



**HCISR
Code Of Ethics And Values
For HCISR's Staff And Members**

Date of issue: August, 2025

HCISR Public Code of Ethics and Commitments

Hellenic Center of Interdisciplinary Studies and Research

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This Public Code summarizes the essential standards of ethical, responsible, and professional conduct expected of all employees, volunteers, members, and representatives of the Hellenic Center for Interdisciplinary Studies and Research (HCISR). The full Code of Ethics and Values for Staff serves as the comprehensive reference framework.

Our Mission and Commitment

The mission of HCISR is to advance interdisciplinary education and research through study abroad programs, academic collaborations, and cultural initiatives in Greece. Our work is grounded in the principles of equality, inclusivity, solidarity, and democratic values.

All individuals representing HCISR are required to carry out the organization's activities with honesty, integrity, sound judgment, fairness, and independence. All actions must be undertaken in the best interests of HCISR and the academic communities it serves.

Core Principles of Conduct

The HCISR's ethical framework requires adherence to the following fundamental principles:

1. Compliance with Laws and Standards

HCISR representatives must comply at all times with all applicable laws, regulations, and standards, including the laws and regulations of Greece and the European Union, and professional and ethical standards recognized in the nonprofit, education, and study abroad sectors.

2. Transparency and Accountability

All financial transactions, records, and reports must be handled with the highest level of accuracy, transparency, and accountability. Financial data submitted to donors, universities, and partner organizations must be accurate, complete, and consistent with the grant or contract requirements. No undisclosed or unrecorded funds or assets may be created or maintained.

3. Receiving Benefits: Gifts and Gratuities

The exchange of gifts and gratuities must comply with applicable laws and HCISR policies. Representatives must ensure that gifts never create a sense of obligation or influence business decisions.

- **Strictly Prohibited:** Political contributions using HCISR funds, payments to secure business (including to government officials or political parties), or gifts intended to improperly influence procurement decisions.
- **Acceptable:** Small tokens of appreciation (such as meals or entertainment) may be accepted or given in accordance with local customs, provided their value does not exceed €50 (or the local equivalent).

4. Conflicts of Interest

Representatives must avoid situations where their obligations to HCISR could be influenced, or appear to be influenced, by competing personal, financial, or professional interests.

- Disclosure is Mandatory: All actual or potential conflicts of interest must be disclosed promptly and in writing to the supervisor or the Board of Directors.
- Abstention is Required: The individual concerned must abstain from any decision-making or activities related to the matter in question.

5. Participant Safety and Protection

HCISR maintains an unwavering commitment to the safety and protection of all program participants, partner communities, and collaborators. All individuals must be treated with dignity and respect.

- Zero Tolerance: There is zero tolerance for sexual exploitation and abuse.
- Prohibition: Sexual activity with any person under the age of 18 is strictly prohibited.
- Duty to Report: Employees must maintain an environment that prevents exploitation and abuse and immediately report any concerns or suspicions of sexual exploitation or abuse.

6. Safeguarding Confidential Information

Representatives must safeguard confidential and proprietary information and prevent its unauthorized disclosure. This includes, but is not limited to, donor and partner institution lists, participant information, financial accounts, strategic plans, personnel information, and proprietary educational content. This obligation to maintain strict confidentiality applies both during and after their association with HCISR.

7. Prevention of Fraud and Financial Misconduct

HCISR strictly prohibits any act of fraud, misappropriation, or financial misconduct. Fraud is defined as the intentional misrepresentation or concealment of facts with the purpose of causing harm. Fraudulent acts, such as embezzlement, improper handling of money, or unauthorized disclosure of confidential information for personal gain, will result in disciplinary action, including termination, and potential legal proceedings.

8. Reporting Possible Violations

All HCISR representatives are required to promptly report any suspected or actual violations of this Code, the Suppliers Code of Conduct, or any other HCISR policy.

- Reports may be made to a supervisor or directly through designated channels. Reports may be submitted anonymously.
- HCISR strictly prohibits retaliation or harassment against any person who, in good faith, reports a concern or participates in an investigation