



**LEGAL  
CENTRE  
LESVOS**

Legal Centre Lesvos AMKE  
Civil Non-profit Organisation  
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## **CODE OF CONDUCT**

### **I. Introduction**

Legal Centre Lesvos's capacity to defend human rights, in particular of migrants, asylum seekers and refugees, depends on the ability of its partners, staff and volunteers to uphold and promote the highest standards of ethical and professional conduct. We, the partners, staff members, independent services providers, and volunteers of Legal Centre Lesvos, are personally and collectively responsible for maintaining these standards. Partners have a particular responsibility to uphold these standards, to set a good example, and to create a working environment that supports and empowers its staff.

The main purpose of Legal Centre Lesvos is solidarity, legal support, advocacy, strategic litigation and defence of human rights, in particular of migrants, asylum seekers and refugees present in Lesvos and other parts of the Greek Territory and globally.

Legal Centre Lesvos' specific purposes are to:

- Provide legal assistance, legal information, representation and legal defence to refugees, migrants and asylum seekers in all stages of the procedure;
- Advocate for human rights and the rights of migrants, asylum seekers and refugees and for equal access to legal and safe routes of migration, without discrimination as to nationality, ethnicity, religion, gender, sexual orientation, race, or socioeconomic status, in Lesvos, Greece and globally against racism and xenophobia;
- Raise awareness of the human rights violations, in particular of migrants, asylum seekers and refugees, promote human rights advocacy and combat marginalisation, exclusion, racism, and xenophobia.

This Code of Conduct sets out general principles of operation and defines the procedures to be followed in the fulfilment of the above purposes within the ethics of the organisation. The Code applies to all Legal Centre Lesvos partners, members, staff, employees, volunteers, or independent services providers (hereinafter referred to as “Legal Centre Lesvos team”) who will be requested to sign it. By receiving the Code, they are requested to confirm that they uphold its standards as far as applicable to their status.

*This code of conduct was last updated August 2020.*

## **II. Core Values**

- *Legal Centre Lesvos as an organisation and the Legal Centre Lesvos team*, will ensure that conduct is consistent with and reflects the values integral to the Constitution of Legal Centre Lesvos.
- *As an organisation*, our primary commitment is to defend human rights, in particular of migrants, asylum seekers and refugees. We are committed to supporting their fullest possible participation – as individuals, families and communities – in decisions that affect their lives.
- We will show respect for all persons equally without distinction whatsoever of race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, or any other distinguishing feature. We will strive to remove all barriers to justice.

## **III. Ethical Principles**

### **1. Principle of Confidentiality and Anonymity**

The Legal Centre Lesvos team is bound by a code of confidentiality.

They shall not reveal any information relating to the representation of or provision of legal aid to Legal Centre Lesvos beneficiaries to third parties, unless the beneficiary gives informed consent, the disclosure is impliedly authorised in order to carry out the legal representation, or the disclosure is permitted by paragraph (a) below.

(a) The Legal Centre Lesvos team may exceptionally reveal information relating to the representation of or provision of legal aid to Legal Centre Lesvos beneficiaries, if it is:

- (i) information that could reasonably prevent certain death or substantial bodily harm;

- (ii) information related to the abuse of minors, as provided by law;
  - (iii) to secure legal advice regarding compliance with these principles;
- (b) Staff shall make reasonable efforts to prevent the inadvertent or unauthorised disclosure of, or unauthorised access to, information relating to the representation of a beneficiary.
- (c) The obligation of confidentiality is unlimited and shall apply even after the end of the individuals time as part of the Legal Centre Lesvos team.

## **2. Principle of Privacy-Protection of Personal Data**

All people have the right to privacy, and thus to control the collection, storage, access, use, transmission, handling and distribution of their personal data. Legal Centre Lesvos as an organisation shall comply with its obligations under data protection laws in relation to its processing of the personal data of the Legal Centre Lesvos team and its beneficiaries. The Legal Centre Lesvos team shall comply with respective data protection laws while working with Legal Centre Lesvos and process the personal data of the Legal Centre's beneficiaries only to the extent required, for the period stipulated and in a manner reasonably justified by the purpose of processing and in accordance with the Legal Centre's written instructions and applicable laws.

Upon completion of their time with Legal Centre Lesvos, all partners, members, staff, employees, volunteers or independent services providers must delete all personal data collected on either paper or digital format during their work or cooperation with Legal Centre Lesvos within one month of the date of termination of their partnership, membership, employment, volunteering or provision of services.

## **3. Best Interests of Children**

In all cases of involvement of minor children in the management of the beneficiary's case, the best interest of the child is taken into consideration.

## **4. Principles of Equal Opportunity and Non-Discrimination**

Legal Centre Lesvos as an organisation and all members of Legal Centre team shall respect the dignity and human rights of colleagues and all others they come into contact with as part of their jobs. Legal Centres commits to treat everyone fairly and equally, without discrimination on the grounds of race, age (excepting of the minimum age requirements stipulated for volunteering), role, gender, gender identity, colour, religion, national or ethnic origin, sexual orientation, marital status, dependents, disability, socio-economic status, or political views. This includes consideration for recruitment, redundancy, promotion, reward and benefits, training or retirement which must be based on merit.

## **5. Do no harm principle**

In managing the case of each beneficiary, it must be ensured that each individual is not exposed to further damage and secondary victimisation.

## **6. Principle of health and safety in the workplace**

Legal Centre Lesvos is committed to providing a safe working environment for its partners, members, staff, volunteers, independent services providers, members of the public and beneficiaries making use of its premises.

To assist in this endeavor, each partner, member, staff, volunteer and independent services providers must comply with all applicable legislation and policies communicated by Legal Centre Lesvos. All partners, members, staff, volunteers and independent services providers are required, among other responsibilities, to identify risks, comply with all Legal Centre Lesvos policies and requirements, exercise reasonable care in carrying out their roles and report all health and safety risks or incidents to the Lesvos based Coordinator or the partners and these will be duly dealt with or recorded as appropriate.

## **7. Ethical Funding Principles**

The Legal Centre shall follow the principles detailed in the Legal Centre Lesvos' *Ethical Funding Guideline*, and operate with the exclusive financial support of individual donations and from entities that are not complicit in human rights or environmental abuses.

## **8. Professional Ethical Codes**

This Code of Conduct shall not override any national deontology and professional obligation the members of the LCL team might be bound to independently.

## **IV. The partners and Internal Rules of Legal Centre Lesvos management and decision making**

1. The Legal Centre Lesvos team is bound by its Constitution, which sets out rules for decision making and accountability of the partners during the exercise of their duties.

2. The partners together form the General Assembly of Legal Centre Lesvos and through this General Assembly undertake to jointly manage the affairs of the Legal Centre Lesvos not-for-profit organisation.

3. The Legal Representation of the organisation is assigned by the partners to one or more partners. The Legal Representatives shall act jointly or separately on any management act relating to the purpose and subject matter of the company and within the framework of the decisions of the General Assembly. In case of misdemeanor or non-fulfilment of obligations, the representative's status and potentially their affiliation with Legal Centre Lesvos, is revoked by unanimous decision of all the other partners.
4. The Legal Representative has a responsibility to inform the partners periodically of the daily management of Legal Centre's operational practices, and is accountable to Legal Centre Lesvos in seeking all relevant information in a timely manner to reasonably fulfil all legal obligations.
5. Should any of the partners disagree with a decision either made, or to be made, by a partner or the Legal representative, a General Assembly will be convened at the earliest opportunity to decide by consensus upon the validity of the decision, according to rules laid out in the Legal Centre Lesvos Constitution.
6. The organisation is non-profit and therefore it is forbidden to distribute profits or pay interest to any partner.
7. The funds of the Legal Centre are not available to the partners personal, but only for the purposes of the Legal Centre.
8. The economic management is transparent and the financial operations known and available at any time to all partners.
9. A partner may be expelled from the organisation by unanimous agreement of all other partners, if by that vote it is determined in the sole discretion of those partners that the partner to be expelled has materially breached or is unable to perform their critical obligations under the organisation's Constitution - or the continued association of that partner with the organisation is detrimental to the Legal Centre Lesvos' best interests in carrying on their work and core purpose.

## V. COMMITMENT TO LEGAL CENTRE LESVOS CODE OF CONDUCT

The Legal Centre Lesvos Code of Conduct is intended to serve as an illustrative guide for members, staff, employees, volunteers, independent services providers and other people working for - or otherwise associated with – Legal Centre Lesvos to make ethical decisions.

It is a moral code that does not have the force of law. It is designed to assist all parties to better understand the obligations placed upon their conduct by the terms of their association with Legal Centre Lesvos.

Legal Centre Lesvos' internal rules and ethics expect the whole Legal Centre Lesvos team to commit to:

- *Treating every individual fairly, and with respect and dignity and to always seek to understand the difficult experiences that migrants, asylum seekers and refugees and other persons of concern to Legal Centre Lesvos have faced and survived, as well as the disadvantaged position in which they – particularly on the basis of race, age, role, gender, gender identity, colour, religion, national or ethnic origin, sexual orientation, marital status, dependents, disability, socio-economic status, or political views – may find themselves in relation to those who hold power or influence over aspects of their lives.*
- *Always seek to care for and protect the rights of children, and act in a manner that ensures that their best interests shall be of paramount consideration.*
- *Safeguard and make responsible use of the information and resources to which one has access by reason of employment, volunteering or cooperation with Legal Centre Lesvos.*
- *To exercise due care in all matters of official business, and not divulge any confidential information about migrants, asylum seekers, refugees, colleagues and other work-related matters in accordance with the staff and volunteers regulations and rules and current guidelines.*
- *Protect, manage and utilise Legal Centre Lesvos' personnel, financial and material resources efficiently and effectively, bearing in mind that these resources are primarily available and dedicated to the benefit of defending human rights, in particular of migrants, asylum seekers and refugees.*
- *Refrain from any involvement in criminal or unethical activities that contravene human rights, or activities that compromise the image and interests of Legal Centre Lesvos.*
- *Neither support nor take part in any form of exploitative or abusive activities, including, but not*

*restricted to child labour, and trafficking of human beings and commodities.*

- *Refrain from any form of physical or verbal abuse, intimidation or favouritism in the workplace and not engage in or tolerate any form of harassment in the workplace, including sexual harassment and abuse of power.*
- *Prevent, oppose and combat all exploitation and abuse of migrants, asylum seekers, refugees and other beneficiaries of Legal Centre Lesvos services.*
- *Not to abuse the power and influence that someone may have by virtue of his/her position - over the lives and well-being of Legal Centre Lesvos beneficiaries.*
- *Never request any service or favour from Legal Centre Lesvos beneficiaries in return for protection or assistance via exploitation – be it sexual, emotional, financial or employment-related – with Legal Centre Lesvos beneficiaries.*
- *Adhere to professional ethics codes for legal professionals in so far as their role in the organisation includes providing legal advice or representation.*

Any partner, member, staff, volunteer or independent services provider who suspect or become aware of violations of this Code of conduct should feel comfortable to contact the Lesvos based coordinator or the partners in person or provide information to them in confidence. The members, staff, volunteers and independent services providers are assured that the Legal Centre will handle the matter confidentially and with discretion and not take retaliatory action against any persons for reporting a violation or possible violation of this Code of conduct - and that such persons should not be subject to expulsion, demotion, suspension, threats, harassment or discrimination by the Legal Centre.



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I, the undersigned, have read and understood the Legal Centre Lesvos Code of Conduct and recognise that I have a personal and collective moral and ethical responsibility towards the protection of the Legal Centre, its work and core purpose and all persons affiliated and to abide by and uphold the standards of behaviour described therein.

**Name:**

**Role in Legal Centre Lesvos:**

**City:**

**Date:**

**Signature:** \_\_\_\_\_