



Employment Policy and Code of Ethics of Polish Women Can Foundation

1. PWCF's Employment Policy

Human resources and recruitment

1. The Polish Women Can Foundation (referred to as the "Foundation" or "PWCF") acts in line with labour legislation, and employs staff members and associates who have the skills and qualifications required for their position.
2. The PWCF shall make every effort to ensure that persons with whom the Foundation enters into the employment relationship, collaboration (as associates), or a voluntary work contract share the values expressed in the Convention on the Rights of the Child.
3. Each person with whom the Foundation enters into the employment relationship, collaboration or a voluntary work contract, shall present a certificate of clean criminal record from the Register of Sex Offenders. As an exception, candidates without Polish citizenship may submit a statement of clean criminal record. The person responsible for signing an employment agreement, a contract of specific work, or a voluntary work contract, is obliged to verify the authenticity of the certificate before concluding the contract.
4. Prior to concluding the contract, the person responsible for signing an employment agreement, a contract of specific work, or a voluntary work contract is obliged to check the candidate in the Register of persons whom the State Committee for clarification of cases of acts against sexual freedom and morality with respect to minors under 15, has decided to enter in the Register. The Sex Offender Register check shall be confirmed by a printout from the Register or, if that is not possible, by a print screen from the Register's website.
5. Each person with whom the Foundation enters into an employment relationship, collaboration, or a voluntary work contract, shall submit to the Foundation a statement of clean criminal record, a statement about any criminal or disciplinary proceedings pending against him or her, and a statement of being aware of criminal liability for making a false statement.
6. As a prevention measure, the PWCF shall include clauses on its policy of "ZERO tolerance for any form sexual exploitation and abuse" in job advertisements.

Training for staff members and volunteers

1. The PWCF shall conduct obligatory training for all staff members on the Foundation's policies (in particular, the Child Protection Policy and PSEA).
2. The training shall be recurrent: Each staff member and volunteer must attend at least one such training a year. The first one shall take place within one month from the signing date of the employment or voluntary work contract.
3. Training attendance shall be confirmed by an attendance list and a certificate of completion.

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2. PWCF's Code of Ethics

In all its activities, the Polish Women Can Foundation is driven by the following core values:

1. Professionalism
2. Development
3. Respect
4. Cooperation
5. Transparency
6. Effectiveness
7. Responsibility

The Polish Women Can Foundation and its staff respect the dignity of all human beings, irrespective of their race, origin, religion, gender, sexual orientation, colour, language, economic status, political views, disability, position, education, age, and any other distinguishing trait or characteristic.

The Polish Women Can Foundation and its staff take responsibility for the society they have an effect on, and ensure that all beneficiaries are always treated with dignity and respect.

The Polish Women Can Foundation and its staff respect the culture, customs, and traditions of all nations, and avoid behaviour that is unacceptable in specific cultural contexts.

Members of the Polish Women Can Foundation's staff commit themselves to complying with the highest standards of professional and personal conduct, also outside of their professional roles.

Members of the Polish Women Can Foundation's staff understand that sexual exploitation and abuse are utterly unacceptable and undermine the credibility and reputation of all humanitarian organisations in Poland.

Members of the Polish Women Can Foundation's staff shall treat each person in need with respect, show understanding, tolerance, and discretion, and promote the fullest possible participation of the persons, families, and communities they work for, in making decisions about matters affecting their lives.

The Polish Women Can Foundation shall actively include beneficiaries in its activities at every stage that is relevant for the beneficiary's interest, and make sure all beneficiaries know their rights, have access to information, and can express their opinions about the assistance provided.

Members of the Polish Women Can Foundation's staff shall exercise the utmost care in managing material and non-material resources, their own and others', and recognise the importance of environmental concerns.

I. Each employee, associate, and volunteer shall:



1. Comply with the Foundation's procedures, policies, and values
2. Be responsible for their work area and for the image of the Foundation
3. Effectively perform their duties, improve their skills, and constantly increase their competencies.

II. The Polish Women Can Foundation's team:

1. We cooperate and support each other.
2. We perform our duties with diligence.
3. We take care to optimise the use of the organisation's resources.

III. PWCF and the broader environment:

1. We work toward the fulfilment of the Foundation's mission and goals.
2. We act professionally.
3. We comply with applicable law.