CODE OF ETHICS OF THE DOWN GALICIA FEDERATION

The present Code of Ethics is adopted with the following objectives:

- To emphasise that Down Galicia is, first of all, a values-driven committed organisation.
- To pass on the work philosophy of Down Galicia coherently with certain ethical values.
- To provide guidance and behavioural guidelines in the activities of Down Galicia and the people that constitute it.
- To become a model that provides guidance to all the Entities conforming Down Galicia.

THE WORK PHILOSOPHY OF DOWN GALICIA

Down Galicia is a non-profit organisation of the autonomous region, declared to be of public utility, constituted by entities located in the main cities of the Autonomous Community of Galicia, what makes it the reference entity for the people with Down syndrome and intellectual disabilities in Galicia. Since 1998, Down Galicia carries out its activity to improve the living conditions of the people with Down syndrome and intellectual disabilities and also of their families, in order to achieve their full inclusion in all areas of society, through the provision of personalised support in all stages of the life of the individual, as well as the defence and promotion of their rights, and the vindication of a change in society and in the active policies so that they satisfy their needs and expectations.

Down Galicia has its own work philosophy, expressed through their mission, view, values and principles.

MISSION

To coordinate, support, and boost the work of our member associations with the aim of improving the quality of life of every person with Down syndrome and cognitive disabilities, as well as their families. This is accomplished by means of better social inclusion and the use of ordinary community services, as established in the United Nations Convention on the Rights of Persons with Disabilities.

VIEW

Each year, the Down Galicia Federation will be recognised by its credibility in its work in favour of the social inclusion of the people with down syndrome and intellectual disability,

and it will receive support that will enable its capacity to advocate for a more inclusive environment.

This positioning will be possible thanks to the union of the Down collective of Galicia around the Down Galicia Federation and its internal and external alignment, as well as the commitment of the people with the continuous improvement and the consolidation of its economic and technical structure.

VALUES

The Down Galicia Federation develops a behaviour in tune with the following values:

1. Coherence
2. Commitment
3. Efficiency
4. Participation
5. Vindication
6. Union

POLICY

The Down Galicia Federation develops a behaviour in tune with the following policies:

- of intervention
- of organisation
- of management

TARGET PEOPLE AND/OR ORGANISATIONS OF THIS CODE OF ETHICS

- The member organisations of Down Galicia, because they are a constituent and essential part of the Federation.
- The people that conform the governing bodies of Down Galicia, individual and chartered, as well as their supporting structures: in their duty when it comes to prepare and embody the strategy of Down Galicia, to represent the entity in all kinds of events and cases, to draft documents with the brand of Down Galicia, to make public decisions, to participate permanently or transitionally in public or private bodies on behalf of Down Galicia, among other things.
- The human team of Down Galicia, considered as a whole, which includes the staff hired, trainees, the team of professionals in all the areas and those who collaborate with Down Galicia as volunteers.

- The collaborators of Down Galicia from the professional sphere, carrying out activities related to the elaboration of scientific studies, to legal advice, communication and other similar activities.

All these people and organisations, from their respective role within or in connection with Down Galicia, are responsible for implementing the values and ethical standards contained in this code of ethics in their work and for collaborating in their development, implementation and compliance, in accordance with the responsibilities each one has in the environment of Down Galicia.

ETHICS COMMITTEE

The present Code of Ethics must be a living document, that must evolve, and its content and implementation should constantly be object of analysis and evaluation.

The development, interpretation, communication, implementation, monitoring and evaluation of the present Code of Ethics will be up to the Ethics Committee, integrated by all the people that conform the Board of directors of Down Galicia (in which all member organisations are represented), and at a technical level, up to the manager of Down Galicia, who will be responsible for the gathering of the information necessary related to the compliance and monitoring of this code of ethics. All the people that conform this Ethics Committee should transfer the contents of this document to all their teams, managers or professionals, as appropriate, as well as to the chosen independent experts.

On a regular basis, preferably coinciding with the Annual Assembly, the Ethics Committee will draft a report on the implementation of the present Code of Ethics and the suggested improvements.

Notwithstanding the role of the Ethics Committee, the group of leaders of Down Galicia should adopt the appropriate guidelines and instructions to allow the development and implementation of this Code of Ethics.

DEFINITION OF THE VALUES, POLICIES AND BEHAVIOUR CODES THEREUNDER

Values of the entity

1. Coherence. The institution and all the people that conform the Down Galicia Federation must be coherent with these principles.

They must have respect for human diversity, engage with the dignity of the people with Down syndrome and intellectual disabilities, and to promote the inclusion and the exercise of their rights, especially the equality of opportunities and self-determination.

Particular attention should be paid to:

- The personal autonomy of all individuals, especially in their freedom to make their own decisions and in their independence and self-determination.
- The full and effective participation in society.
- Respect for difference, acceptance of differences and construction of a more diverse and plural society.
- Universal accessibility.

MEMBER ORGANISATIONS

- In coherence with their condition of members of Down Galicia, they will implement an intervention strategy from a view in line with the respect for the human rights and from the bio-psycho-social approach.
- In coherence with their condition of members of Down Galicia, they will take into account the principle of social inclusion as an essential core value.
- In coherence with their condition of members of Down Galicia, they will ensure the compliance of the International Agreement on the Rights of the People with Disabilities.
- In coherence with their condition of members of Down Galicia, they will defend the rights of the people with Down syndrome and intellectual disabilities, and those of their families.

GOVERNING BODIES

- They will align the strategy of the Down Galicia Entities in accordance with the necessities of the people with Down syndrome and intellectual disabilities, and those of their families, according to this Code of Ethics.
- They will defend a social image of the people with Down syndrome and intellectual disabilities in accordance with the inclusive approach and with the defence of their rights.
- They will denounce any situation that undermines the rights of the people with Down syndrome and intellectual disabilities.
- They will advocate for the replacement of the patronising attitudes and policies for other ones inclined to social solidarity and equality of opportunities.
- They will ensure the compliance of the International Agreement on the Rights of the People with Disabilities.

HUMAN TEAM

- It will promote the empowerment of the people with Down syndrome and intellectual disabilities and the defence of their rights.

- It will promote the individual attention to the people with Down syndrome and intellectual disabilities, and their families, giving a dignified and respectful treatment throughout the process to the users of the services of the entities, and guaranteeing professional secrecy and information confidentiality and avoiding distinctions in the treatment beyond those derived from technical and professional criteria.
- It will denounce any situation that undermines the rights of the people with Down syndrome and intellectual disabilities.
- It will ensure the compliance of the International Agreement on the Rights of the People with Disabilities.

COLLABORATORS

- They will denounce any situation that undermines the rights of the people with Down syndrome and intellectual disabilities.
- They will ensure the compliance of the International Agreement on the Rights of the People with Disabilities.

2. Commitment. Empathy is an essential requirement so that the institutions and the people that conform the Down Galicia Federation exercise their commitment with the mission of the entity.

Therefore, it is necessary to make an effort to understand the feelings, needs and interests of others, especially of the people with Down syndrome and intellectual disabilities.

MEMBER ORGANISATIONS

- They will promote that all the people constituting their social basis take part on decision making, in the formulation of strategies and in the elaboration of the social policy of the entity.

GOVERNING BODIES

- They will promote and facilitate that all people and entities of the organisation take part on the process of decision making.
- They will ensure the avoidance of personalist behaviours and promote the reflection of all the members of the organisation as an element of the process of decision making.

HUMAN TEAM

- It will engage with the responsibility of advising in the decision making process of the entity, and of participating in those within their field of action.

- It will inform the people conforming the governing bodies, according to the principles of the entity, to facilitate a decision making process that is consistent with the personality and the objectives of the organisation.

COLLABORATORS

- They will promote that the people with Down syndrome and intellectual disabilities exercise their rights and express themselves in the first person avoiding, whenever possible, that third parties speak on their behalf.

3. Efficiency. Down Galicia must be effective and make and effort to achieve its objectives efficiently and in a sustainable manner overtime, so that this contributes to the maximum development of its mission.

It must innovate to have the instruments and models of action that enable an effective intervention which responds integrally to all the needs of their direct beneficiaries.

As a social initiative entity committed to the construction of the Rule of law and that works in favour of general interest objectives, it is committed to the continuous improvement, it collaborates actively with all its interest group and is transparent in its management.

MEMBER ORGANISATIONS

- They will promote the continuous improvement, innovation and growing of the efficiency and effectiveness in the activities with all their interest groups.
- They will commit to have the knowledge and competencies necessary to carry out their activities in compliance with the objectives of the organisation.

GOVERNING BODIES

- They will facilitate the acquisition of knowledge and competencies related to innovation and improvement.
- They will boost the motivation and participation of the professional team, by assigning resources and evaluating the efficiency of the actions.
- They will act in coherence with the strategic objectives of the organisation.

HUMAN TEAM

- It will implement efficiency and quality criteria in all its actions as moral obligation.
- It will seek continuous training and permanent learning as a duty derived from its commitment with disability.
- It will be prepared to participate in improvement teams and it will be proactive in the acquisition and updating of knowledge and competencies.

COLLABORATORS

- They will promote the continuous improvement, innovation and growing of the efficiency and effectiveness in the activities related to Down Galicia.

4. Participation. Down Galicia works actively in different areas so that all members of society feel valued, respected, understood, supported and involved in its development.

It contributes to the development of a more diverse, inclusive, democratic and fair society, by promoting the active participation of the people with Down syndrome and intellectual disabilities.

It encourages the participation of the people and the member organisations in the associative life of a Federation that opens up to its environment to contribute in the construction of a more inclusive society.

MEMBER ORGANISATIONS

- They will participate on equal terms in all the processes carried out by Down Galicia.
- They will collaborate responsibly in the carrying out of all kinds of actions organised by Down Galicia and upon its request.
- They will participate actively in the strategy of Down Galicia at all times.

GOVERNING BODIES

- They will establish criteria that enables the democratic functioning in the making of decisions and in the election of positions in Down Galicia.
- They will foster consensus as a suitable practice in the making of decisions.
- They will encourage an active participation in all internal and external governing bodies in which they represent Down Galicia.
- They will inform the entities on behalf of which they participate in the governing bodies of Down Galicia, of the agreement reached and the works displayed, so that these can be efficiently applied and taken into account.

HUMAN TEAM

- It will encourage the participation and joint responsibility of all the members of the Team, in accordance with the functions of each position.
- It will foster teamwork, respecting the functions of each position, as they all are equally necessary and important for the final outcome (areas' field)

- It will encourage the respect for diversity, avoiding discrimination on grounds of sex, race, religion, belief, nationality, sexual orientation or other personal circumstance of the kind.
- It will establish a participative internal communication strategy, through the use of bidirectional communication channels, that enable an efficient and fluent communication among all the people conforming the group.
- It will boost the participation of volunteers.
- It will enhance mutual support among the members of the Team, avoiding prominences that complicate or block the aforementioned mutual support.
- It will facilitate the access to the bodies of the entity and to the services provided for the people.

COLLABORATORS

- They will collaborate responsibly in the carrying out of actions organised by Down Galicia and upon its request.

5. Vindication. We vindicate the rights, duties and liberties of the persons with Down syndrome and intellectual disabilities with the defence of our principles, by exercising our values and developing effective policies.

The relevance of the purpose of our mission encourages the effort, tenacity and resilience that characterizes us in the defence of the interests of our beneficiaries.

MEMBER ORGANISATIONS

- They will ensure, in all their scopes of action, the commitment with the active implication in any fair cause, that is in the general interest, regardless of their partners being or not affected.
- They will commit to promote and involve their partners and users in the commitment of other social causes different from their particular interests.

GOVERNING BODIES

- They will actively contribute to the commitment of Down Galicia with society, by acting cooperatively and responsibly, as true agents of social change.
- They will promote the social innovation in disability in general, and in particular in Down syndrome and intellectual disability, that offers new solutions to improve the living conditions of the persons with disabilities and their families.
- They will accept the duty of training and informing all the audiences of Down Galicia truthfully, passing on an accurate picture of the people with Down syndrome and

intellectual disabilities and their families, to avoid stereotypes and prejudices, contributing therefore, to increase the social relevance of Down Galicia and with that the social perception of the people with disabilities and of their families.

HUMAN TEAM

- It will apply, in the development of the functions of their position, the commitment with service vocation, directed to the improvement of the living conditions of the people with disabilities and of their families.
- It will apply in the development of the functions of their responsibility and position, the social innovation in disability, that provides new solutions for the improvement of the living conditions of the people with disabilities and of their families.
- It will seek the increase of the social presence of Down Galicia trough the active participation in social networks and of all kinds.

COLLABORATORS

- They will promote, within their scopes of action, the commitment to an active implication in any fair cause, which redounds in the general interest.

6. Unity. The unity of the Down entities in Galicia around the Federation is an institutional heritage that should be preserved as a driving force in the development of its mission.

The Down Galicia Federation contributes to the organisational development of its member organisations, respecting the scope of action of each one of them and seeking the consensus in the common issues.

MEMBER ORGANISATIONS

- They will be respected and attended by Down Galicia and its structures, which will always seek to provide the collaboration expected in a relation based on reciprocity and mutual support.
- They will be considered an inherent and indispensable part of Down Galicia, acting responsibly wit their condition of partners and defending the interests of the people with Down syndrome and intellectual disabilities.
- They will align with the work philosophy of Down Galicia, assuming its mission, view, values and principles as their own and avoiding undue individual limelight that difficult or damage Down Galicia, or the other Down entities of the Federation, in the fulfilment of their mission.
- Each one of them will provide support to the other Down entities of the Federation, keeping the willingness to engage in dialogue, to co operate and to provide mutual support.

- They will defend their interests which are their own and rightful before the public powers and the society, from the respect to the whole of the associative movement of Down Galicia.

GOVERNING BODIES

- They will assume the mission, view, values and principles that conform the work philosophy of Down Galicia as their own in all the representation actions that depend on them.
- They will direct their representative activity in within Down Galicia in accordance with the general interests of the people with Down syndrome and intellectual disabilities, not with their own interests.

HUMAN TEAM

- They will respect and assume the mission, view, values and principles that conform the work philosophy of Down Galicia as its own, and as a basis and referent of its task within the Team, that should imbue all its professional action, without preventing their implementation on personal, professional or corporate grounds.

COLLABORATORS

- They will respect and assume the mission, view, values and principles that conform the work philosophy of Down Galicia when carrying out the collaborative works with Down Galicia.
- They will never go against the ideas of Down Galicia in the collaborative works.
- They will take into consideration, as a necessary referent to carry out any collaborative work, the repertory already produced by Down Galicia.

Intervention Policy. With respect to the social sensitisation and to the political incidence in favour of the social inclusion of the people with Down syndrome and intellectual disabilities, the Down Galicia Federation implements the following guidelines:

- The promotion of attitudes of respect and boosting of the full social participation of the people with Down syndrome and intellectual disabilities.
- The promotion of an accessible environment that allows their effective participation.
- The development of positive discrimination schemes in favour of the people with Down syndrome and intellectual disabilities.
- The denouncement of situations of discrimination of these people.

With respect to the achievement of a professionalised, specific and specialised intervention, for social inclusion of the people with Down syndrome and intellectual disabilities, the Down Galicia Federation implements the following guidelines:

- The adoption of the bio-psycho-social model for the integral integration of the people with Down syndrome and intellectual disabilities through all their life cycle.
- The provision of personalised services aligned with the philosophy and methodology of the Planning Centred in the Person (PCP).

With respect to the resources mobilised to boost the social inclusion of the people with Down syndrome and intellectual disabilities, the Down Galicia Federation adopts the following guidelines:

- The prioritisation of the utilisation of the community's resources.
- That the public powers and social agents take appropriate measures to promote the universal accessibility to the community resources.

Organisation policy. Regarding the management of the entity, the Down Galicia Federation is conformed by member organisations with different legal forms (Associations and Foundations) promoted by families. It was born from the associative impulse of the relatives of the people with Down syndrome and intellectual disabilities and the relatives are the ones in charge of the high management of the entity and they also represent it institutionally.

Regarding the internal relations among the member organisations, the Down Galicia Federation adopts the following guidelines:

- It respects the autonomy of its member organisations.
- The making of decisions which are important for the development of the Federation's mission is carried out by consensus in all its entities.
- It works to promote the inter-associative coordination and the networking among its member organisations.
- It works in the raising, optimisation and fair distribution of the resources necessary for the development of the mission of each entity.
- It provides services of direct care to the people with Down syndrome and intellectual disabilities in coordination with its member organisations.

Management policy. Management must be always linked to transparency, quality in the execution of work processes, quest for innovation and continuous improvement.

As general principles that determine the management, the Down Galicia Federation adopts the following guidelines:

- Economic and informative transparency for all their interest groups.

- All the actions must comply with the law all the time.
- All people related to the entity must avoid their personal gain or the gain of relatives or friends as a result of their work in Down Galicia.
- It will be promoted the implementation of standards and models of efficiency and quality, that ultimately ensure the satisfaction of the users.
- It will be promoted the continuous searching of new services, processes and methodologies to meet the necessities and expectations of its interest groups.
- It will be especially fostered equality of opportunities among all the interest groups, including the gender perspective.

Diligence

We acknowledge that the present CODE OF ETHICS of the Down Galicia Federation, has been approved by the members of the Board of directors in the meeting that took place on 27/06/2020.

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