

Code of Ethics

Purpose and Scope

This Code of Ethics (“the Code”) defines the principles, values, and standards expected of all individuals acting on behalf of PROMEA – The Hellenic Society for the Promotion of Research and development Methodologies (“the Organisation”).

This Code has been approved by the Board of Directors and applies to:

- Board members
- Management, project managers and team members
- Trainees and volunteers
- External experts, consultants, and subcontractors

Compliance with this Code is a condition of engagement with the Organisation.

Core Values

All individuals covered by the Code are expected to uphold:

- Integrity – Acting honestly, ethically, and transparently;
- Accountability – Taking responsibility for actions and decisions;
- Excellence – Delivering high-quality, impactful work;
- Respect – Promoting trust, diversity, and inclusion;
- Collaboration – Working constructively with partners and stakeholders;
- Sustainability – Supporting environmentally and socially responsible practices.

Personal Integrity

A commitment to integrity benefits both the individual and the Organisation. All individuals covered by the Code must:

- Act in good faith and in the best interests of the Organisation;
- Refrain from fraud, corruption, bribery, or misuse of funds;
- Avoid misleading statements, false reporting, or misrepresentation;
- Ensure accuracy in reporting and communications;
- Use organisational and project resources responsibly and only for their intended purposes;
- Maintain objectivity and fairness in all professional activities;
- Promote public confidence in nonprofit organisations.

Professional Excellence

As an employer, PROMEA promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

Management shall:

- Encourage employee development and support professional growth;
- Evaluate employees fairly and consistently, ensuring clarity of expectations;
- Demonstrate respect and empathy while fulfilling managerial responsibilities;
- Seek and consider the views of team members.

All team members shall:

- Strive to meet high performance standards;
- Encourage growth and self-improvement in themselves and others;
- Act proactively and responsibly in project delivery;
- Collaborate constructively with colleagues and partners.

Diversity, Equality, and Inclusion

PROMEA is committed to equal opportunity and non-discrimination. All individuals covered by the Code must:

- Treat individuals with respect regardless of background or identity;
- Promote inclusive participation in all activities;
- Prevent discrimination, harassment, or exclusion.

Safeguarding and Protection

PROMEA is committed to safeguarding all participants, especially when working with:

- Children and young people;
- Vulnerable adults;
- Marginalised or disadvantaged groups.

Key principles include:

- Do no harm;
- Informed consent;
- Confidentiality;
- Prompt reporting of concerns.

Environmental Responsibility

In line with EU priorities, the Organisation promotes:

- Environmentally responsible practices;
- Responsible use of resources;
- Sustainable project design and implementation;
- Reduction of waste and carbon footprint where possible.

Legal and Regulatory Compliance

All activities of PROMEA must comply with:

- Applicable EU and national legislation;
- Requirements of EU-funded programmes (e.g. Erasmus+, Horizon Europe), where applicable;
- Contractual obligations with partners and clients;
- Internal policies and procedures.

No individual covered by the Code may engage in activities that expose the Organisation to legal, financial, or reputational risk.

Confidentiality and Data Protection

Confidentiality is a fundamental professional obligation. The Organisation is committed to compliance with the General Data Protection Regulation (GDPR). All individuals covered by the Code must:

- Protect personal and sensitive data;
- Use data only for legitimate and authorised purposes;
- Respect confidentiality obligations during and after engagement;
- Report any data breaches immediately.

Transparency and Accountability

PROMEA and all individuals covered by the Code commit to:

- Providing timely and accurate information to stakeholders;
- Responding promptly to reasonable requests for information;
- Ensuring that spending practices are fair, reasonable, and aligned with its mission;
- Producing financial reports that are accurate and complete;
- Maintaining appropriate internal controls and administrative capacity;
- Complying with all applicable laws and regulations.

Conflict of Interest

A conflict of interest arises when personal or external interests may compromise professional judgment. To avoid even the appearance of a conflict of interest, all individuals covered by the Code must:

- Disclose any actual, potential, or perceived conflicts;
- Refrain from participating in or influencing decisions that could result in direct or indirect personal benefit;
- Avoid any personal gain derived from organisational activities.

Reporting and Whistleblowing

PROMEA encourages all individuals covered by the Code to report suspected breaches of this Code.

- Reports may be made to a supervisor or a member of the Board of Directors.
- All reports will be handled confidentially and appropriately.
- No adverse action will be taken against individuals who report concerns in good faith.