



GLOBAL INSTITUTE FOR LIFELONG EMPOWERMENT

CODE OF CONDUCT AND ETHICS POLICY

Approved
on the 23rd September 2021

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1. Statement of Purpose

The purpose of this Code of Conduct and Ethics Policy (hereinafter: “Code”) of the GILE Oktatási Alapítvány (“Foundation”) is to establish and maintain a good standard of conduct and ethical behaviour in the Foundation. It outlines the norms, rules and responsibilities that are required to ensure that a high degree of honesty, transparency and impartiality is maintained among all personnel in the Foundation.

This Code is aligned with best practice, and it is intended to ensure that the activities of the Foundation do not jeopardise its reputation, credibility or independence. It is also meant to provide appropriate guidance when it comes to executing ones’ roles and responsibilities in or on behalf of the Foundation.

2. Coverage

This Code covers all members on the Board of Trustees (“Board”) of the Foundation, its Officers, Staff members, Contributors and any other person that’s contracted to the Foundation (collectively hereinafter: “Personnel”). For purposes of this Code:

“Officers” shall mean the President, the Director of the GiLE Academy, the Editor-in-Chief of the GiLE Journal of Skills Development (“GJSD”), the Director of Advocacy, the Secretary and the Treasurer.

”Staff” members shall mean any individual who enters into a contract with the Foundation to perform certain activities, with or on behalf of the Foundation, for regular compensation throughout the duration of their contract and who thus form part of the Foundation’s payroll. Staff members could therefore include interns, trainees and work placements, for example.

A “Contributor” shall mean any individual, other than a Board member, Officer or Staff member, who contractually agrees with the Foundation to perform certain activities with or on behalf of the Foundation free of charge and without any expected compensation.

This Code shall cover all Personnel for all internal and external activities of the Foundation. This includes, but is not necessarily limited to, all communications, documentation and public/media interactions, regardless if the relevant Personnel member is remunerated by the Foundation or not, and regardless if they receive any form of compensation or not for the relevant activity or interaction.

3. General Provisions

The Foundation is an independent, not-for-profit organisation and all Personnel shall conduct their activities to pursue or promote its purpose/mission, further its aims and uphold its principles and values.

As set forth in the Deed and Bylaws, the Foundation was established exclusively for educational purposes. In furtherance of this purpose, the Foundation shall conduct its activities through three (3) pillars, namely: The GiLE Academy, the GJSD and GiLE Advocacy.

The GiLE Academy provides workshops, group coaching, training sessions and short courses to young people, who are living in Hungary or abroad, in order to support their pursuit of a successful and meaningful life. The GJSD offers free publication opportunities in the Foundation open access journal. It publishes research papers on soft skills development for the Digital Age and aims to establish collaborative relationships with research institutions, universities, corporations and governmental agencies. The GiLE Advocacy pillar advocates for the development of specific key competencies among the youth, and it helps to foster a greater degree of solidarity, collaboration and synergy on youth-focussed initiatives in Hungary and abroad.

4. Fundamental Principles and Values

The Foundation has a set of fundamental principles that all Personnel shall comply with, namely:

4.1. Honesty and integrity

Personnel shall always conduct their activities with honesty and integrity. They shall constantly strive to affirm the Foundation's credibility and promote an internal culture of honesty and integrity throughout the organisation.

4.2. Duty of care and loyalty

Personnel shall always conduct their activities with the duty of care and with the duty of loyalty to the Foundation.

Duty of care shall mean making careful and informed decisions when conducting activities in or on behalf of the Foundation. This includes making sure that one has all the necessary information that's required to take action and taking the time to appropriately review such information.

Duty of loyalty shall mean always acting in the best interests of the Foundation and not putting one's personal interests ahead of the Foundation.

4.3. Transparency

Personnel shall be transparent with their actions, decisions and communications. Transparency includes being clear and easily understood to an observer, and not being deceptive in any way. Transparency also demands due consideration of publicly revealing certain information that is in the public interest.

4.4. Fairness and impartiality

Personnel shall ensure that their personal judgement is not compromised, and cannot reasonably be perceived to be compromised, by bias, conflict of interest, or the undue influence of others. This includes avoiding any unlawful discrimination on the basis of sex, age, race, colour, national origin, religion, sexual orientation, physical handicap or disability, or any other basis prohibited by law.

4.5. Respect and human decency

Personnel shall respect the human decency of each other and third parties. This includes a respect for human rights, diversity and inclusion.

4.6. Collaboration and teamwork

Personnel shall strive to work in collaboration with others when fulfilling their roles and responsibilities in or on behalf of the Foundation. It is important for Personnel to recognise that collaboration leads to greater synergies, brings people and organisations closer together, helps with problem-solving and also boosts the overall morale.

5. Principles for the Workplace and Contribution Environment

The Foundation has a set of principles for the workplace and contribution environment that all Personnel shall comply with in both an in-person or online setting. The said principles are:

5.1. Respect for laws and regulations

Personnel shall respect and abide by all applicable laws and regulations of Hungary under all circumstances. This includes, but is not necessarily limited to, the following:

- Act V of 2013 on the Civil Code;
- Act LXXXVIII of 2005 on Public Interest Volunteer Activities (“Public Interest Volunteer Act”);
- Act CLXXV of 2011 on the freedom of association, on public-benefit status, and on the activities of and support for civil society organizations (“Civil Act”);
- Act CLXXXI of 2011 on the court register of non-governmental organizations and related procedural rules (“NGO’s Proceedings Act”);
- Act CCXXII of 2015 on the general rules for trust services and electronic transactions (“Electronic Transactions Act”);
- Act II of 2007 on the admission and right of residence of third-country nationals (“Third-Country Nationals Act”);
- Regulation (EU) 2018/1806 of the European Parliament and of the Council of 14 November 2018 listing the third countries whose nationals must be in possession of visas when crossing the external borders and those whose nationals are exempt from that requirement (“Visa Regulation”);
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal

data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation: “GDPR”);

- 350/2011. (XII. 30.) Government Decree on the Financial Management of Civil Society Organizations, on Fundraising Activities and Public-Benefit Status;
- Act LXXVI of 2017. on the Transparency of Organizations Receiving Foreign Aid (“Transparency Act”);
- Act LXXVII/2013 on Adult Education;
- Act CXII of 2011 on Informational Self-Determination and Freedom of Information; and
- Act C of 2000 on Accounting.

5.2. Respect for policies and guidelines

Personnel shall respect and abide by all adopted policies and guidelines of the Foundation. These documents are intended to provide further guidance when fulfilling one’s roles and responsibilities in or on behalf of the Foundation.

5.3. Health and safety

Personnel shall promote a healthy and safe workplace within the Foundation. Personnel have the right to work in healthy and safe conditions, and they also have the duty to ensure this by behaving responsibly in the workplace.

5.4. Conflicts of interest

Personnel shall avoid being placed in a position of conflict of interest, and avoid using their position for the advancement of any personal interest or personal gain. Personnel shall also disclose any ethical, financial, legal or other conflicts of interest that involve the Foundation. Personnel who have decision-making authority should remove themselves whenever a conflict of interest arises which involves the Foundation.

5.5. Privacy policy and confidentiality

Personnel shall respect the right to privacy and abide by the Foundation’s Privacy Policy which can be easily accessed here: <https://www.gile-edu.org/privacy-policy/>

Personnel shall treat as confidential any information relating to the Foundation, all its Personnel, its activities, its partners, donors, contributors or affiliates, and its participants or guests of any programme or event of the Foundation, which is of a confidential or a sensitive nature. This could include the Foundation’s strategic plans, proposals for grants or funds from third parties, propriety information and unpublished manuscripts from the GJSD.

If there is any doubt with regards to the confidentiality or sensitivity of any information, then the relevant Personnel shall approach the Board, President, Director of the GiLE Academy or

the Editor-in-Chief for its approval before making such information available to any third-party.

5.6. Legal representation

Personnel shall be careful to avoid representing the Foundation in any transaction with others whom there is an outside (business) affiliation or relationship.

The Board is the managing authority and legal representative of the Foundation. However, the Board may authorise an Officer to legally represent the Foundation. Such authority may be general or confined to specific instances. Unless so authorised by the Board, no Officer shall have any power or authority to bind the Foundation by any contract or engagement or to pledge its credit or render it liable for any purpose or to any amount.

5.7. External communication

Personnel shall be careful to avoid communicating with external parties on behalf of the Foundation. Only authorised persons may communicate either orally or in writing (including email) on behalf of the Foundation. Those authorised persons that engage in such external communication shall comply with the provisions of this Code.

Personnel shall also be careful to avoid presenting their personal opinion or any other information in a way that could be construed to be that of the Foundation.

5.8. Whistleblowing and reporting

The Foundation encourages whistleblowing as an important means to report any wrongdoing and to manage any risks to the Foundation. Personnel are encouraged to immediately report any ethical issue to the Board.

5.9. Equal opportunity and fair employment

The Foundation strives to ensure equal opportunities for all Personnel, without regard to sex, age, race, colour, national origin, religion, sexual orientation, physical handicap or disability, or any other basis prohibited by law.

6. Intellectual Property

6.1. The Foundation's name and logo

The Foundation's name and logo should only be used by authorised individuals, either authorised Personnel or authorised third parties, acting on behalf of the Foundation. The use

of the Foundation's name and logo should be used in a manner that complies with the requirements of this Code, in content and context.

6.2. GJSD – copyright and licensing policy

Personnel members who are authors of a submitted paper to the GJSD agree to the following terms:

- For all articles published in GJSD, copyright is retained by the authors. Articles are licensed under an open access Creative Commons CC BY-NC-SA 4.0 license (<https://creativecommons.org/licenses/by-nc-sa/4.0/>), meaning that anyone may read, use, quote, download and share the paper for free, in a non-commercial way, provided that the original published version is cited as an acknowledgement of the work's authorship and its initial publication in this journal.
- Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
- It is absolutely essential that authors obtain permission to reproduce any published material (e.g. figures, tables or any extract of a text) which does not fall into the public domain, or for which they do not hold the copyright. Permission should be requested by the authors from the copyright holder. In order to avoid unnecessary delays in the publication process, you should start obtaining permissions as early as possible.

7. Special rules for Editors at GJSD

7.1. GJSD general rules

Editors shall represent GiLE in a professional manner. They support an organisational culture of learning-by-doing and collaboration. All members shall encourage responsible behaviour and discourage misconduct by authors and reviewers.

Editors shall strive to constantly improve their journal. They actively seek the views of authors, readers, reviewers, and editorial board members about improving their journal processes.

They have processes in place to assure the quality of published material, maintain the integrity of the academic record, and always be willing to publish corrections, clarifications, and

retractions. They shall encourage ethical research and ensure that journal policies in this area are met by authors.

When assigned a manuscript, an Editor should disclose any conflicts of interest to the Editor-in-Chief as soon as possible.

7.2. Relations with authors

Editors' decisions to accept or reject a submission should be based on the submission's importance, originality, clarity, and the study's validity and relevance to the journal's scope.

Editors should ensure that appropriate reviewers are selected for submissions (i.e., individuals who are able to judge the work and are free from disqualifying competing interests).

Editors will consider an author's request that an individual should not review their submission.

Editors will ensure that all manuscript reviews sent to the author are constructive, maintain the journal's integrity, and are written in a professional manner.

7.3 Relation with reviewers

should provide guidance to reviewers on everything that is expected of them including the need to handle submitted material in confidence. They shall ensure that peer reviewers' identities are protected throughout, and ensure that author's identities are not known outside the core Editorial Team until their article/s publish. Overall, editors should encourage reviewers to follow the policies of the GJSD available on the gjsd.gile-edu.org website.

7.4. Relation with readers

Readers are ensured that articles have been reviewed by suitably qualified reviewers who adopt practices that encourage accuracy, completeness, and clarity of research. Editors should adopt authorship systems that promote good practice and discourage misconduct.

8. Violation of the Code

The application and enforcement of this Code is primarily the responsibility of the Board. This responsibility then extends further to all Personnel.

Violation of this Code can result in disciplinary action, which includes the termination of employment and/or one's (office) position. The degree of applied discipline relates in part to

whether there was a voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

All Personnel shall disclose any unethical, dishonest, fraudulent and illegal behaviour, or the violation of the Foundation's policies and procedures, directly to management or the Board. Personnel shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, with the aim to attract or influence economic activity, grants or donations.

The Foundation has a zero tolerance for corruption, harassment, bullying and discrimination. Corruption shall also mean bribes, kickbacks or similar remuneration or consideration received or given to anyone or organisation in order to attract economic activity, grants or donations.

7. Interpretation of the Code

If there is any doubt about the interpretation or application of this Code, in any given situation, then the Board should be approached to provide the necessary clarity.

This Code was approved by the Board of Trustees of GILE Oktatási Alapítvány on the 23rd of September 2021 (Resolution No. 16/2021).