POLICY FOR THE SELECTION OF COLLABORATING COMPANIES

DOWN GALICIA FEDERATION

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1. INTRODUCTION

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 other 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.

VISION

The Down Galicia Federation will be, with its work, a benchmark for the inclusion of people with Down syndrome and other cognitive disabilities, as well as in front of the Administrations and community environment through the continuous demand for a more inclusive environment .

The Down Galicia Federation will become a benchmark for the joint work of its member entities regarding the good and inclusive practices, the professionalization of its teams and the union of the families in order to contribute to a society which is more inclusive, with real equal opportunities and, therefore, fairer and more rewarding for the whole of society.

PRINCIPLES

- **Diversity: Every person is different.** We stand up for the wealth which results from interacting and working with diverse people.
- **Dignity: I am a person**. We stand up for the value of a person through his/her abilities and achievements**.**
- **Self-determination: I live my own life.** We promote training people for their own decision-making and self-management.
- **Equality of opportunities: With help, I am just as capable as you.** We provide support for a full life development in all life stages.
- **Inclusion: My inclusion is everyone's success.** We promote participation in all the areas of society, giving visibility to everybody.

VALUES

- **Coherence. The entities and we, all the people who belong to the Down Galicia Federation, are consistant with our principles.**

  We have respect for human diversity, we are engaged with the dignity of the people with Down syndrome and any other intellectual disability, and we promote the inclusion and the exercise of their rights, especially the equality of opportunities and self-determination.
- **Commitment. Empathy is an essential requirement so that the entities and all the people that conform the Down Galicia Federation exercise their commitment with the mission of the Organization.**

We make efforts to understand the feelings, needs, and interests of others, especially of the people with Down syndrome and any other intellectual disability.

- **Efficiency. We want to be effective and we make every effort to achieve our goals efficiently and in a sustainable manner overtime, so that this contributes to the maximum development of our mission.**

  We innovate in order to have the instruments and models of action that make an effective intervention possible, fully responding to all the needs of our 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, we are committed to the continuous improvement, we collaborate actively with all our stakeholders, and we are transparent in our management.

- **Participation. We work actively in different fields so that every person with Down syndrome and any other intellectual disability is valued, respected, understood, supported, and involved.**

  We contribute to the development of a more diverse, inclusive, democratic and fair society, by promoting the active participation of the people with Down syndrome and any other intellectual disability.

  We stimulate the participation of the people and the member entities in the associative life of a Federation that opens up to its environment to contribute to the construction of a more inclusive society.

- **Vindication. We vindicate the rights, duties and freedom of the people 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.

- **Unity. The unity of the Down movement 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 entities, respecting the scope of action of each one of them and seeking the consensus in the common issues.

POLICIES

Policy of approach to intervention.

Regarding the social awareness and the political advocacy 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 respectful attitudes and boosting of the full social participation of the people with Down syndrome and other 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 other intellectual disabilities.
- The denunciation of situations of discrimination of these people.

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

- The adoption of the bio-psycho-social model for the integral care 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 Person-Centred Planning (PCP).

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

- The prioritisation of the utilisation of the community's resources.
- Requiring public authorities and social partners to take appropriate measures to promote the universal accessibility to the community resources.

Organizational policy.

Regarding the management of the Organization, the Down Galicia Federation is conformed by member organisations with different legal forms (Associations and Foundations) promoted by families. It originated as a result of the associative impulse of the relatives of people with Down syndrome and other intellectual disabilities. 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 entities.
- Decision making processes affecting the successful development of the Federation's mission is carried out by consensus among all its entities.
- It works to promote inter-associative coordination and 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 other intellectual disabilities in coordination with its member organisations.

Management policy.

Management must always be 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 to all their stakeholders.
- All the actions must abide by the law at all times.
- All those related to the entity must refrain from seeking their personal gain or the gain of relatives or friends as a result of their work in Down Galicia.
- The implementation of standards and models of efficiency and quality, which ultimately ensure the satisfaction of users, will be promoted.
- The continuous search for new services, processes, and methodologies to meet the necessities and expectations of its interest groups, will be promoted.
- Special emphasis will be put on fostering equality of opportunities among all the interest groups, including the gender perspective.

2. CORPORATE RELATIONS POLICY.

The corporate relations policy gathered in this manual has the Ethical Code of Down Galicia and the values of the Federation as its basis. Both the Ethical Code and the policy developed below must be respected by all the companies that wish to collaborate with Down Galicia .

The forms of collaboration are the following:

- Financial contribution to specific projects and/or to the general activity of the entity:
- Cession/ in-kind donations
- Corporate voluntary service.

1. All the collaborating companies must respect human rights, as well as international labour norms.
2. All the collaborating companies must respect the dignity of the people with disabilities and the absence of exclusionary or discriminatory behavior towards people with disabilities must be noted.
3. Collaborations with companies involved in criminal procedures will be avoided.

4. Collaborations with companies that could generate social exclusion or that do not follow the inclusion laws will be avoided.
5. Priority will be given to ensuring that agreements with companies are formalized by accords in which the object of the collaboration and the clauses therein are written.
6. Except for an express mutual agreement between the parts, the use of the entity logo will not be transferred to the company . In the event of a transfer of the logo, it will be in writing and will not be confidential.
7. The collaboration agreements with companies for the funding of projects will be public and will be reflected in the Down Galicia official documents.

3. MONITORING OF THE CURRENT POLICY.

Annually, together with the documentation that will be subjected to the General Assembly approval, a report on the degree of compliance with this Policy shall be included, expressly mentioning whether any breach with its rules has occurred in the year.

This policy was inspected and approved in the Extraordinary General Assembly of the Down Galicia on the date 27/06/2020.

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