

CODE OF ETHICS

The code should be read and signed by all employees, volunteers, elected officers, contracted and commissioned staff (hereinafter as employees) and adhered to by all times. It is the responsibility of the leader of the congregation (pastor) to ensure that staff members and affiliates of the Evangelical Lutheran Congregation of Budapest-Józsefváros comply with this code of ethics

Purpose of the Code:

The purpose of the Code is to define the basic principles of ethics for the employees of the Evangelical Lutheran Congregation of Budapest-Józsefváros (hereinafter as Congregation), which they need to abide by at all times when they work for or act on behalf of the Congregation.

The Code applies to all those who

- are elected church or lay leaders of the Congregation,
- are in a permanent or a fixed-term employment contract,
- work on a commission or project basis with the Congregation, and

it is especially binding for those who work directly with the beneficiaries of the Congregation (who are asylum seekers, persons in need of or already under international protection).

Basic principles:

Respect for human dignity: employees respect the human dignity of every person. As part of this they acknowledge that – in accordance with the spirit of the Hungarian constitutional principles – the human dignity is inseparable from the right to life, it is indivisible, inalienable, cannot be restricted, and has to apply equally to all human beings.

Respect for and the enforcement of human rights: employees must always respect the fundamental rights of all, especially the human dignity and the prohibition of discrimination, the prohibition of torture, cruel, degrading and inhuman treatment or punishment; the right to seek asylum, the rights of refugees and of beneficiaries of international protection, the right to health and the prohibition of violation against women, and they must at all times enforce them during their work..

Prohibition of all forms of discrimination: employees are bound to equally treat and assist all Congregation members or clients regardless of gender, skin color, ethnic or national origin, mother tongue, sexual orientation, disability, health status, political or cultural beliefs, worldviews, economic situation or class or any other group membership. Such an approach does not exclude the possibility of providing special or targeted treatment to a specific, well-defined group, based on professional goals.

Equality of men and women: in the course of their work employees always respect and aim at promoting the concept of gender equality, and step up against systematic discrimination of women.

Commitment and responsibility: during their work staff act responsibly towards Congregation members or clients, colleagues, the Congregation itself and the society as a whole. They are bound to carry out their professional activities according to the best of their knowledge, keeping the hereby described ethical guidelines in mind. They assume responsibility for eventual mistakes, neglect or failure.

Mutual cooperation, full disclosure of information and consultation: during their work employees strive towards mutual cooperation with colleagues, professional organizations

and institutions, as well as with clients. In all of their activities, they ensure proper information provision (with proper care for the protection of Congregation members or clients' data, see below) and engage in meaningful consultation.

Transparency: during their activities employees strive to respect the principles of transparency, they inform their employer or their contractor if they provide other similar or related services at another organization, institution, state or municipality entity.

Secrecy, protection of personal and sensitive data: in the course of their work employees treat their obligation of confidentiality towards Congregation members or clients and the protection of personal and sensitive data with the greatest respect.

Ethical rules pertaining to professional activities:

Commitment and responsibility:

Employees are aware that their activities have an impact on the life of those persons with whom they interact with during their professional activities (including by having a potential impact on the Congregation members or clients' personality development, lifestyle, social status, asylum determination procedure). During all their activities, they respect the rights and dignity of the persons whom they work and interact with. They carry out their work according to the best of their knowledge and beliefs, within the relevant legal framework, respecting the ethical guidelines set forth. They abide by the guidance and tasks assigned by their employer or contractor within the framework set.

During their professional or educational activities, they are **aware of the limitations of their professional knowledge**. They only commit to carrying out tasks that are within the limits of their competence, which can be based on their studies, professional experience, examinations and consultations. In contrary cases, they request professional consultation, help or supervision, and, if necessary, they delegate the tasks to a more competent person. They do not commit to carry out tasks that can result in an incompetency or some form of violation.

They refrain from committing to tasks or assignments if they are aware that their personal limitations or any problems might eventually hinder the professional completion of the activity. If such a situation occurs, they make the necessary steps to remedy it. These can mean requesting consultation with other staff members or with the medical director, and if necessary, limit, halt or terminate the activity in question. If such a situation occurs, the pastor should be involved in the decision making.

Employees seek to develop a positive relationship with their colleagues, to provide mutual support to each other during their work and to share relevant information with each other. The professional supervisor promotes the development and advancement of the colleagues and the maintenance of a fruitful cooperation between colleagues.

Relationship with the clients

The clients are persons seeking or in need of international protection, or those who had already received it (refugee status, subsidiary protection), with whom employees engage in a relationship through recording personal data, providing social or other assistance.

The employees **abstain from using any manifestations, activities or verbal expressions that might hurt** the registered or treated person's dignity, or **discriminate** against that person based on their real or perceived skin colour, nationality or ethnic origin, age, gender identity,

sexual orientation, culture, religion, language, mental or physical challenges, financial situation or class or any other grounds prohibited by law.

In the course of their work the employees **abstain from any undesired, harassing, bullying or violent physical expression or contact.**

The employees wear **clothes** during the registration or treatment, that **respects the** Congregation members or **clients' religious and cultural sensitivity**, and takes into account the potential traumatising of asylum-seekers and beneficiaries of international protection, and they additionally pay attention not to wear any clothing or garment, which can be threatening, or remind patients of military or law enforcement uniforms – which is of great importance when working with survivors of torture, other extreme violence and political persecution.

Employees do not establish and maintain **private relationship with clients outside working hours**, only in exceptional circumstances, for an important reason.

The Congregation's activities, especially the registration of a person can only proceed after the person is properly informed, can make an **informed consent**, and if necessary, the person's legal representative is also informed.

Confidentiality obligation:

The employees should adhere by the **obligation of confidentiality** in case of each registered/treated person, especially with regard to information on their health, psychological or other personal data. These data can only be communicated to the person who has the right to know them and only with informed, prior and explicit consent from the clients. Those receiving the data are also obliged to manage them confidentially. Employees remain under the obligation of confidentiality even after the treatment of a client is over.

Psychiatric and psychological data especially: anything pertaining to a person's mental and psychological state, behaviour, the trauma / sexual violence experienced by the person, parental tasks or ability / inability to carry out these tasks, pathological addictions or any information in relation to that, or any data in relation to or influencing the previously mentioned ones (e.g. family circumstances, profession).

Personal data: family and first name, maiden name, gender, date and place of birth, mother's name and her maiden name, place of residence, address, health insurance identification number, or any additional or any of these identification numbers, which together or in themselves can be used for the identification of the person.

The confidentiality obligation must be respected by all persons present at the client's registration and treatment. These persons must be reminded of and informed about the content of their obligation of confidentiality.

Employees make sure that no personal data or information in relation to a certain case can be included in a publication, public report, training material, presentation without the prior consent of that person.

Employees' ethical responsibility towards each other:

The employees show respect towards each other, and their activities, expressions, and if possible, assist each other in their work. Employees must communicate with each other and express themselves in a peaceful manner, and with respect.

Procedures in case of ethical problems:

In case an employee or Congregation members or client or her/his family member perceives any ethical problems, s/he should notify about this the pastor or the lay leader of the Congregation. The problems can be raised anonymously, if the person requests it.

The pastor and the lay leader of the Congregation ensures that there is a thorough examination of the ethical problem raised, and see to it that there is an adequate solution to the problem and follow-up if needed.