



SYMBIOSIS CODE OF CONDUCT

In accordance with the mission and practice of Symbiosis and principles of national and international law and codes of conduct, all Symbiosis staff, including regular full and part time staff, interns, contractors, partner organisations and volunteers are responsible for promoting respect of fundamental human rights, social justice, human dignity and respect for the equal rights of men, women and children. While respecting the dignity and worth of every individual, the Symbiosis staff will treat all persons equally without distinction whatsoever of race, religion, gender, colour, national or ethnic origin, language, sexual orientation, age, socio-economic status, disability, political conviction or any other distinguishing feature.

Symbiosis requires that all Symbiosis Staff adhere to the following Code of Conduct:

1. Symbiosis Staff will always treat all persons with respect and courtesy in accordance with applicable international and national conventions and standards of behavior.
2. Symbiosis Staff will at all times respect the ethnic, religious, cultural and gender differences of all workers, beneficiaries and stakeholders.
3. Gender Equality is seen as a basic principle of our work and shall be reflected in both, Symbiosis' organizational staffing and during all phases of project implementation.
4. Under no circumstances will a Symbiosis Staff engage in any activity deemed to be illegal or inappropriate in the context of the expected norms and values of the organization as an entity.
5. Symbiosis adopts a zero-tolerance approach towards bribery and will not, under any circumstances tolerate contractors offering or accepting money.
6. Symbiosis adopts a zero-tolerance approach towards child exploitation and abuse through contractors, Symbiosis Staff or in any relation to the delivery of Symbiosis' work.
7. No Staff may abuse their positional power, authority or the name of the organization to obtain outcomes from other staff employed, beneficiaries or stakeholders.

Symbiosis-School of Political Studies in Greece
Council of Europe Network of Schools

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8. Symbiosis Staff must undertake to conduct their work practice paying regard to ethical standards, transparency and accountability at all times being mindful of their responsibilities as per their individual contracts and organizational expectations.
9. Symbiosis Staff are responsible to report any breach of work practice, misconduct or questionable behavior immediately to the Director without fear or favor.
10. Sexual exploitation and abuse by Symbiosis Staff constitute acts of gross misconduct and are therefore grounds for termination of employment.
11. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.
12. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
13. Symbiosis Staff are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of this code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.
14. Symbiosis Staff must at all times be responsible for the care and maintenance of all materials and equipment used.
15. Any sensitive work-related information such as on beneficiaries and Symbiosis Staff shall be dealt with in a responsible manner.
16. Symbiosis Staff should not dump, throw or litter garbage, refuse or any form of solid waste in public places and immediate surroundings, including vacant lots, rivers, canals, drainage and other water ways and reuse things instead of throwing them away.
17. Symbiosis Staff must at all times be mindful that as representatives of the organization, appropriate behavior, language and cultural sensitivities must be observed at all times.
18. Threatening, aggressive or violent behavior or language is not permitted and may lead to dismissal – this applies both during working hours and outside of the work environment.
19. Violations of standards set by this Code will be subject to disciplinary action.

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