

Helsinki España Code of Conduct





Code of Conduct

Purpose and Scope

This Code of Conduct sets out the principles, values, standards and behavioural expectations applicable to all individuals who represent or work with Helsinki España, including staff members, trainers, volunteers, consultants, partners and course participants. Its purpose is to ensure that all actions are aligned with our commitment to human rights, dignity, inclusion and professionalism across all our activities, both nationally and internationally.

Helsinki España also adopts the principles and values set out in the Code of Conduct for Development NGOs (Código de Conducta de las ONG de Desarrollo) as a reference framework and undertakes to apply, within the scope of its activities, the principles of transparency, independence, responsibility, accountability, respect for human rights, equality and non-discrimination, together with any other applicable standards of conduct relevant to the organisation.

This Code of Conduct shall be read in conjunction with Helsinki España’s internal policies and procedures on equality, diversity and inclusion, data protection, prevention of modern slavery and human trafficking, health and safety, responsible procurement and environmental sustainability.



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Principles and Values

Tolerance and Non-Discrimination

Helsinki España is committed to respecting diversity and preventing and eliminating all forms of discrimination. The organisation promotes relationships based on respect, acceptance of diversity and the dignity of all people, regardless of their racial or ethnic origin, gender, nationality, social status, political views, culture, disability, language, religion, sexual orientation or other personal or social circumstances.

Equality

Helsinki España works to promote full equality in access to resources, opportunities, rights and responsibilities. This principle guides both its activities and the relationships among the people who are part of the organisation and translates into a commitment to ensuring fair and equitable treatment and to identifying and addressing situations of inequality.

Excellence in Education

Helsinki España carries out its activities with a commitment to high-quality education based on excellence, innovation and critical thinking. The people who participate in the organisation act with rigour, responsibility, integrity and professional commitment, seeking to ensure that their actions contribute to achieving the organisation's objectives and promoting human rights.

Excellence also means acting with rigour and responsibility in the development and delivery of content, using reliable and up-to-date sources, and promoting safe, inclusive learning environments that respect diversity.



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Collaborative Partnerships

Helsinki España recognises the value of collaboration and joint efforts in achieving its objectives. It therefore promotes relationships based on trust, respect, coordination and responsibility with organisations, institutions, professionals and other stakeholders involved in human rights education, the culture of peace and conflict resolution.

Volunteering and Community

Helsinki España recognises volunteering as a fundamental tool for the promotion, protection and fulfilment of human rights and for strengthening social participation. The organisation fosters a culture based on solidarity, trust, reciprocity and commitment to the community.

Transparency and Integrity

As cross-cutting principles guiding its actions, Helsinki España conducts its activities with honesty, responsibility, transparency and strict compliance with applicable legislation. The organisation provides clear and accessible information about its areas of work, programmes, resources and governing bodies, and promotes accountability towards the people and organisations with which it engages.



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Standards of Conduct

All persons subject to this Code comply with the following standards of conduct:

Respectful Treatment of Others

Respect is a fundamental principle in everything the organisation does and guides its decisions, actions and conduct. They strive to create a safe, welcoming and inspiring environment that fosters positive and constructive relationships among all people.

Appropriate Communication

They communicate accurate and high-quality information, selecting appropriate channels and the right time to do so. When expressing their views, they practise active listening and assertiveness to foster respectful and constructive dialogue. To this end, they follow these guidelines:

- They make use of the potential of ICT to promote dialogue and create participatory and inclusive spaces.
- They avoid generalisations and communicate with accuracy, objectivity and respect for all perspectives and realities.

Responsible Use of Resources

They use the resources available to the organisation responsibly and in an environmentally responsible manner. Whenever possible, they reuse materials belonging to the organisation for different activities. They also use Helsinki España's property and assets exclusively for official purposes.

Conflicts of Interest

If they identify or find themselves in a conflict of interest, they report it to their immediate supervisor as soon as possible so that it can be assessed and addressed. They approach such situations with respect, active listening and a commitment to finding appropriate solutions that safeguard impartiality and the interests of the organisation.

Confidentiality and Protection of Information

They protect and treat as strictly confidential all sensitive, personal or confidential information to which they have access. They safeguard the privacy of their collaborators, beneficiaries and the organisation itself.



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Safe and Inclusive Environment

At Helsinki España, building and maintaining a safe, equal and inclusive working environment is essential to fulfilling its mission to promote, defend and raise awareness of human rights.

To ensure such an environment, the people who are part of Helsinki España or collaborate with the organisation make the following commitments:

Equal Opportunities

They promote an equitable environment in which access to employment, professional development and the fulfilment of each person's potential are ensured without bias or discrimination.

Prevention of Sexual Harassment and Harassment on the Grounds of Sex

They maintain a zero-tolerance policy towards any form of workplace harassment, sexual harassment or harassment on the grounds of sex. They contribute to preventing such conduct and use the mechanisms established by the organisation to report possible instances of harassment and ensure an appropriate response.

Respect for Diversity

They value and respect diversity in all its dimensions, including racial or ethnic origin, gender, sexual orientation, age, religion, disability, culture, language, social status and other personal or social circumstances. They foster an environment based on mutual respect, dialogue and freedom of expression.

Protection of People in Situations of Particular Vulnerability

They pay particular attention to the safety, well-being and dignity of people in situations of particular vulnerability with whom they work or collaborate through their programmes and initiatives. They take the necessary measures to help ensure a safe environment free from any form of abuse, exploitation, violence or degrading treatment.



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Prohibited Conduct

Persons subject to this Code do not engage in actions or behaviours that contravene the organisation's principles and values, violate fundamental rights or breach applicable legislation. The following are considered prohibited conduct:

Harassment, Intimidation or Discrimination

They neither engage in nor tolerate harassment, intimidation, discrimination or degrading treatment towards any person connected with the organisation. In particular, they do not engage in workplace harassment, sexual harassment or harassment on the grounds of sex, nor do they discriminate on the basis of racial or ethnic origin, gender, sexual orientation, age, religion, disability, culture, language, social status or any other personal or social circumstance.

Violence or Threats

They do not engage in physical or verbal violence or display threatening, coercive, hostile or intimidating behaviour towards team members, beneficiaries, collaborators or any other person connected with the organisation.

Fraud and Corruption

They do not engage in acts of corruption, bribery, influence peddling, document falsification, misappropriation or embezzlement of funds, or any other fraudulent practice or conduct contrary to the organisation's integrity. They also act with integrity, responsibility and transparency in the management of Helsinki España's financial and economic resources and avoid any situation in which a personal interest could improperly interfere with the performance of their duties.

Misuse of Information or Resources

They use Helsinki España's property, materials, facilities, funds and digital tools responsibly and exclusively for purposes authorised by the organisation. They do not use, disclose or share confidential or restricted information for unauthorised purposes. They also process personal data in accordance with applicable legislation and Helsinki España's Data Protection Policy.



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Channel for Reporting Potential Breaches

People who are part of Helsinki España or collaborate with the organisation may, in good faith, report any potential breach of this Code of Conduct to the **President of Helsinki España** via mjaen@helsinkiespana.org.

Reports are handled **confidentially, diligently and impartially**, with due respect for the rights of all persons involved. Helsinki España does not tolerate any form of retaliation, threat or adverse treatment against people who, in good faith, report potential breaches or cooperate in their investigation.

Where a report concerns the President or there is a potential conflict of interest, the necessary measures are taken to ensure that the report is handled impartially by the appropriate governing body.

Confidentiality and Protection Against Retaliation

Helsinki España protects the identity of people who, in good faith, report potential breaches, as well as the information relating to the report, limiting access to those who need to be involved in its handling.

People involved in a report are treated with respect and impartiality and are entitled to the safeguards applicable to them in each case.



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Commitment

All people associated with Helsinki España are expected to read, understand and comply with this Code of Conduct. By doing so, we collectively contribute to upholding the values of respect, justice, transparency and peacebuilding that guide our mission.

This document shall be interpreted and applied in conjunction with Helsinki España’s policies and procedures.

María Jaén Barandiarán
President
Helsinki España



Entry into Force and Review

This Code of Conduct was approved by Helsinki España on 6 August 2026 and shall enter into force upon its publication and dissemination to all staff members and collaborators of the organisation.

To ensure its continued alignment with applicable legislation and the organisation’s ethical standards, the Code of Conduct shall be reviewed and evaluated every two years.



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Helsinki España Training



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