



ITALIAN AGENCY FOR DEVELOPMENT COOPERATION

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

THE ITALIAN AGENCY FOR DEVELOPMENT COOPERATION (AICS)

HAVING REGARD TO Presidential Decree no. 3 of 10 January 1957, containing the “Consolidating act on the provisions regarding the statute of the State civil employees” and subsequent amendments and integrations;

HAVING REGARD TO the “*International Covenant on Economic, Social and Cultural Rights*” adopted by the United Nations General Assembly on 16 December 1966;

HAVING REGARD TO the “*United Nations Framework Convention on Climate Change*” of 9 May 1992 and the related implementation agreements;

HAVING REGARD TO the principles established by the fundamental Conventions of the International Labour Organization (ILO) and the “*ILO Declaration on Fundamental Principles and Rights at Work and its Follow-up*” of 18 June 1998 and subsequent amendments and integrations;

HAVING REGARD TO the Recommendation 92/131/EEC on the protection of the dignity of women and men at work;

HAVING REGARD TO the Charter of Fundamental Rights of the European Union 2000/C 364/01 and subsequent amendments and integrations;

HAVING REGARD TO Legislative Decree no. 165 of 30 March 2001, containing the “*General rules on the organisation of work for public administrations*” and subsequent amendments and integrations;

HAVING REGARD TO Leg. Dec. no. 159 of 6 September 2011, containing the “*Code of anti-mafia laws and prevention measures, as well as new provisions on anti-mafia documentation*” and subsequent amendments and integrations;

HAVING REGARD TO Law no. 190 of 6 November 2012, containing the “*Provisions for the prevention and repression of corruption and illegality in public administration*” and subsequent amendments and integrations;

HAVING REGARD TO Leg. Dec. no. 33 of 14 March 2013, containing the “*Reorganisation of the rules on information publicity, transparency and diffusion obligations of the public administration*” and subsequent amendments and integrations;

HAVING REGARD TO Pres. Dec. no. 62 of 16 April 2013, containing the “*Rules and code of conduct for public employees pursuant to art. 54 of Leg. Dec. no. 165/2001*”;

HAVING REGARD TO the Civit (now National Anti-Corruption Authority - ANAC) resolution no. 75 of 24 October 2013, containing the *“Guidelines on codes of conduct for public administrations”*;

HAVING REGARD TO Law no. 114 of 11 August 2014, containing the *“Conversion into law, with amendments, of Decree-Law no. 90 of 24 June 2014, containing urgent measures for administrative simplification and transparency and for judicial offices efficiency”*;

HAVING REGARD TO Law no. 125 of 11 August 2014, containing the *“General rules on international cooperation development”* and subsequent amendments and integrations, in particular art. 17, par. 10;

HAVING REGARD TO the National Labour Collective Agreements in force, concerning the personnel of the Main Functions Department and the Managerial Personnel area;

HAVING REGARD TO the code of conduct of the Ministry of Foreign Affairs and International Cooperation (MAECI), approved on 18 September 2014;

HAVING REGARD TO Min. Dec. no. 113 of 22 July 2015, Regulation containing the *“Statute of the Italian Agency for Development Cooperation”* and subsequent amendments and integrations, in particular art. 20;

HAVING REGARD TO the *“Agenda 2030 for Sustainable Development”* adopted by the United Nations General Assembly on 25 September 2015;

HAVING REGARD TO Leg. Dec. no. 50 of 18 April 2016, Code of public contracts;

HAVING REGARD TO Regulation (EU) 2016/679 of 27 April 2016 on personal data protection (*General Data Protection Regulation - GDPR*) and Leg. Dec. no. 196 of 30 June 2003, containing the *“Code on personal data protection”* as amended by Leg. Dec. no. 101 of 10 August 2018;

HAVING REGARD TO *“Recommendation for Development Co-operation Actors on Managing the Risk of Corruption”*, C(2016)156, adopted by the OECD Council on 16 November 2016;

HAVING REGARD TO *“Recommendation for Development Co-operation Actors on Public Integrity”*, C(2017)5, adopted by the OECD Council on 26 January 2017;

HAVING REGARD TO Leg. Dec. no. 75 of 25 May 2017, containing the *“Amendments and integrations to Legislative Decree no. 165 of 30 March 2001 (...) on the reorganisation of public administrations”* and subsequent amendments and integrations;

HAVING REGARD TO Law no. 179 of 30 November 2017, containing *“Provisions for the protection of authors of reports on crimes and irregularities discovered in the context of a public or private employment relationship”*;

HAVING REGARD TO the G7 Development Ministers Declaration on *“Protection from Sexual Exploitation and Abuse in International Assistance”*, adopted in Whistler on 2 June 2018;

HAVING REGARD TO the OECD-DAC Joint Declaration *“Combating Sexual Exploitation and Abuse in the Development and Humanitarian Sector”*, adopted in Tidewater on 6 June 2018;

HAVING REGARD TO the AICS code of ethics and conduct, adopted with resolution of the deputy Director no. 279 of 29 August 2018;

HAVING REGARD TO the Donors Declaration adopted at the “*Safeguarding Summit*” held in London on 18 October 2018;

HAVING REGARD TO the agreement signed on 12 July 2019 between the Ministry of Foreign Affairs and International Cooperation (MAECI) and AICS, in particular art. 14;

HAVING REGARD TO the “*DAC Recommendation on Ending Sexual Exploitation, Abuse, and Harassment in Development Co-operation and Humanitarian Assistance: Key Pillars of Prevention and Response*”, adopted by the OECS Council on 12 July 2019;

HAVING REGARD TO the structure of this code of ethics and conduct and of the PSEAH code (Protection from Sexual Exploitation, Abuse and Harassment) of AICS, published on the Agency institutional website on 12 September 2019, with the call to submit proposals, observations and integrations regarding the provisions of these codes;

WHEREAS on 24 September 2019 the open participation stage has ended;

HAVING REGARD TO the transmission by this Agency on 30 September 2019 of this code of ethics and conduct and of the PSEAH code to the National Council for Cooperation and Development (CNCS) secretariat for its opinion pursuant to art. 20, par. 2 of Min. Dec. no. 113/2015 and subsequent amendments and integrations;

HAVING REGARD TO the National Anti-Corruption Authority (ANAC) guidelines on codes of conduct for public administrations, approved with resolution no. 177 of 19 February 2020;

HAVING REGARD TO the AICS triennial Plan for corruption prevention and transparency for 2020-2022, adopted with resolution of the AICS Director on 5 May 2020, no. 100;

HAVING ACQUIRED the CNCS opinion pursuant to art. 20, par. 2 of Min. Dec. no. 113/2015 and subsequent amendments and integrations on the plan of this code of ethics and conduct and of the PSEAH code, expressed during the plenary meeting of 20 July 2020;

HAVING ACQUIRED the opinion of the Independent Auditing Body (OIV) of the MAECI, pursuant to art. 54, par. 5 of Leg. Dec. no. 165/2001 and subsequent amendments and integrations on 21 October 2020;

HAVING REGARD TO the agreement of 15 December 2020 signed by MAECI, the Italian Agency for Development Cooperation (AICS) and the Cassa Depositi e Prestiti SpA (CDP) and subsequent amendments and integrations, in particular art. 17;

has promulgated the following Code:

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ART. 1

Mission of the Italian Agency for Development Cooperation

1. The Italian Agency for Development Cooperation (hereinafter “AICS” or “Agency”), pursuant to art. 1, par. 2 of Law no. 125/2014 and subsequent amendments and integrations, in acknowledging the centrality of the human being, both in the individual and community dimension, pursues, according to the international programmes and strategies defined by the United Nations, other international organisations and the European Community, the essential objectives aimed at: i) eradicating poverty and reducing inequality, improving the life conditions of populations and promoting a sustainable development; ii) protecting and affirming human rights, the individual dignity, gender equality, equal opportunities and the principles of democracy and rule of law; iii) preventing conflicts, supporting processes of peace-making, reconciliation, post-war stabilisation, consolidation and strengthening of democratic institutions;

2 The Agency is an entity with legal personality under public law and carries out, within the framework of the political and vigilance guidelines of the Ministry of Foreign Affairs and International Cooperation, the technical-operational activities connected with the investigation, formulation, financing, management and control phases of development cooperation initiatives. Moreover, the Agency contributes to the definition of the annual programme of development cooperation actions. The Agency delivers services, assistance and technical support to the other public administrations; acquires executive tasks related to programmes and projects of European Union, banks, funds and international bodies, and cooperates with structures from other countries having similar purposes; promotes partnership programmes with private subjects for the implementation of specific initiatives; can carry out initiatives funded by private subjects.

ART. 2

Purpose and scope of application

1. This code collects and brings together principles, values and rules that must guide the Agency action and the conduct of all its personnel, managers included.

2. Provided they are compatible, the conduct obligations set forth by this code apply also to AICS collaborators or consultants, having any kind of contract or task, or in any way working in the national offices (Rome and Florence) and in the branches and field offices abroad, as well as to collaborators working at any title for nonprofit subjects, pursuant to art. 26, par. 2, of Law no. 125/2014, and for companies supplying goods or services or performing work activities in favour of AICS, in order to ensure a responsible, quality service which is also aware of the local partners' needs.

3. This code applies also to public and private subjects as per art. 23, par. 2 of Law no. 125/2014 participating in the development cooperation activities benefiting from public funds.

4. The strength of this code primarily lies in the awareness of the value of these rules, as well as in the adoption by its recipients of the constitutional ethical principles of diligence, loyalty, impartiality and care of the public interest.

5. The Agency, while imposing on the code recipients a behaviour compliant with the provisions contained in this document, at the same time requests, in view of the reciprocity principle, that third parties act towards the Agency according to rules inspired by a similar ethical conduct.

6. The provisions of this code integrate and specify those of Pres. Dec. no. 62 of 16 April 2013, containing the code of conduct for public employees, which finds its integral application and extends to all aspects not expressly covered by this code.

ART. 3 **General principles**

1 The Agency chooses the methods and instruments through which it plans and implements the objectives established by the Performance Plan. The administrative action is carried out in full compliance with the principles of integrity, correctness, good faith, proportionality, objectivity, transparency, fairness and rationality, keeping in appropriate consideration any new circumstance and changing conditions, as well as the evolution of the demands and needs manifested by the Italian society and in the international context, acting independently and impartially. The Agency reports on its work according to the principles of evaluation and merit.

2 Integrity means the safeguard, by the administration and its personnel, of the efficiency, impartiality, independence and confidentiality of the institutional activities. To this end, the adequacy of professional commitment, relations with external private parties, control on administrative and accounting activities and protection of the country and administration image are assessed.

3 The Agency pays special attention to avoiding and sanctioning any act that offends human dignity, following primarily the provisions of the code of conduct for the Protection from Sexual Exploitation, Abuse and Harassment (PSEAH code) and for the prevention and fight against mobbing, which constitute an integral part of this code. While waiting for the adoption of its own code of conduct for the prevention and fight against mobbing, AICS, pursuant to art. 17, par. 10 of Law no. 125/2014, makes reference to the code of conduct for the prevention and fight against mobbing of the Ministry of Foreign Affairs and International Cooperation (hereinafter "MAECI").

4 The Agency ensures that any diversity is not ridiculed or discriminated against, either among the personnel or in the relations with the public, nor does it constitute an obstacle to the full use of professional skills and the development of the career prospects of employees.

5 The Agency pays special attention to the creation and management of environments and workplaces that are suitable for the safety and health of employees and any other person accessing them, in compliance with the national and international regulations on this matter.

ART. 4 **Gifts, fees and other benefits**

1. Gifts and donations are meant as those occasionally received in the context of the regular courtesy relations and international customs. Their modest value, as per Pres. Dec. no. 62/2013, must be determined taking in consideration the different economic contexts of the country where the gifts are given, and in any case it cannot be higher than 150 euro.

2. Gifts having a value exceeding the limit set forth in par. 1, i.e. received outside the cases allowed by art. 4 of Pres. Dec. no. 62/2013, are immediately made available to the Agency, which can return them or use them to furnish the national offices or the branches and field offices located abroad; such gifts can also be destined to humanitarian, assistance, support and charitable initiatives, or, where possible, for administration service purposes. The gifts and donations received must not compromise the independence of judgment, the operational correctness, the integrity and reputation of the personnel and, in any case, must be such to not be interpreted, by an unbiased observer, as aiming at acquiring advantages in an inappropriate way.

3. Personnel must not accept consultancy or cooperation assignments of any kind, both paid or free, from private subjects, associated or subsidiary companies, as well as from economic public bodies that have (or had in the past three years) any significant economic interest linked to the decisions or activities of the Agency.

ART. 5

Participation in associations and organisations

1. In observance of the regulations in force regarding freedom of association, and without prejudice to the provisions of art. 5 of Pres. Dec. no. 62/2013, the personnel inform via certified email, within 10 days, the supervisor of their office about their membership or participation in associations and organisations whose scope of interest may concern or interfere with the office activities. The constitutional right to join political parties or trade unions is in any case guaranteed.

2. More specifically, personnel shall not join associations, clubs or other bodies of any kind that, for membership purposes, request an oath or promise to observe principles, ideologies, duties and obligations opposed to those of the oath taken upon the undertaking of their institutional functions, or opposed to the duties established by the code of conduct for public employees.

3. The Agency, in the following 30 days, evaluates the compatibility of the membership or belonging to these associations or organisations, in order to take all the measures - such as relocation to another office, obligation to refrain, turnover - deemed necessary to prevent the possibility that such membership, in itself legal and free, might cause situations of real or potential conflict of interest.

4. Personnel shall inform via certified email the supervisor of their office of any possible changes to the declarations set forth in paragraph 1 of this article, within 10 days of their occurrence.

ART. 6

Conflict of interest

1. Pursuant to art. 7 of Pres. Dec. no. 62/2013, personnel shall cautiously refrain from participating in the adoption of decisions or in activities which may involve their own interests or those of their relatives, up to the second degree, of their spouse or cohabitants, or of people with whom they have habitual relationships, or interests of subjects or organisations with which the personnel member or his/her spouse has a pending lawsuit or serious enmity, or significant credit or debit relationships, or of subjects or organisations of which the personnel member is the tutor, curator, attorney or agent, or interests of entities, associations (even if not recognised), committees, companies or establishments of which he/she is a director, supervisor or manager. Personnel shall refrain in any other case in which there are serious advantage reasons.

2. Regarding the conclusion of agreements and negotiations, and the entering into contracts on the Agency behalf, as well in their execution stage, reference must be made to the provisions of art. 14 of Pres. Dec. no. 62/2013, as well as to art. 42 of the code of public contracts pursuant to Leg. Dec. no. 50 of 18 April 2016 on conflict of interest matters, and to the ANAC (National Anti-Corruption Authority) Guidelines no. 15, containing provisions on the "Detection and management of conflicts of interest in the procedures of assignment of public contracts", approved with resolution no. 494 of 5 June 2009.

3. The personnel, according to the procedures set forth in art. 6 of Pres. Dec. no. 62/2013, inform the supervisor of their office (via certified email), within 10 days from the assignment to an office, about the existence of a conflict of interest, even if potential, of economic or other nature, and in particular about all the cooperation relations, both direct or indirect, with private subjects which were in any way paid and occurred in the last three years, specifying: a) if he/she, his/her relatives up to the second degree, or his/her spouse or cohabitant still have financial relationships with the subject with which they had the aforementioned cooperation relation; b) if such relation involved or involves subjects having interests related to the activities or decisions of the office, in view of the tasks assigned to the personnel member. The supervisor of the competent office will decide if the abstention must continue or if its prerequisites are no longer relevant. If a senior manager finds himself (or herself) to be in a conflict of interest, the aforementioned communication shall be sent to the Corruption Prevention and Transparency Manager (hereinafter "RPCT") who, after having requested to the subject the clarifications deemed useful to assess the situation, resolves on the relevance of the conflict, communicating the decision to the concerned party.

4. The same disclosure obligation shall be observed also in the case of personnel finding themselves in a conflict of interest that is only apparent and might be perceived as such from the outside (e.g. cases of persons with the same name). The supervisor of the personnel member office will decide how (s)he should act, as far as possible, to clarify the situation.

5. The aforementioned disclosure obligation also apply in the case an actual, apparent or potential conflict of interest has occurred during the office service. The aforementioned communications are submitted by means of self-certification, pursuant to Pres. Dec. no. 445 of 28 December 2000, and personnel are also required to inform the Agency of any changes through certified email within 10 days from their occurrence.

6. Personnel shall not hold, both directly or through a third party, an economic interest in bodies, enterprises and companies operating in the fields of interest of the Agency activities. Without prejudice to the provisions of art. 53 of Leg. Dec. no. 165 of 30 March 2001 and subsequent amendments and integrations, the Agency personnel, even if working part-time,

shall not have trade or industrial jobs or any other job or work duty towards private bodies and shall not accept the assignment of an office in companies established for profit purposes, except in the case of offices in companies or bodies for which the appointment is entrusted to the State and, to this purpose, the competent Minister's authorisation has been received.

7. Although the final decision on the individual conflicts of interest - which are promptly communicated to the RPCT - will be taken by the relevant manager, employees (both part-time or working in any capacity at the Agency) are not allowed to perform job activities or tasks in favour of bodies or private individuals having as their object consultancy, preliminary activities, requests for release of technical opinions or evaluations, submission of requests and communications of any kind currently carried out for the Agency.

8. The provisions concerning non-institutional activities apply also to the personnel with a fixed-term work relationship.

9. Personnel not observing the provisions of this article will face disciplinary consequences and, in more serious cases, also legal action.

10. Personnel can register in professional registers, after informing the Human Resources Office, in the cases allowed by the specific legal provisions governing the single professions, i.e. in the case they do not require for such registration the exclusive performance of the self-employed profession activities. In any case, such self-employed professional activities are not allowed, even if they are performed only occasionally.

11. Upon appointment, the official undertaking a managerial role must submit a declaration on the absence of non-transferability causes and, on annual basis, a declaration on the absence of the incompatibility causes described in the aforementioned decree.

12. The aforementioned communications are submitted by means of self-certification, pursuant to Pres. Dec. no. 445 of 28 December 2000, sent via certified email; the official shall inform the Agency of any changes through certified email within 10 days from their occurrence.

ART. 7

Corruption prevention

1. Personnel shall keep a conduct fully compliant with the regulations concerning corruption prevention and shall, in particular, observe the measures set forth in the triennial Plan for corruption prevention and transparency of the Agency; moreover, personnel shall cooperate with the RPCT and, without prejudice to the obligation to report to the judicial authority, inform their hierarchical superior of any illicit situation involving the administration that they are made aware of.

2. Personnel inform their hierarchical superior of the existence of criminal or disciplinary proceedings against them for conduct linked to corruption, for the application of the provisions of art. 16, par. 1, lett. I-quater of Leg. Dec. no. 165/2001 (extraordinary turnover).

3. In the event that, for appropriateness reasons, personnel establish that they cannot report to their hierarchical superior, any illegal facts, actions or behaviour of which personnel are made aware of during their tasks can be reported to the RPCT following the whistleblowing

procedure described in the Agency's triennial Plan for corruption prevention and transparency. In case of illegal facts, actions or behaviour falling under the scope of application of the PSEAH code or under the code for the prevention and fight against mobbing referred to in art. 3, par. 3, personnel can also use the informal procedures described therein.

4. The Agency guarantees adequate protection for those who report corruption cases.

5. The RPCT carries out and verifies the correct application of the personal protection mechanisms set forth in art. 54bis of Leg. Dec. no. 165/2001.

6. The Independent Auditing Body (OIV) of the MAECI, based on the information received from the RPCT and the Disciplinary Proceedings Office (UPD), carries out a supervisory activity on the application of the code, including it in its annual report on the overall functioning of the System managing the evaluation, transparency and integrity of internal controls. Moreover, the OIV ensures the coordination between the contents of this code and the personnel performance evaluation system.

ART. 8 Confidentiality

1. The Agency ensures the confidentiality of personal information and data being processed and the protection of the information acquired during its institutional functions, pursuant to Regulation (EU) no. 2016/679 on personal data protection (General Data Protection Regulation - GDPR) and Dec. Leg. no. 196 of 30 June 2003 and subsequent amendments and integrations, in order to prevent this information from being used for purposes diverging from or contrary to the law, or for purposes that can cause damage to the Agency.

2. Personnel shall not use confidential information for purposes not strictly connected to the execution of their professional activities, shall apply due diligence and pay attention while using such information, in order to prevent their involuntary disclosure.

3. Personnel shall not disclose so-called 'insider information', i.e. information having a specific content, not available to the public, concerning activities, decisions to be taken and measures related to ongoing proceedings, both inside and outside the administration, such as to significantly influence behaviour if disclosed improperly or before their official or formal publication or communication, thus creating improper advantages.

4. The members of the Commission appointed to select personnel or for the allocation of public resources shall not disclose the information in their possession to any subject not belonging to the Commission, including the Agency managers.

ART. 9 Safeguard of the administration image

1. Also outside the work environment and hours, personnel shall not have any behaviour that can compromise the Agency's interests or damage its image.

2. In the national offices and branches and field offices abroad, personnel shall ensure the utmost cooperation in their relations with colleagues and third parties, in accordance with the positions and roles assigned to each subject; moreover, personnel shall adopt a conduct in line with appropriate behaviour standards, compatible with the tasks and functions of their role and with the safeguard of the image of the Agency and the Country abroad, avoiding attitudes and ways of behaving that could disrupt the necessary atmosphere of serenity and harmony in the services.

In particular, personnel serving abroad must base their conduct, in private, in the office and in public, on the strictest principles of discipline, honour, fairness and decorum imposed by the greater burdens deriving from their role and office, observing local laws and customs.

3. Personnel shall refrain from disseminating, through any means, including the Web, social networks, blogs, forums and comments, information and/or photos/videos/audio files that can compromise the image of the administration, the reputation of their colleagues, as well as the privacy or dignity of people. While using their personal profile on social media, if the fact that the user works for the public administration can be deduced by his/her profile or by the content of a comment, it is always necessary to specify that the posted messages reflect the personnel member's personal opinion and not the Agency's point of view. Special attention shall be paid by all personnel members serving abroad, whose communication could be more easily interpreted as reflecting the Italian Government's positions. In any case, a personal profile shall be never used for official statements or to disseminate office-related information. It is permitted to share, repost or like a post published on the AICS Italian page or on one of its foreign field offices pages.

4. The administration receives reports from the personnel serving abroad on the cases in which the benefits and immunity set forth by the international laws are denied or unlawfully restricted, also in view of the application of the reciprocity principle. Personnel serving abroad, aware of the fact that the aforementioned benefits and immunity are granted by local authorities only with the purpose of improving their ability to perform their duties and not for personal interest or gain, shall use these advantages only for their intended purpose and avoiding any abuse. Personnel serving abroad shall not abuse of or take advantage of the privileged position deriving from the diplomatic and consular functions they perform to pursue personal interests.

ART. 10

External assignments

1. The Agency uses its own personnel to perform institutional duties, both in Italy and abroad.

2. In the event that no suitable professional profiles are available among the personnel in office, any possible external cooperation task is assigned using procedures able to guarantee fairness, transparency, the comparative assessment of applications and respecting the prohibition of their automatic renewal.

3. Without prejudice to the provisions of art. 53 of Leg. Dec. no. 165/2001, personnel on duty or on leave called to perform a task external to the Agency undertake to not disclose any information of which they became aware of during the performance of their duties; they shall not carry out any paid corporate or consultancy activity in the Countries where they performed their functions in the last two years, as well as any activity for bodies or companies where conflict of interest profiles with the tasks performed for the Agency during the last two years may emerge.

4. Personnel on leave who, during the last three years, have exercised any decision-making or negotiation powers on the Agency's behalf, cannot carry out, for the three years following the termination of the work relationship, any work or professional activity for those private subjects which were previously recipients of the activities performed on behalf of the Agency. The contracts concluded and the tasks assigned in violation of these provisions shall be considered null, and it is forbidden for the private subjects involved to sign contracts with public administrations for the following three years, with the obligation to repay any compensation which has been proven they received.

ART. 11 **Relations with the public**

1. Personnel establish, both with Italian and foreign users, a relationship based on fairness and courtesy, which will take cultural difference in due consideration, so to avoid any behaviour that can be interpreted as intolerant, hostile or discriminatory; users are adequately informed on the administrative procedures to be followed, and all their requests deserve the same attention and respect; personnel meet these requests according to the law, in the shortest time possible and avoiding any preferential or discriminatory action.

2. Personnel having relations with the public shall wear a readable ID card supplied by the Administration, except in those cases where, for reasons of personnel safety or foreign policy, it has been decided otherwise.

ART. 12 **Special provisions for managers**

1. The manager performs the activities entrusted to him/her upon appointment with due diligence, pursues the assigned goals and adopts an organisational behaviour suitable to the performance of his/her duties.

2. The manager, before accepting his/her role, informs the Corruption Prevention and Transparency Manager (RPCT) about the shareholdings and other financial interests that may place him/her in a conflict of interest, even if only potential or apparent, with the public function to be performed. Moreover, before taking office, the manager shall disclose if his/her relatives up to the second degree, spouse or cohabitant carry out political, professional or economic activities which put them in frequent contact with the office he/she will manage, or if they are involved in the decisions or activities concerning the office itself. The aforementioned communications are submitted by means of self-certification, pursuant to Pres. Dec. no. 445 of 28 December 2000, sent via certified email; the manager shall inform the Agency of any changes through certified email within 10 days of their occurrence. The manager provides the necessary information for the execution by the Agency of the provisions contained in art. 15 of Leg. Dec. no. 33/2013 regarding "*Publication obligations concerning holders of management, collaboration and consultancy positions*".

3. The manager shall have loyal and transparent manners, and adopts an exemplary and impartial behaviour in his/her relations with colleagues, collaborators and recipients of the administration activities. Moreover, the manager ensures that the resources assigned to his/her office are used only for institutional - and never personal - purposes.

4. The manager ensures, according to the resources available, the organisational well-being of the structure entrusted to him/her, facilitating the establishment of kind and respectful relations among collaborators; takes initiatives aimed at disseminating information as well as training and updating the personnel, favouring inclusion and the promotion of gender, age and personal status differences.

5. The manager assigns the execution of the activities based on a fair distribution of the workload, taking into account the competences, attitudes and professional profiles of the personnel at his/her disposal. The manager assigns additional tasks according to professional profiles and, where possible, according to turnover criteria.

6. The manager performs the assessment of the personnel assigned to the structure he/she supervises with impartiality, observing the instructions and within the time made available.

7. In the event the Manager becomes aware of an illicit action, he/she will promptly take the consequent and necessary measures; he/she immediately reports the illicit action to the office in charge of disciplinary proceedings; where needed, he/she cooperates and promptly files charges with the criminal judicial authority or with the Court of Auditors, according to their competence, after having informed the Director. In the event an illicit action is reported by a member of the personnel, the manager will take any precautions to protect the reporting person, making sure that his/her identity is not wrongfully revealed during the disciplinary proceedings, pursuant to the provisions of current legislation on this matter (Law no. 179 of 30 November 2017, so-called *Whistleblowing Law*).

8. The manager, within the limits of his/her responsibility, shall avoid the dissemination of false information regarding the organisation and the activities of the Agency as well as concerning its personnel. The manager facilitates the diffusion of awareness on good practices and examples, in order to strengthen the trust towards the Agency.

9. The manager shall observe and supervise the compliance with the regulations on incompatibility, multiple jobs and work tasks by his/her employees, in order to prevent illicit "double job" practices, pursuant to Leg. Dec. no. 39/2013 "*Provisions on the non-transferability and incompatibility of offices in public administrations and private entities under public control, pursuant to article 1, paragraphs 49 and 50, of Law no. 190 of 6 November 2012*".

ART. 13

Special provisions for the directors of the Agency's field offices abroad

1. Without prejudice to the provisions of article 12 above and articles 2, paragraph 2, and 13 of Pres. Dec. no. 62/2013, with reference to the specific, actual conditions of the service abroad, the managers of the Agency's offices abroad:

- are responsible for creating the conditions for a pleasant work environment, based on mutual respect and employees' motivation. Within the limits of the available resources, the Managers of the Offices facilitate the condition for an organised and careful introduction of the personnel assigned to the office, in order to allow for their better integration in the professional and cultural context, and aiming at ensuring the

- organisational well-being of personnel and their integration in the offices;
- ensure that the personnel's physical safety measures provided for by the head of the mission are observed, pursuant to art. 14, par. 1, letter h) of the Agreement signed between MAECI and AICS on 12 July 2019;
 - coordinate the physical safety measures of the employees and their relatives;
 - supervise the observance of benefits and immunity;
 - report any discriminatory behaviour of accreditation bodies towards the personnel not included in the diplomatic list, also in view of the application of the reciprocity principle;
 - pay special attention to the observance of the legal provisions and of this code concerning conflicts of interest, incompatibility, multiple jobs, as well as to the observance of the provisions contained in the PSEAH code and in the code for the prevention and fight against mobbing pursuant to par. 3 of art. 3, supervising the observance of these provisions by the personnel.

ART. 14

Codes of ethics of civil society organisations and other nonprofit subjects pursuant to art. 26, par. 2 of Law no. 125/2014

1. Pursuant to section 4.11 of the "Guidelines for the registration in the list of nonprofit subjects approved by the Joint Committee with resolution no. 173 of 21/12/2017 and amended with resolution no. 88/2018", applicants must have adopted a code of ethics and conduct, which must be consistent with this code and published on the applicant's institutional website.
2. AICS can order the removal of the subject from the aforementioned list, explaining the reason, in the event of severe and proven violations of the code of ethics, pursuant to section 10 lett. c) of the aforementioned guidelines.

ART. 15

Budget supplementary sources (sponsorships, donations)

1. In order to ensure a better quality of the services in its national offices and branches and field offices abroad, the Agency can resort to budget supplementary sources, in particular sponsorships, services performed in favour of the users and donations.
2. Any advertisement form that can compromise the image of Italy and of the Agency is prohibited, including: political, trade union-related, sectarian or religious contents; obscene, offensive, fanatic or racist contents, or contents going against mandatory regulations; contents that can lead to a conflict of interest between the employees' public activity and their private life, also taking in consideration customs and traditions of the benefiting countries.
3. The Agency ensures that the nature of the subject granting donations and sponsorships, as well as its activities (both performed directly or through its controlled parties) are not opposed to the Agency mission or detrimental to the people and environment dignity. Special attention shall be paid in ensuring that the activities subject to sponsorship are consistent with the functions and dignity of the activities carried out by the Agency.

ART. 16

Respect for the environment and eco-sustainability

1. Within the limits of the budgetary resources, the Agency ensures an organisation of work and services which is respectful towards the environment, especially by promoting energy savings, document dematerialisation and renewable materials recycling.

2. The Agency is committed, both at the central and peripheral level, to promote the highest environmental standards, in the context of a specific action plan which includes several environmental initiatives.

In particular, the Agency follows the regulations on environmental protection, production and disposal of waste and pollution, observing and putting into practice all the current laws and regulations on this matter. Moreover, it promotes the purchase of goods whose production process ensure environmental sustainability.

3. Personnel shall keep the premises functional and in decent conditions, using the supplied objects, tools and instruments only for work purposes; moreover, personnel shall adopt a behaviour aimed at reducing waste and promoting energy saving.

ART. 17

Contributions and sponsoring

1. Contributions, funding, credits, aids and economic benefits are allowed on the basis of the transparency criteria published in the special "Transparent Administration" section of the Agency's website.

2. The Agency can grant its sponsoring or confirm its availability to participate in honour committee for initiatives and events having a cultural, scientific, humanitarian, touristic, economic and sports-related content. In order to obtain such recognitions, the activities must have a clear and considerable importance; they must have a significant and documented international impact; they must take place in a limited and defined time span; they must not have any for-profit nature, even indirectly.

ART. 18

Performance measurement and assessment

Violations of this code will affect the individual performance measurement and assessment.

ART. 19

Responsibilities following the violation of the duties set forth by this code

1. Without prejudice to the possible civil, administrative, accounting and criminal responsibilities set forth by law, the violation of the provisions contained in this code will lead to disciplinary sanctions, for which the provisions of current laws and collective agreements, according to the different categories of recipients of this code, shall be applied. In general, and without prejudice to the assessment of individual actual cases, the violation of the provisions of this code

corresponds to violations of the disciplinary provisions set forth by law and collective agreements, according to each Agency personnel category.

2. The provisions of the law and of the national collective agreement on the subject of recidivism and mitigating or aggravating circumstances remain unaffected.
3. Pursuant to the provisions of art. 54, par. 3 of Leg. Dec. no. 165/2001, severe or repeated violations of the code will lead to the application of the sanction set forth in art. 55quater, par. 1 of the above-mentioned Leg. Dec., with the exception of the application, due to the analogy with the individual cases managed by this code, of art. 16, par. 2, 3 and 4 of Pres. Dec. no. 62/2013.
4. In any case, termination is possible in the cases set forth by law, regulations and collective agreements.
5. Considering the provisions of art. 2 of Pres. Dec. no. 62/2013, for the subjects as per art. 2, paragraphs 2 and 3 of this code, the responsibility related to violations of the code is governed by the respective contracts, tasks, collaboration, consultancy roles or any other kind of relationship with the Administration.

ART. 20 Publicity

1. This code is made public through its permanent publication - both in Italian and in the main carrier languages (English, French, Spanish and Portuguese) - on the Agency website, as well on the websites of its foreign field offices, of MAECI and on all the related institutional websites, as well as through the other means provided for by art. 17 of Pres. Dec. no. 62/2013 and any other means deemed useful to inform partners of the Agency and local communities about the cooperation projects.
2. Upon signing the employment contract or, alternatively, at the time of the task assignment or of any other act establishing the collaboration relationship between AICS and the subjects referred to in art. 2 of this code, a copy of this code is delivered for subscription.
3. Personnel are provided with training activities on transparency and integrity, which allow employees to obtain full knowledge of the contents of this code, as well as an annual and systematic update on the measures and provisions applicable in this area. The periodic information and training activity, in the most appropriate forms and keeping in consideration the budgetary limits, is extended also to the other subjects as per art. 2.

ART. 21 Coordination rule

1. The provisions of this code integrate those of Pres. Dec. no. 62/2013, containing the general code of conduct for public employees.

2. For all aspects not covered by this code, the current MAECI code of conduct applies to all Agency personnel and public and private subjects pursuant to art. 23, par. 2 of Law no. 125/2014.

ART. 22
Final provisions

1. This code, which amends and replaces the one adopted with resolution of the deputy Director no. 279 of 29 August 2018, is adopted by the Agency Director in the context of the triennial Plan for corruption prevention and transparency for the current three-year period, upon proposal of the RPCT, through an open participation procedure and after having received the opinion of the National Council for Development Cooperation, pursuant to art. 20, par. 2 of Min. Dec. no. 113/2015, and the OIV opinion pursuant to art. 54, par. 5, of Leg. Dec. no. 165/2001 and subsequent amendments and integrations.

2. Once the procedures set forth in the first paragraph of this article have been performed, the final text of this code will come into force starting from the day after the date of publication of the code itself on the Agency's website.

3. The validity of this code will be automatically extended also to the next three-year periods, unless in the event of amendments which will be appropriately made public.