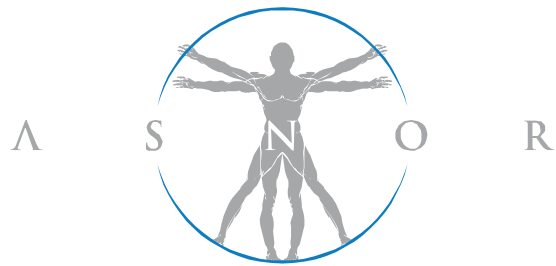




Ente accreditato dal Ministero dell'Istruzione, dell'Università e della Ricerca per la formazione del personale della Scuola - Direttiva 170/2016



ASSOCIAZIONE NAZIONALE ORIENTATORI

Ethical Code



Ente iscritto all'Anagrafe delle ricerche tenuta dal Ministero dell'Istruzione, dell'Università e della Ricerca (prot. n. 245/29804 del 28/11/13)



Ente iscritto al COLAP (Coordinamento Libere Associazioni Professionali) per valorizzare le competenze degli associati e garantire il rispetto delle regole deontologiche



Organismo ufficialmente iscritto al Registro dei Rappresentanti di Interessi della Commissione Europea.
ID Number: 23164172419-24

Premise

We promote our ideals trying to stimulate the mind and heart of people. The National Association of Counsellors, below ASNOR, is perceived largely as a public good available to all, on the whole, to support those who find themselves, for every occasion and for any reason, having to choose. We work inspiring the Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. These principles are based on common values, tied to the people, integrity, partnership, diversity, leadership and innovation, and, through them, intends to ensure, always and in every case, the protection of minors and the preservation of human dignity.

The logo / brand ASNOR, the Vitruvian Man, is the recognized symbol of quality and presence of the Association, through a network of professionals and Guidance Centres and respected daily engaged in a complex but fundamental and motivating.

The members and associates of ASNOR promote the dignity of people everywhere, always acting in accordance with the Fundamental Principles, with this Code and, depending on your professional profile, with the Code of Practice. This Code clarifies the rule that all those who, in any way belong to the Association and act in it.

The Code is aimed at creating a system of action that would prevent illegal or illicit activities, improve the efficiency, effectiveness, transparency and quality of administrative action, and meets the needs of the community.

The recipients of the principles and provisions contained in this Code of Ethics are the members, the Presidents at all levels, members of the governing bodies, officers, employees, associates, and, in general, anyone acting on its behalf ASNOR. In particular :

- a. Presidents and members of corporate bodies are bound in the mandate, to be guided by the principles of this Code;
- b. managers in the performance of their duties and in giving practical effect to the addresses of the corporate bodies, are inspired by the principles of this Code;
- c. Shareholders, employees, associates, and anyone acting on behalf of ASNOR must adapt their behavior to the provisions of the Code.

The relationship between the ASNOR and its Members are governed by the statutory provisions, regulations of the Association and its Code of Ethics.

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CHAPTER I – PRINCIPLES

Article 1 - Honesty, fairness and legality

The recipients indicated in the introduction inspire their behavior to the 7 principles and the principles of honesty and fairness, legality, impartiality and equal treatment, transparency and complete information, proportionality, absence of abuse of power, the proper use of the goods, as well as conflict prevention of interest and the fight against corruption, referred to in this Chapter. Honesty is the fundamental principle for all activities ASNOR and constitutes an essential element of his actions.

The conduct of the addressees mentioned in the introduction are based on principles of fairness, cooperation, loyalty and mutual respect.

Act in accordance with the rules and procedures laid down by law, while ensuring that the decisions that affect the community, comply with the law and the public interest.

Article 2 - Impartiality and equal treatment

The recipients indicated in the preamble:

- a. guarantee the respect of the principle of equal treatment in the event of unequal treatment, it must always be justified by the objective relevant to the case;
- b. avoid any unjustified discrimination between citizens based on nationality, gender, race, skin color, ethnic or social origin, genetic features, language, religion or belief, political or any other opinions, membership of a national minority, property, birth, disability, age or sexual orientation.

In observance of the Fundamental Principle of Impartiality, ensure proportionality between resources and needs, and that the measures taken are proportionate to the objective pursued.

Article 3 - Complete and transparent

The recipients indicated in the preamble:

- a. take initiatives and decisions with the utmost transparency without favoring any group or individual interests and avoid creating situations of privilege or benefit;
- b. endeavor to ensure the truthfulness, accuracy, clarity and completeness of information both inside and outside of ASNOR, with easy communication and easy to understand.

Article 4 - Abuse of Power

The recipients specified in the recitals exercise their powers only for the purposes described by ASNOR and shared for the purposes of participation in social life and, in any case, always in the interest and for the public good and ASNOR.

Article 5 - Prevention of conflicts of interest and anti-corruption

The recipients specified in the recitals pursue exclusively the interests and purposes of ASNOR and, in particular, endeavor to prevent conflicts of interest and refrain from participating in any case to activities or decisions that determine such situations of conflict of interest, or if there are obvious reasons of expediency.

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ASNOR, consistent with the principles of honesty and transparency, is committed to putting in place the necessary measures to prevent and avoid corruption or conflict of interest.

CHAPTER II - RIGHTS AND DUTIES

Article 6 - Liability in respect of the members of ASNOR

In accordance with the statutory rules and ethics that aims to represent ASNOR guidance counselors throughout Italy and Europe, the Association shall:

- a. maintain focus on people and their value as unique individuals;
- b. stimulate young people in particular, as the cornerstone of our entire community;
- c. promote innovation and creativity, enhancing the spirit of initiative of each member;
- d. make sure that the members will always feel welcome and integrated into the social life
- e. seek excellence in his work, ensuring a leadership intact, transparent and shared;
- f. insist on the importance of collaboration between all for the achievement of social goals;
- g. ensure adequate training of members, so that they can adequately perform the duties and professional ethics;
- h. identify needs, find the answers you need and develop programs in which members can participate, sharing its objectives ;
- i. provide members with the necessary documentation to be updated regularly on matters concerning the Association and the profession of orientation;
- j. make sure that all those who work in various capacities with the Association, take cognition, share and comply with this Code.

Article 7 - Rights of members

The relationship between the Association and its members are governed by the provisions of the Act, the regulations, the Code of Conduct and the Code.

- a. Tasks - The member has the right to be trained so that they have the skills necessary for them to perform the guidance counseling.
- b. Equality - The member has the right to be treated, in all circumstances, fairly, regardless of gender, race, language, sexual orientation, political beliefs, religious or philosophical.
- c. Security - The member has the right to the protection of the Association against any interference or aggression of which will be the victim by virtue of its function. The Association has a duty to make publicly his defense, when it is the victim of serious allegations unfounded, to restore his honor and reputation.
- d. Freedom of expression - Freedom of expression is a fundamental right of the associated. Even constructive criticism, in fact, transmitted through appropriate internal channels, contribute to the internal dynamism of the Association. With regard to the statements outside the Association, please refer to the provisions contained in the following Articles of this Code.
- e. Rights to privacy - the processing of personal data, and news sources that fall within the scope of the privacy of each member are protected by law. It is the duty of all members maintain the confidentiality of news and information concerning the personal data acquired in the course of its activities. It is the right of all

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members to claim the respect of the right to privacy, the right to personal identity and dignity of the persons concerned, returning to this material in the sphere of protection of personal freedoms constitutionally guaranteed.

g. Equal treatment - The members have the right and duty to ensure impartiality and independence in the performance of their duties and functions entrusted, in order to ensure the full implementation of the principle of equal treatment of citizens.

f. Good Faith - Is guaranteed everyone the freedom to run for elective office. This freedom must be accomplished in the absence of any conflict of interest between its own activities and those required by the membership, if you get to hold elective offices in the same.

Article 8 - Liability of members in respect of ASNOR

Associated with the ASNOR are required to:

- a. know and comply with this Code of the Statute, the Code of Conduct and the main regulations governing the sorting of the Association and the activities of the members themselves;
- b. act according to the 7 Fundamental Principles set out in the introduction and promote their dissemination, sharing policy ASNOR;
- c. comply with the rules concerning the use of the logo / trademark and prevent any abuse;
- d. be aware that by using this brand, they represent the Association and its ideals;
- e. constantly pay attention to people's needs, even when you're not running guidance counseling;
- f. carry out their profession without any discrimination regarding nationality, gender, race, sexual orientation, political opinions or religious or philosophical beliefs of the users or beneficiaries of services provided ;
- g. respect the desire of the discretion of those who require guidance;
- h. establish positive working relationships with other members and / or colleagues, becoming aware of the importance of the interaction ;
- i. respond to the needs of others with maturity, friendliness and professionalism.

Article 9 - Duties of members

The members are required to act in accordance with the following provisions:

- a. Loyalty - The member is bound to ASNOR from the spirit and feelings of loyalty. Acting in accordance with the Fundamental Principles set out in the introduction and promotes their spread.
- b. Impartiality - In carrying out its task the member is honest, impartial and fair. Avoid any arbitrary behavior that could injure a person, a group, or to any entity. In any circumstances, respond to the legitimate needs of the individual without any discrimination or preferential treatment with regard to nationality, race, language, gender, political opinions, philosophical or religious beliefs.
- c. Independence - the associated action is based on Fundamental Principles set out in the preamble, the Code of Ethics and ethical rules adopted in this Code. His conduct can not be influenced by external factors, including those of a political nature, nor altered by personal interests.
- d. Responsibility - The Associated aware of the importance of their duties and related responsibilities, behaves in such a way as to gain and maintain the confidence of the community in the Association, also offering the best possible service, respect for the individual and constantly paying attention to the needs of the people.
- e. Competence and effectiveness - The associate is acting according to their own skills and knowledge to perform at your best and rigor of guidance counseling services. Apply the procedures established by the Association efficiently and carefully.
- f. Responsibility of resources - The member must use the resources available to carry out the activities of

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orientation according to the criteria of affordability and environmental sustainability.

g. Compared with the logo / brand - The associate is acting in compliance with the rules concerning the use of the emblem and prevents abuse.

h. Conflict of interest - The member should avoid conflicts of interest in the performance of assigned duties and act in the best interests of orientation, placing those interests above any other, including those of family members or bystanders. The conflict of interest arises from a situation in which the private or personal interests is likely to influence the impartial and objective exercise of its functions. The private or personal interests include all of the associated benefits in favor of himself or others connected to it.

i. Gifts - Particular care is recommended to the member when the gifts are offered in relation to its activities. As a general rule, the person concerned will discourage the gift of any gift that is of low value.

j. Publications and Conferences - It is forbidden to the associated release of interviews with third parties, the organization of press conferences or publication of texts or articles in respect of any business or matters falling in the tasks and goals of institutional ASNOR. The presidents, at different territorial levels, are exclusively organs titrated to manage relationships with the press or communications of any kind, according to the criterion of competence determined by the local, provincial, regional or national topic or activity subject of the report or the specific power given to the matter by the Articles or by the internal regulations of the ownership of the various central departments or territorial ASNOR. In respect of the application of the same criteria shall be governed requests for collaboration of organizations, institutions and organizations for the development of statistical, historical, sociological and scientific issues of the Association. All documents produced by the Association are reserved. Access to documents is governed in accordance with Law 241/90.

k. Confidentiality - The availability and transparency of public administration does not exempt the member from the duty of discretion and confidentiality : they can not communicate, in whatever form, to an unauthorized person any document or information which is acquired in the course of its functions and can not make them public. The strict observance of the rules on access and dissemination of information is a firm obligation and every fault will be liable to disciplinary action and - Since this item met the circumstances - to a criminal complaint.

l. n. Complaints - As part of its duties, the associate is required to notify any irregularities on inland waterways that have been recorded. It is also essential to refrain from issuing defamatory statements may be addressed to the Association, thus favoring hierarchical pathways for each type of internal reporting and biased comments or complaints. In doing so the person has the duty to ensure the accuracy and relevance of its claims.

CHAPTER III - FINAL AND REFERRAL

Article 10 - Breach of the Code

The violation of this Code is inconsistent with the relationship of trust between the addressee indicated in the introduction and ASNOR, the proper performance of the obligations related to the relationship itself, and may result in the emergence of responsibility and the application of the penalties provided for by law, regulations, by the Code of Conduct and any contracts, subject to the possibility of ASNOR, whose interest is adversely affected by the breach, action to obtain compensation for any damage suffered. The set of rules of this Code is a set of obligations that the member must accept with awareness and precision. Failure to comply with these

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rules and conduct that is contrary to the rules and obligations that violate the regulations requires the adoption of penalties commensurate with the gravity of the violation, in accordance with the procedures outlined in the Code of Conduct, to which reference is made to the exact knowledge of all the rules prepared for the proper conduct of the profession guidance counselor.

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