its collaborators offer humanitarian aid to those in need, without discrimination of race, gender, creed, religion, nationality, or political conviction, holding as a criterion of action the possibility of alleviating the suffering of individuals and the other kingdoms of nature through its Intervention sectors.
4. **Neutrality** – In the face of conflicts, neutrality is fundamental for taking care of people in need, irrespective of the side of the conflict they are on.
5. **Transparency** – Transparency is applied through the sharing of information, and previous inquiries and emphasizing dialogue, in the case of divergence of positions between partners, including financial transparency, which increases the level of trust between organizations. That sharing follows the protocols in alignment between the institutions, and safeguards information and processes, according to the data protection policies being applied.
6. **Respect for Laws:** Commitment that its projects and actions are always under the pertinent national legal provisions and the Standards of International Law, as well as those of the countries where it operates.

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7. **Morality** – A duty to act ethically, within the standards of decorum, loyalty, and good faith. The vulnerability of people and situations prevents morality from being shaken and negatively influenced.
8. **Attention to Collaborators:** Projects and actions must ensure the integrity and development of their collaborators.
9. **Respect for Human Rights:** Projects and actions must ensure the guarantee of rights and freedoms provided in the Universal Declaration of Human Rights.

A key element for a program of integrity is the development, disclosure, and acceptance of a broad Code of Ethics and Conduct that in transparent terms, establishes the patterns of behavior expected from the collaborators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliated Associations**.

This Code of Ethics and Conduct (hereinafter the “Code”) establishes the basic standard of conduct expected of all those involved with the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** in matters such as the acceptance of benefits and declaration of conflict of interest, observance of basic precepts, compliance with the best practices of the national and international third sector, observance of Human Rights, Mutual Respect, non-discrimination, and good customs, concerning their official functions.

In this way, all their staff, collaborators, volunteers, affiliated partners, or whoever has any kind of legal, institutional, or commercial connection with the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliated Associations** must ensure that the precepts of the **Fraternity-Humanitarian Federation (FIHF)** be taken into consideration in carrying out of their activities. This Code is also applied to temporary volunteers, outsourced service providers, by contract or personal efforts, and employed by the organization, who must agree to the terms hereof.

### **Purpose of the Code of Ethics and Conduct**

The present Code describes the **minimum** standards of behavior expected of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates**. Those standards of behavior must be exhibited by all collaborators and must serve as a guide in decision-making and actions.

To ensure public trust in the integrity of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates**, all its collaborators must respect and adhere to its Code of Ethics and Conduct, which contains the following key elements:

### **Key elements**

The 11 key elements of the Code of Ethics and Conduct are:

1. Commitment.
2. Compliance with national and international legislation, good practices of the third sector, and good customs.
3. Public relations.
4. Limitations on accepting gifts, rewards, hospitality, and discounts.
5. Guidelines for avoiding Conflicts of Interest.
6. Conduct in financial matters.

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7. Confidentiality regarding Intellectual Property and Data Privacy.
8. Use of properties, goods, or services of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates**.
9. Private acquisitions owned by the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** by its collaborators.
10. Work environment.
11. Compliance.

In addition, ethical principles, such as:

1. Commitment to the common good.
2. Transparency, integrity, and honesty.
3. Respect for the value and dignity of people.
4. Respect for pluralism and diversity.
5. Inclusion and social justice.
6. Accountability.
7. Management and responsible use of resources.

Furthermore, consistency with the principles and values contained in the Bylaws of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** may also be considered in the technical evaluation, as well as the UN Codes of Conduct (Annex 1) and the 10 principles of the UN (Annex 2), being considered as a reference.

Each of these elements is described in more detail below, together with the regulations and applicable laws. This Code will offer recommendations on the practice of those elements in certain particularly sensitive matters.

Collaborators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** are encouraged to actively review and consider appropriate ways to contribute to the Code.

Partners, collaborators, connected third parties, members, associates, managers, volunteers, staff, or others connected in some way with the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** will hereinafter be referred to as “collaborators.”

## 1. Commitment

### 1.1. Recommendations

All collaborators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliated Associations** must take personal responsibility for compliance with the Code of Ethics and Conduct. In particular, it is suggested to:

- perform functions with honesty, care, diligence, professionalism, and integrity.
- maintain ethical standards to maintain public trust (that do not only serve to meet minimum legal or procedural requirements necessary).
- set aside time for reading and understanding the Code of Ethics and Conduct and the implications of non-compliance.
- not maintain financial interests that conflict with the conscious fulfillment of obligations.



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- not engage in financial transactions by using privileged information or in performing their duties or allowing the improper use of such information to further any private interest.
- not solicit or accept any gift, payment, or other items of monetary value or personal favors, from any person or entity seeking official action, doing business or conducting regulated activities, or subject to procedures and processes within the **Fraternity-Humanitarian Federation (FIHF) and its affiliates**, or whose interests may be substantially affected by the performance or not of the functions of a Collaborator of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**;
- comply with the relevant legal acts, laws, regulations, determinations, and guidelines.
- treat colleagues and collaborators with professionalism and courtesy.
- act with impartiality and not give preferential treatment to any public or private organization or individual.
- avoid waste and improper use of resources.
- make honest efforts in performing your duties in compliance with all laws, policies, statutes, rules, and regulations, and under this Code.
- not knowingly make unauthorized commitments or promises of any kind to bind the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**.
- not divulge confidential information, nor use it for personal benefit or that of others.
- refrain from speaking on behalf of the **Fraternity-Humanitarian Federation (FIHF) and its affiliated Associations**, especially before authorities and the media in general, without prior authorization.
- not use your functions for private gain.
- protect and preserve the properties of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** and not use them for any purpose other than the authorized one.
- not engage in outside employment, functions, or activities, including the search or negotiation for jobs that conflict with the duties and responsibilities of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**, except where allowed.
- report waste, fraud, abuse, and corruption to responsible authorities through the Ethics Channel of the **Fraternity-Humanitarian Federation (FIHF)**;
- repudiate and denounce any exploitation of people through distorted forms of work, such as compulsory, forced slave or child labor or for their sexual exploitation.
- repudiate and denounce any moral and/or sexual harassment in the work environment and all relations with the internal or outside public.

## **2. Compliance with national and international legislation, good practices of the third sector, and good customs**

### **2.1 Corruption or bribery prevention ordinance**

Under the protection of the principles of the OCDE, *UN Convention against Corruption*, *UK Bribery Act*, *US FCPA*, Bylaws and Procedures Manual of the **Fraternity-Humanitarian Federation (FIHF)** or similar document of its affiliated Associations or documents that may replace them, Code of Conduct of the UN, Law 12.846/2013 and other national legislations, the collaborator of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** who requests or accepts an advantage concerning their work without the permission of their superior may commit an offense. The term “advantage” is defined to include almost anything of value,

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including entertainment, money, gifts, commissions, loans, fees, rewards, a position, employment, contract, service, or favor.

For practical purposes, an amount of R\$ 50.00 (fifty reais) is established as the maximum amount, above which the benefit should be rejected and/or reported for return.

Official Donations to the **Fraternity-Humanitarian Federation (FIHF) or its affiliates** do not fall into this framework; however, they must be properly accounted for internally and used for the purposes described in the organization's Statute(s).

## 2.2. Reports

Whenever a collaborator of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**, in good faith, suspects or witnesses any conduct that is contrary to the precepts described in this Code, they must internally report it for investigation, promptly and objectively, given the reasonableness of the communication. For this purpose, an Ethics Channel and a specific *Compliance* department will be established.

The email of the Ethics Channel is: [etica@fraterinternacional.org](mailto:etica@fraterinternacional.org)

Reports may be made anonymously, and the principles of confidentiality and non-retaliation will be respected for those reports made in good faith.

When collaborators of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** believe they are being instructed by a superior or colleague to act in an illegal, improper, or unethical manner, or in any way violating this Code in the exercise of their functions, they have the responsibility to report the matter to the Ethics Channel. In this case, collaborators must be specifically warned and have appropriate protection for such actions. In this sense, the mechanisms for the exchange of information must be free from any undue influence.

Those responsible for *Compliance* must investigate the allegations, under the conflict-of-interest policy.

## 3. Public relations

The public expects that dealings with the collaborators of the **Fraternity-Humanitarian Federation (FIHF) and with its affiliates** will be conducted with integrity, courtesy, impartiality, honesty, and professionalism. To ensure maintaining integrity and ethics, as well as complying with the law, collaborators must observe the highest standards of honesty, impartiality, character, and conduct, thus ensuring the proper performance of their responsibilities and the continued trust and safety of the public.

### 3.1. Promotional activities in the name of other organizations or companies

The **Fraternity-Humanitarian Federation (FIHF) and its affiliates** must remain impartial. Collaborators must not use or allow the use of their position or title in such a way that it could be interpreted to compromise the integrity of the **Fraternity-Humanitarian Federation (FIHF)** as a whole, or that endorses their activities and personal interests or those of third parties. If the



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collaborators had some doubt about the nature of such requests, they must pass the matter on to Compliance and request more clarification or technical opinions on the involvement or development of a specific activity.

### **3.2. Communication and the Use of social media**

The use of social media on the part of collaborators must conform to the following precepts:

- Radical politics, or positions that offend the precepts of this Code, such as, for example, discrimination, compromising or controversial positions or attacks on people or groups, racism, misogyny, or xenophobia are strictly prohibited.
- Political or social stances are allowed, as long as people are clearly and expressly informed that these do not represent the opinion of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates**.
- Any kind of stance in the name of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** is prohibited without previous written permission.

### **3.3. Corruption or bribery prevention ordinance**

Under the protection of the OCDE principles, UK Bribery Act, US FCPA, UN Code of Conduct, Law 12.846/2013, and other national legislation, an employee, member, volunteer, or collaborator of the organization who requests or accepts a benefit concerning their work without the permission of their superior may commit an offense.

The term “benefit” is defined to include almost anything of value, including entertainment, money, gifts, commissions, loans, fees, rewards, a position, employment, contract, service, or favor.

For practical purposes, an amount of R\$ 50.00 (fifty reais) is established as the maximum amount, above which the benefit must be rejected and/or reported for return.

Official Donations to the **Fraternity-Humanitarian Federation (FIHF) or its affiliates** do not fall within this framework; however, they must be properly accounted for internally and used for the purposes described in the organization’s Statute(s).

### **3.4. Relations with the government or the business community**

The business community or government must have access to the ethical standards applied by the **Fraternity-Humanitarian Federation (FIHF)** and must guarantee that their practices do not pressure the collaborators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** to deviate from those standards. Any attempts on the part of employees of the business community or of the Government to offer incentives or other benefits in exchange for favors or special treatment must be immediately refused and reported to the Ethics Channel.

### **3.5. Discrimination**

Collaborators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliated Associations** shall not engage in discriminatory practices based on race, national origin or ethnicity, religion, age, sexual orientation, disability, or any other practices. Any kind of practice, be it misogyny, racist, homophobic, or any other kind of discrimination is strictly prohibited by



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the **Fraternity-Humanitarian Federation (FIHF) and affiliates** and may result in the immediate dismissal of the collaborator, without prejudice of other legal sanctions.

#### **4. Limitations on accepting gifts, rewards, hospitality, and discounts**

##### **4.1. Gifts and hospitality**

Actions carried out by the **Fraternity-Humanitarian Federation (FIHF) and by its affiliates** are subject to relationships with people and organizations. The offer of gifts and/or other benefits to a collaborator on the part of individuals or organizations can be an outside attempt to bring about a biased decision. As defined in Section 3.3 of this Code, “entertainment” refers to food or drink provided for immediate consumption for the occasion, and any other entertainment provided. Although entertainment may be an acceptable form of institutional and social behavior, collaborators should not accept lavish or frequent entertainment from people with whom the organization has official business (for example, governments, providers, or contractors), so that they not be placed in a position of obligation to the one making the offer.

It is understood, however, that the managers may be invited to events as part of their public relations work for the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**, as well as for receiving donations, which is acceptable if this is a return for the **Fraternity-Humanitarian Federation (FIHF) itself, and/or its affiliates**, and is not recurring. The *Compliance Officer* may issue a specific opinion on these practices.

Accepting gifts must be regulated and only allowed if:

- they have a minimum or modest value (up to a nominal value of R\$50.00).
- they are within the normal standards of courtesy, hospitality, or protocol; and
- they do not in any way compromise or appear to compromise the integrity of the collaborator in question or their organization.

Where it is not possible to refuse gifts, hospitality and other benefits that do not meet the principles set out above, collaborators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** must send a description on a specific form addressed to *Compliance*. *Compliance* will notify the collaborator in writing if gifts, hospitality, and other benefits must be refused, donated to charities, disposed of, or retained.

In cases where a more expensive item is accepted, for cultural or protocol reasons, the item must be reported to *Compliance* and a decision must be offered by the latter: if such an item can or cannot be considered personal property, or is the property of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**.

Whenever possible, an attempt must be made to diplomatically return the gift. In all cases, and regardless of the value of the item received, collaborators of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** must inform *Compliance* by email [etica@fraterinternacional.org](mailto:etica@fraterinternacional.org), and using a specific form, report any gift or hospitality received, and the item must be listed in a registry. The registry must contain the name of who received the gift or hospitality, the provider, a description of the item, and its applicable value, and be stored for a minimum of 5 years.



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#### **4.2. Team involved in purchases and contracts.**

The people involved in purchases must take precautions to ensure they do not infringe on the applicable rules, nor behave in such a way they may be held responsible for allegations of unfair purchasing practices. As such, the team must not, under any circumstance, accept gifts or hospitality from current or future providers.

#### **4.3. Incidental benefits**

Many organizations offer perks for any person who uses their services. If possible, incidental benefits, which normally would be available to the public in general under the same arrangement, must be used only by the administration, and in no circumstance can the collaborators profit from those benefits for personal use beyond the established parameters.

#### **4.4. Concessions and discounts offered to collaborators.**

When companies offer discounts on their goods or services to all or a significant number of collaborators, and if the offer was made based on their purchasing power of them as individuals, Compliance may approve accepting such discount benefits. However, precautions must be taken to avoid the suspicion that some private benefit gained could influence a decision of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**.

### **5. Conflicts of interest**

#### **5.1. Personal association with those who have business with the Fraternity-Humanitarian Federation (FIHF) and/or its affiliates.**

Conflicts of interest, or the appearance of a conflict of interest, can arise from official dealings or decisions made concerning individuals who share private interests. When an actual, perceived, and/or potential conflict of interest arises, collaborators must consult with *Compliance*.

By “Conflict of Interest” it is understood to be a situation in which a person or entity is not theoretically separate from the matter under discussion and because of this, may influence and/or make decisions motivated by different interests than the interest of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**.

A situation of conflict of interest emerges when the “private interest” of the collaborator enters into conflict with the interest of the organization. By “private interest” it is understood to be the financial and personal interest of the collaborator or their connections, including:

- Family and other relations.
- Friends.
- Clubs, or companies or societies of which they are members; and
- Any person to whom they owe a favor or obligation of any kind.

The collaborator must avoid the use of their official position or any information available in the course of their duties to benefit themselves, their relations, or any other person with whom they have personal or social ties. They must also avoid any situation that may include a real or apparent conflict of interest. Failure to avoid or declare any conflict of interest could lead to criticism of favoritism, abuse of authority, or even allegations of corruption. In particular, the collaborator involved in purchasing processes or contracts must declare any conflicts of interest,





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and business relationships or personal interests with the company or business with which the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** have a relationship.

On being designated to deal with matters of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**, with which they may have an actual or apparent conflict of interest, the collaborator must present a written statement to their superior. The collaborator must then abstain from dealing with the matter in question or follow the instructions of their superior after consulting with *Compliance*, which can transfer the task to another collaborator.

## **5.2. Involvement in outside functions and the undue use of functions in the Fraternity-Humanitarian Federation (FIHF) and/or its affiliates.**

Collaborators who abuse their position for personal gain or to favor their relations or friends are subject to disciplinary action or even legal action. Examples of improper use include a collaborator responsible for the selection of providers, unduly favoring one or more providers, or the leakage of confidential inside information.

Collaborators who have jobs or outside functions, even if part-time, must provide written information to **Compliance of the Fraternity-Humanitarian Federation (FIHF) and affiliates**. In the case where there is an apparent or actual conflict of interests, approval may be denied.

## **6. Conduct financial questions**

### **6.1. General rules**

Collaborators of the **Fraternity-Humanitarian Federation (FIHF)** and its affiliates must comply with all fair financial obligations, especially those imposed by law, in particular the payment of their taxes.

### **6.2. Donations**

The receipt and custody of any payment or donation of goods or amounts destined for the **Fraternity-Humanitarian Federation (FIHF) and its affiliated Associations** must be restricted to those who need to do so during their duties. Under normal circumstances, no collaborator must accept donation money directly, unless they are specifically authorized to do so. When such authorization is granted or is part of their standard responsibilities, they must confirm it in writing.

All collaborators have the responsibility to the public of using collected funds only for purposes defined by the Bylaws of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** and of ensuring that the actual use of the resources is achieved. Further, under no circumstances can such collected funds be used for the personal benefit of any collaborator of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**.

The following general principles are applied:

- money from donations must be spent wisely and appropriately, and the perception or appearance of poor management must be avoided.
- transactions involving money from donations must be correctly accounted for.



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- only authorized people can make decisions on spending, and the appropriate internal manuals and procedures must be followed.
- the rules applied to the acceptance of gifts, hospitality, and other benefits apply to the staff who make decisions about spending.
- they must not make use of their position to promote their private interests or those of a third party.

## **7. Confidentiality regarding Intellectual Property and Data Privacy**

All collaborators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** have the duty of not divulging any confidential information (without proper authority and legal reasons), including, without being limited to, propriety institutional information and/or confidential information related to the development of activities of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**. This includes all information acquired because of their function, what they know or should know, and what may have not been made available to the general public. This rule is extended to all documents, records, and information stored electronically, as well as intellectual property developed, registered, or not. In the same way, they are obliged to protect the privacy of individuals and companies in negotiations and safeguard the protection of personal data of the same, of other colleagues or the public in general, in strict conformity with the Brazilian LGPD (General Law for the Protection of Data) and the European LGPD (General Rules for the Protection of Data).

Any intellectual property developed due to their functions in the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** or through the help of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**, will be the exclusive property of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**.

Examples of improper use of official information:

- Provide information to someone who should not receive such information.
- use the information for personal or private gain.
- have an advantage over someone based on information gained internally.
- Divulge personal data obtained due to their function or to which they may have access.

Involvement in any of the activities mentioned above is prohibited and may result in disciplinary action and/or legal action.

## **8. Use of properties, goods, or services of the Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**

### **8.1. General rules**

Collaborators with access to any property of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** must ensure that the facilities are appropriately used to support the organization or carry out its actions. Undue use of the property of the organization for personal use, the resale of goods belonging to the **Fraternity-Humanitarian Federation (FIHF) and or its affiliates**, or make personal use of any moveable or immovable property is strictly forbidden.



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Except with specific and reasonable authorization, the use of resources and goods of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates**, as well as, services paid with funds of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**, and vehicles, services, or other goods for personal purposes or gain is prohibited. These resources include, but are not limited to:

- installations (including telephones, photocopiers, office equipment/supplies).
- vehicles, vessels, machinery, and equipment.
- computers and computer software.
- stamps and postal services.

Unauthorized expenditure of goods and services can be reduced with proper attention by everyone to the security of the assets of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**. All collaborators of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** are instructed to take appropriate safety measures for the assets of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** under their control.

### **8.2. Motorized vehicles**

Concerning the use and care of official vehicles, there are specific rules that must be applied. These include but are not limited to provisions that:

- collaborators will not use or authorize the use of vehicles of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** except for official purposes.
- collaborators who drive vehicles of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** must be licensed and authorized.
- collaborators must not drive vehicles of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**, or any other vehicles, when under the influence of alcohol or any other intoxicant or drug.

### **8.3. Access to and the use of the electronic network**

Collaborators of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** who have access to, or use computer systems, equipment, or software of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** must make all efforts to protect the same from any possible threat to the security of the information.

Limited personal use of the Internet, intranet, and email may be allowed, as long as it is in compliance with all related legislation, policies, and guidelines and does not affect the productivity of the collaborator or their colleagues. Examples of acceptable limited personal use include professional activities, the development of a career, or reading or writing brief emails after work or during breaks.

Examples of improper conduct related to the use of institutional electronic networks include:

- to knowingly watch, download, possess, or distribute pornographic materials.
- the use of images, materials, or emails which contain offensive language or inappropriate comments.
- to infringe on author rights.



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- to hack and try to circumvent the security features of electronic networks.
- Use of individual or collective electronic game platforms.

## **9. Private acquisitions of the Fraternity-Humanitarian Federation (FIHF) property and/or its affiliates by its collaborators**

### **9.1. Excessive purchase of goods and articles for the Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**

Goods and products in disuse and no longer used can be sold to the public. Collaborators of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** are allowed to purchase them, as long as there is no restriction, and they are available for sale to the public at their original offered value, except if:

- the collaborator of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**, as a result of their position, obtained special knowledge about the condition and details of the goods being sold.
- the collaborator of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** have been associated with the goods in their responsibilities.

## **10. Work Environment**

### **10.1. General principles**

All collaborators have the right to a healthy and safe work environment, free of discrimination and harassment, in which individual and organizational objectives can be achieved. A good working environment is one that:

- is just and equitable.
- is safe and offers the conditions and logistics for carrying out the activities.
- is free of alcohol and drugs.
- is free of harassment and discrimination.
- respects individual differences and cultural diversity.
- provides honest performance feedback and development opportunities.
- supports the participation of the team in the decision-making process, respecting the organization chart and governance of the Institution.

### **10.2. Justice and Non-discrimination**

The commitment to justice and non-discrimination are fundamental for maintaining standards of equity, ethical conduct, and responsibility in the **Fraternity-Humanitarian Federation (FIHF) and its affiliates**. All collaborators must have an active role in ensuring that the working environment of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** is free of discrimination and harassment of any kind, including sexual harassment.

### **10.3. Health and Occupational Safety**

All collaborators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** must expect a healthy and safe working environment concerning their assigned duties, as this has a direct impact on the overall perception of the management's professionalism of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates**. They must be serious about their



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responsibilities, contribute to the safety of the workplace and immediately report any concern on health or safety or a violation of rules or regulations to *Compliance*.

Collaborators should not engage in frequent or excessive gambling with people who have business with the organization, as well as among colleagues, especially with subordinates. It is also prohibited to use alcohol or drugs on the properties of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** or when acting officially on behalf of the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates**, or during times of performance of their duties in the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliate Associations**.

#### **10.4. Child labor and slavery, or analogous to slavery, and Prevention of child sexual exploitation.**

The **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** do not tolerate sexual exploitation, practicing child labor, forced labor, or work analogous to slavery. Any evidence of these practices must immediately be denounced and reported to the Ethics Channel. All providers, partners, or third parties that have a relationship with the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** must counteract the production chain leading to the exploitation of illegal and irregular working conditions herein mentioned.

#### **10.5. Harassment**

No collaborator or beneficiary of the services provided by the **Fraternity-Humanitarian Federation (FIHF) and/or its affiliates** can be subjected to corporal punishment, abuse, or harassment of any kind. Threats or harassment of any nature will not be tolerated, especially sexual and moral harassment. Any evidence of these practices must be immediately rejected and reported to the Ethics Channel. For purposes of clarification and definition, the UNHCR PSEA policy shall be used as a reference and incorporated into this code by reference (Annex 3).

To protect the more vulnerable population in humanitarian crises, especially women and children, the team of collaborators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** must not engage in any sexual activity with persons under the age of 18 or with persons of any age who are benefiting or intend to benefit from the protection or assistance of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates**.

### **11. Compliance**

Collaborators have the responsibility of understanding and fulfilling this Code of Conduct. Also part of this Code of Conduct, as a reference: the Code of Conduct of the UN (held as a parameter in good practices in the third sector), the national laws of the Federated Republic of Brazil, the *UK Bribery Act* and the US FCPA, *UN Convention against Corruption*, anti-corruption policies of the OCDE and with the Bylaws and Procedures Manual of the **Fraternity-Humanitarian Federation (FIHF)** or similar document of its affiliated Associations or documents that replace them.



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All the managers and coordinators of the **Fraternity-Humanitarian Federation (FIHF) and its affiliates** must ensure that collaborators understand and fulfill the standards and requirements established in the Code. Any problems to be found, as well as any suggestions, must be directed to [compliance@fraterinternacional.org](mailto:compliance@fraterinternacional.org) for consideration or counseling.

Any collaborator who should violate any provision of the Code will be subject to disciplinary action and legal action. In cases of suspected corruption or other criminal offenses, a report will be made and may be sent to the Authorities. Intentionally false accusations or reports are also considered to be a violation of this Code of Conduct and may suffer the same penalties.

Annex 1
Code of Conduct to Prevent Harassment, Including Sexual Harassment, at UN System Events <i>(Incorporated as a Reference)</i>

Annex 2
10 Principles of the UN Global Pact
Corporate sustainability begins with the company's value system and a principles-based approach to doing business. This means to act in a way that, at a minimum, fulfills fundamental responsibilities in the areas of human rights, work, environment, and combating corruption. Responsible companies adopt the same values and principles wherever they are present, and they know that good practices in one area do not make up for the damage in another. By incorporating the Ten Principles of the UN Global Pact in strategies, policies, and procedures, and establishing a culture of integrity, companies are not only supporting their basic responsibilities toward people and the planet, but they are also setting the stage for long-term success. The Ten Principles of the United Nations Global Pact are derived from: the Universal Declaration of Human Rights, the Declaration of the International Labor Organization on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development, and the United Nations Convention against Corruption. <b>Human Rights</b> Principle 1: Companies must support and respect the internationally proclaimed protection of human rights. Principle 2: certify that they are not complicit in the abuse of human rights. <b>Work</b> Principle 3: Companies must support freedom of association and the effective recognition of the right to collective bargaining. Principle 4: the elimination of all forms of slavery, forced, and compulsory labor. Principle 5: the effective abolition of child labor. Principle 6: the elimination of discrimination in employment and occupation. <b>Environment</b> Principle 7: Companies must support a preventative approach to environmental challenges. Principle 8: take on initiatives to promote greater environmental responsibility. Principle 9: encourage the development and dissemination of environmentally friendly technologies. <b>Anticorruption</b> Principle 10: Companies should work against corruption in all its forms, including extortion and bribery.

Annex 3
Protection from Sexual Exploitation and Abuse (PSEA) <i>(Incorporated as Reference)</i>

**Fraternity – International Humanitarian Federation (FIHF)**  
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