



HCISR

Internal Policies and Procedures Handbook

HCISR Public Code of Conduct and Governance Commitments

Hellenic Center of Interdisciplinary Studies and Research (HCISR)

This document serves as a summary of the core commitments, values, and governance structure that guide the operations of the Hellenic Center of Interdisciplinary Studies and Research (HCISR). These commitments ensure transparency, accountability, and ethical conduct across all programs and activities.

1. Mission and Foundational Values

The Hellenic Center for Interdisciplinary Studies and Research (HCISR) advances knowledge and intercultural understanding by designing and delivering high-quality educational and research programs in Greece.

Our mission is to connect students, faculty, and researchers from around the world with interdisciplinary themes of health, wellness, history, ethics, and culture, fostering transformative study abroad experiences and impactful research initiatives.

HCISR's work is grounded in the principles of equality, inclusion, transparency, and respect for democratic values.

Commitment to Participants

HCISR prioritizes the safety and well-being of all participants. We maintain a strong commitment to safeguarding, child protection, and ethical academic practices.

2. Governance and Accountability

HCISR operates as a Greek non-profit organization headquartered in Athens. Our governance structure is designed to ensure strict oversight, financial integrity, and compliance.

- **Structure:** Governance is exercised by a four-member Board of Directors (President, Vice President, Secretary, and Treasurer). The Board is supported by various functions, including legal counsel and administrative staff.
- **Board Responsibilities:** The Board ensures financial sustainability and integrity, including the approval of annual budgets and oversight of grants and donations. They are responsible for ensuring compliance with all relevant Greek, EU, and international regulations, as well as donor and partner requirements.
- **Organizational Model:** The structure is intentionally flat and flexible, operating on a project-based model to ensure rapid adaptation to programmatic needs and efficient decision-making.
- **Oversight:** Accountability is ensured through regular Board meetings where program and financial updates are reviewed. HCISR commissions

external audits and evaluations annually to strengthen transparency and the overall quality of activities.

- **Records:** HCISR maintains all essential records and documentation related to its operations and programs for a minimum period of five (5) years following the closure of related agreements, or longer if required by law or partners.

3. Ethical Conduct and Integrity

All staff, faculty, volunteers, and Board members are required to uphold the highest standards of professional and ethical integrity.

- **Confidentiality:** All HCISR representatives must protect sensitive information relating to students, staff, donors, partners, and organizational operations. Unauthorized disclosure is strictly prohibited.
- **Conflict of Interest:** All persons involved in HCISR's activities must avoid situations where personal, financial, or professional interests could conflict with the organization's mission. Any potential conflicts must be disclosed and managed transparently.
- **Responsible IT Use:** Use of HCISR internet and email facilities must align with professional duties. Prohibited activities include:
 - Engaging in online activities likely to bring HCISR into disrepute or damage its reputation.
 - Accessing, downloading, or sharing illegal or inappropriate material, including pornography (including child pornography), hate speech, or content related to terrorism or criminal skills.
 - Using systems for illegal or criminal activities (e.g., fraud, money laundering).
 - Sending offensive, harassing, or discriminatory material to colleagues, students, or third parties.

- **Financial Integrity:** Financial policies are designed to ensure proper internal controls, transparent use of resources, and compliance. The principle of segregation of duties is implemented to ensure no single individual has control over all aspects of any financial transaction.

4. Reporting and Risk Management

HCISR is committed to an open environment where concerns can be raised safely and addressed effectively.

- **Whistleblowers:** HCISR encourages the reporting of unethical, illegal, or unsafe practices. Whistleblowers are protected from retaliation, and all reports are treated confidentially.
- **Risk Management:** HCISR applies a structured risk management process to enhance program operations. This involves conducting an initial assessment to identify, quantify, and manage potential risks. A risk register

is maintained and regularly updated throughout project implementation to ensure continuous monitoring and integration of lessons learned.