

## **Code of Conduct of the Vicente Ferrer Foundation (VFS)**

The aim of the VFS Code of Conduct is to make the VFS's framework for action transparent and visible to all.

### Values

The VFS acts according to the values of sincerity, transparency, respect, tolerance, economy, sustainability, equal opportunities, participation and diversity.

### Mission

Our mission is to improve the living conditions of the most disadvantaged people in rural India.

We act independently and on our own responsibility.

### Model

Our mission statement is:

- / Concern for others.
- / Work beyond duty.
- / Pursuit of excellence.
- / Reaching as many poor as possible.

### Scope of the Code of Conduct

The Code of Conduct applies to all employees and voluntary workers of VFS. It sets out how VFS employees must act in certain situations and how they should behave.

All actions of VFS are based on the German constitution and this Code of Conduct.

### Transparency and impact

VFS monitors the proper and statutory use of donations through internal controlling and an external tax office. VFS is obligated to use donated funds as effectively as possible.

VFS works with donations and is committed to handle these with the greatest possible diligence and transparency. Annually, a financial statement including the balance sheet, an income statement and an impact-oriented report on the foundation's work are published.

The VFS participates in the "Initiative Transparente Zivilgesellschaft" (ITZ) and is obligated to provide specified information on the website.

Employees handle all data protection-relevant information responsibly as laid down in the GDPR. The data protection officer will assist with all internal and external questions regarding the processing of personal data.

### Collaboration within and outside VFS

A cooperative working and communication style is the basic working method of VFS. VFS lives up to its values and strives for tolerance, equal opportunities and diversity. Employees are encouraged to work with colleagues, the teams from our partner organisations as well

as the beneficiaries in India in a respectful and appreciative manner and to use non-discriminatory, non-violent and gender-sensitive language.

#### Environmental protection

All employees contribute to minimize their ecological footprint.

#### Fundraising Guidelines/Ethics

VFS' work is enabled by single and periodic donations from individuals and major donors as well as project funding.

VFS does not accept donations that may compromise the objectives, independence, values or integrity of the organisation, nor does VFS seek such funds. VFS does not seek or accept donations from the arms-producing industry, the alcohol and tobacco industries, companies that tolerate child labour, the pornography industry, companies with links to politically extreme or xenophobic and anti-human groups, and companies that make most of their money from fossil or nuclear fuels.

The VFS is committed to the following ethical fundraising rules as stated in the international code of conduct of the »INGO Accountability Charter«:

- / Acceptance of universal principles
- / Independence
- / Acting responsibly
- / Effective programs and projects
- / No discrimination
- / Transparency
- / High-quality organizational management
- / Professional management

#### Donations

VFS raises donations. No considerations will be granted in return for donations. VFS decides on the acceptance of donations individually and reserves the right to refuse donations.

VFS can receive support through the following ways:

- / Applications  
The VFS may apply for grants, e.g., from foundations and non-profit organisations, if this does not impose disproportionate restrictions or conditions on the use of the funds.
- / In-kind donations  
The acceptance of donations in kind (goods, services etc.) from companies is permitted. The donations in kind must be altruistic, i.e., they may not be used for advertising purposes or to increase the level of awareness of a company.
- / Donations from the sale of products/services

Donations in form of partial proceeds from the sale of products and services can be accepted if they do not endanger the credibility of VFS and if they originate directly from the customers/donors. This means that the customers/donors decide for themselves and are aware that part of the purchase price goes to VFS.

/ Matching employee donations

VFS accepts donations from so-called "gift matching" programs, in which a company increases an employee's donation, provided that the company complies with the guidelines of VFS.

/ Sponsoring – cooperation with a company

Whether and how VFS enters a sponsorship partnership with a company is a case-by-case decision.

### VFS and Media

VFS adheres to the German Press Code. The top principles are respect for the truth and human dignity, a thorough and fair research and the clear separation of editorial text and advertisements.