

CODE OF CONDUCT

Our Code of Conduct sets values for the way we work together and take decisions.

1 We uphold public trust and foster our reputation

We act with responsibility, honesty, reliability and integrity in order to preserve our reputation. We should never, at work or in public, behave in a manner which may damage the reputation of Pro Helvetia.

As employees of Pro Helvetia we are conscious of our responsibility to the environment, to society and in the political arena. We act with an eye to the future and we take full responsibility for our actions.

We are conscientious in our sponsoring of events and the soliciting of funding by third parties, taking ethical aspects, questions of political exposure and other relevant criteria into account.

2 We respect legal regulations and internal guidelines

Pro Helvetia is committed to complying with the law in all the countries and territories in which we work. We as employees are familiar with all the internal guidelines which apply to us and constantly abide by them.

We refuse to involve ourselves in any sort of corruption, therefore we do not accept money, gifts which might be perceived as inappropriate, or private invitations¹.

We are aware that the use of public funds requires adherence to the highest standards, which we fulfil in particular regarding financial management and accountability. Any accounting records we keep or contribute to must give a complete and accurate picture of the transactions they relate to. If we hold a position as line manager, we make sure that our team understands and follows the internal guidelines.

3 We handle confidential information diligently

We handle personal data and confidential information with diligence and take appropriate measures to protect such data. We comply strictly with the principles of data protection. Pro Helvetia ensures the protection of privacy of all its employees.

4 We avoid conflicts of interest or disclose them at the appropriate time

We perform our tasks independently of personal interests and disclose any conflict of interest immediately to our superiors and to Human Resources. In the event of decisions where independence cannot be guaranteed, the person concerned shall be relieved from this decision (see also suspension regulation of 2018). No relatives (up to the 3rd degree) and family members may be employed or supported with our funds. Any exceptions must be approved by the Director (see also anti-nepotism and procurement rules).

¹ Invitations which are work related (for example openings) are not subject to this restriction. We trust in the assessment of our employees not to accept invitations outside the appropriate frame.

5 We promote equal opportunity and diversity

Pro Helvetia is committed to ensuring that there is no discrimination based on any of the following: age, disability, gender identity, sexual orientation, having or not having dependents, marital status, political opinion, race, language, religion and beliefs, socioeconomic background, trade union activity or membership, or any other such grounds.

Striving for gender equality, we ensure that at external events (panels, conferences, lectures) we have a fair representation of female and male employees. We strive for gender equality within our Board of Trustees, Committee of Experts and external projects, too. If you suspect any case of discrimination within Pro Helvetia, please raise this concern with Human Resources.

6 We promote an open, honest, transparent and performance-oriented corporate and leadership culture

As employees at all levels we work together in partnership. Trust is the basis for our relationships at work and we treat each other with courtesy and respect. Pro Helvetia does not tolerate bullying or sexual harassment.

Within our management and leadership duties we challenge and encourage our employees by strengthening their performance orientation and their ability and willingness to take on co-responsibility and help shape their area of responsibility. We support the further development of our employees and involve them whenever possible in the decision-making process.

We communicate and act in a transparent, appreciative and solution-oriented way. We lead actively and clearly express our expectations towards our employees regarding their performance and behaviour. We assess these regularly and provide clear and objective feedback in a timely manner.

Pro Helvetia promotes a culture of learning that allows mistakes to be made without negative consequences. By contrast, legal or regulatory misconduct by employees or superiors may be brought to light by Human Resources, the Director, the VPOD (public service trade union), the Federal Audit Office or the criminal prosecution authorities. Examples of misconduct are: theft, fraud, incorrect accounting, receipt of bribes, violation of legal requirements, unreported conflicts of interest or violating the Code of Conduct.

7 We follow the principle of sustainability

Being sustainable to us means striking a balance between the economic, ecological and social dimension of our activities and decisions. We promote ecological behaviour in and outside of the office and try to reduce our ecological footprint through various measures (for example by reducing travel and promoting sustainable conduct). Whenever possible, we use products and materials from sustainable sources.

8 We guarantee high standards for health and safety

Because we are present in different countries, local know-how is important. We must anticipate certain dangers and be aware of the right precautionary measures to be taken to protect our employees, partners and clients regarding health and safety standards.

Applicability of the Code of Conduct

This Code of Conduct applies to all employees without geographical limitation as well as to Pro Helvetia's Board of Trustees and Committee of Experts.