

**Order
on the approval of the
“STANDARDS OF BEHAVIOUR for Caritas-Spes Ukraine employees
of the RELIGIOUS MISSION “CARITAS-SPES” /CARITAS-SPES/
of the ROMAN CATHOLIC CHURCH IN UKRAINE”**

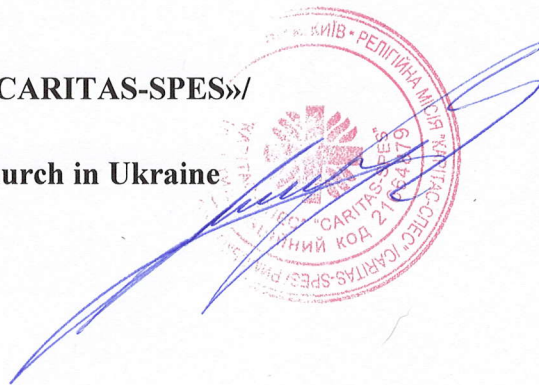
30. March .2026, Kyiv
№ 35/26

For the purpose of the effective implementation of the STANDARDS OF BEHAVIOUR for Caritas-Spes Ukraine employees of the RELIGIOUS MISSION «CARITAS-SPES» /CARITAS-SPES/ OF THE ROMAN CATHOLIC CHURCH IN UKRAINE (hereinafter – the “Mission”),

I hereby order:

1. To approve, on 27.03.2026, the «STANDARDS OF BEHAVIOUR for Caritas-Spes Ukraine employees of the RELIGIOUS MISSION «CARITAS-SPES» (hereinafter – the «Standards»).
2. The Safeguarding Manager shall ensure that the employees of the Mission are familiarized with the content of the Standards.
3. I retain control over the implementation of this Order.
4. This Order shall enter into force on 27.03.2026.

**Executive Director
of the Religious Mission «CARITAS-SPES»/
CARITAS-SPES/
of the Roman Catholic Church in Ukraine**



Red circular stamp of Caritas-Spes Ukraine. The text inside the stamp includes: "М. Київ - РЕЛІГІЙНА МІСЯЧОВА", "КАРИТАС-СПЕС", "ІДЕНТИФІКАЦІЙНИЙ КОД 21664879", and "КАРИТАС-СПЕС УКРАЇНА". A blue ink signature is written over the stamp.

V. Grynevych

APPROVED:

Executive Director

/Vyacheslav

GRYNEVYCH

“20” March 2026



**STANDARDS OF BEHAVIOUR for Caritas-Spes Ukraine employees
of the RELIGIOUS MISSION «CARITAS-SPES» /CARITAS-SPES/
of the Religious Mission «Caritas-Spes» /CARITAS-SPES/ of the Roman Catholic Church in
Ukraine (hereinafter referred to as «Caritas-Spes Ukraine»)**



STANDARDS OF BEHAVIOUR for Caritas-Spes Ukraine employees

This Code of Conduct has been developed on the basis of the document "Standards of Conduct for Employees of Caritas Internationalis Member Organisations".

The Code of Conduct defines the attitudes and behaviour of the staff of Caritas-Spes Ukraine Mission 1 (Caritas of the Roman Catholic Church in Ukraine), which are required of all Caritas-Spes staff, consultants, volunteers and interns. The Code is derived from and closely linked to the Code of Ethics of Caritas Internationalis and Code of Ethics of "Caritas-Spes Ukraine", which defines the core values and corporate practices of Caritas organisations.

"As for the service that the people responsible for it provide to those in need, professional competence is first and foremost required: the personnel who provide them with assistance must be trained in such a way as to do what they are supposed to do correctly and then take on further care of the suffering. However, although professional competence is the primary fundamental requirement, it is not sufficient by itself. We are dealing with people, and people always need more than technically correct care. They need humanity. They need genuine care."²

This Code is divided into four main sections for ease of reference. All Caritas-Spes Ukraine employees are expected to comply with the following:

1. Values, behaviour and ethics

- adhere to, or at least understand and respect, the social and moral values and teachings of the Catholic Church;
- ensure that their personal and professional behaviour meets the highest standards at all times and is so perceived by others;
- act with integrity and treat others with dignity and respect, creating an environment that respects differences between people;
- respect all human rights and condemn discrimination, harassment, abuse, neglect and exploitation that violate the rights of others;
- to avoid "imposing one's faith on others /.../ to realise that pure and generous love is the best testimony to the God in whom we believe and whom we seek to love"³;

¹ For the purposes of this Code of Conduct, "staff" means all board members, employees, volunteers and consultants

² *Deus Caritas Est* №31.

³ *Deus Caritas Est* №31c

- refrain from making public or private statements about racist, sexist or other offensive topics;
- take reasonable steps to protect others from harm;
- comply in good faith with the laws of the country in which they work;
- respect and be sensitive to local customs and culture, and dress appropriately;
- ensure that employees and any personnel they supervise act in accordance with safety, health and welfare regulations and seek to protect others;
- ensure that the reputation of Caritas-Spes is not damaged;
- maintain the confidentiality of any information or knowledge gained in the course of performing their duties with Caritas-Spes;
- to perform their duties professionally and lovingly, without harm or discrimination of any kind, and to comply with Caritas-Spes' policy of giving priority to the poor;
- to be sensitive to local customs when expressing and practising their beliefs;
- encourage and develop solidarity and cooperation with people of other Caritas organisations (including within the Caritas-Spes Ukraine network).

2. Conflicts of interest, coercion and corruption

- avoid using positions of authority granted as Caritas-Spes Ukraine employees to exert pressure, or to obtain financial, professional, political or sexual privileges or personal gain;
- declare in writing any potential or actual conflict of interest (financial, personal or family) in matters related to work at Caritas-Spes, to your supervisor or other senior manager;
- Under no circumstances accept any benefits, bribes or other forms of personal enrichment from beneficiaries, partners or contractors.

2. Protecting Caritas Spes property and exercising control

- Ensure that Caritas-Spes assets and intellectual property are not misused and are protected from theft, fraud or other loss;
- Maintain appropriate standards of honesty and integrity in financial reporting.

3. Personal behaviour

- refrain from carrying any weapon in any place (owned or leased) where you are performing your duties of Caritas-Spes Ukraine, including housing/office/vehicles, etc;
- refrain from using any drugs or drinking excessive amounts of alcohol;
- ensure that your sexual behaviour is appropriate at all times.

Application of the Code of Conduct

The Head of the Caritas-Spes Ukraine Mission is responsible for ensuring that all staff (both at the level of the Central Office and at the level of diocesan/regional managers) are informed of and adhere to the Code of Conduct and is obliged to review and update the document regularly.

The Head delegates and authorises the diocesan/regional leaders to communicate the provisions of this Code and the need for its strict observance to their subordinates (both at the level of the diocesan/regional office and in local/parish offices).

Complaints mechanism

The external complaints procedure within Caritas-Spes Ukraine was developed in accordance with Article 1.7 of the Caritas Internationalis Minimum Standards. It is particularly important that beneficiaries, community members and partner staff have the opportunity to file a complaint.

Obligation to submit reports

Every employee has a duty to report immediately any suspicion or concern that a violation of this Code may have occurred. In most cases, employees should raise any concerns with their manager. This may be done orally or in writing and should include full details and, where possible, evidence. If for some reason (e.g. the manager may be involved) this is not possible, they should speak to a senior manager, a member of the board or other appropriate body.

All information provided will be considered. Anyone who raises a concern about serious abuse will be protected from retaliation or any other detrimental treatment, in the event of a serious concern, as long as the concern is raised in a fair manner.

Intentional and false allegations are a serious disciplinary offence and will be investigated and dealt with accordingly.

Breaches of the Code

Any breaches of the Code of Conduct will be investigated and may result in disciplinary action.

Date: 30 March 2026