

Code of Ethics

of

Permanent Seminary for International Studies (SSIP)

(As approved by the Assembly on June 23, 2021)

CHAPTER I

The "Code of Ethics" (CoE) of the SSIP Seminary defines the general principles, the rules of behavior and the responsibilities that the SSIP Seminary in the exercise of its activities recognizes and respects, both with regard to its own administrators, managers, associates, internal collaborators, and in the relationship with external consultants and professionals, always taking into account the specificity of its institutional mission (art. 2 SSIP Statute).

The CoE is published on the Seminary's website https://www.ssipseminario.it in the "About us/Organs/Statute" section. The SSIP Seminary, through its bodies, supervises the observance of the CoE, providing adequate information, prevention and control tools and procedures and ensuring the transparency of the operations and behaviors carried out, intervening, if necessary, with corrective actions.

CHAPTER II

Compliance with the law, regulations, statutory provisions, codes of self-discipline, ethical integrity and fairness is the duty of all those who work at SSIP Seminary, whatever their relationship with the Seminary. Such relationships must be characterized by loyalty, seriousness, competence, honesty, transparency, fairness, collaboration, completeness and confidentiality of information, mutual respect, impartiality, and equal opportunity.

All persons working at the SSIP Seminary, without distinction or exception, will conform their actions and conduct to the principles and contents of the Code, within the scope of and in respect for their own functions and responsibilities, in the awareness that compliance with the Code is a fundamental part of the professionalism and quality of the services provided by the SSIP Seminary.

CHAPTER III

The SSIP Seminary shall endeavor to develop the abilities and skills of its employees so that, in the performance of study and research, the energy and creativity of individuals find full expression for the realization of their potential.

In the allocation of members of corporate bodies and assignments, the SSIP Seminary will endeavor, through the vote of the assembly, to avoid any form of discrimination based on race, sex, age, nationality, religion, belief and personal convictions.

CHAPTER IV

It is necessary to refrain from all actions and behaviors that could lead to conflicts of interest and that could interfere with the company's aims, as well as the ability of the individual and/or the company body to take impartial decisions.

The addressees of the Code of Ethics - referred to in CHAPTER I - must therefore exclude any possibility of overlapping and/or allowing attitudes and behaviors that respond to a logic of personal interest, and/or linked to another entity, to prevail with the tasks they carry out or hold, pro tempore, at SSIP.

Any situation of conflict of interest or potential suspicion must be promptly and thoroughly communicated to the Committee of Guarantors of the SSIP Seminary, and the person involved must refrain from performing or participating in any act that might prejudice the SSIP Seminary, third parties or compromise the image of the SSIP Seminary.

CHAPTER V

In the pursuit of its institutional aims, the SSIP Seminar relies on the resources indicated in art. 5 of the Statute. Therefore, it can ask for financial contributions from public, national, international and community (EU) bodies, as well as from private subjects.  In the crowdfunding activities, the SSIP Seminary is committed to exclude sources of funding from subjects that aim to limit the freedom and dignity of citizens or to promote any form of discrimination; the SSIP Seminary is committed to supervise and oppose any artifice or deception put in place by one of its members to illegally obtain such contributions or to divert their use bound to the purpose.

CHAPTER VI

All SSIP Seminar Members and external collaborators of the Ventotene Club, within the scope of the functions and responsibilities (where) covered, are committed to defining and actively participating in the proper functioning of the institute.

CHAPTER VII

Accounting transparency is based on the truth, accuracy and completeness of the basic information for the relevant accounting records.

Every operation, action and transaction must be adequately recorded and documented so that the decision-making, authorization and execution processes can be verified.

The documentation must be drawn up in an adequate, clear and complete manner, so as to allow for a check to be made at any time on the motives, the characteristics of the operation and the identification of the persons who carried out the operation, who granted the authorizations and who carried out the checks. Anyone who becomes aware of possible omissions, falsifications or irregularities in the bookkeeping must immediately inform his or her superior or, alternatively, the Board of Trustees.

CHAPTER VIII

The Board of Trustees is entrusted with the control of the functioning and compliance with the CoE. Anyone who requires clarification or becomes aware of violations of the principles of the Code, or of other events that may alter its value and effectiveness, must promptly report them to the Board in writing by any means. The Director of the SSIP Seminar will promote the implementation of the Code of Ethics and will examine, together with the Board of Trustees, the cases of possible violations of the Code, promoting the most appropriate verifications for the follow-up of competence.

CHAPTER IX

The revision of the Code of Ethics shall be approved by the Assembly upon proposal of the Executing Committee and after consultation with the Board of Trustees.