



# THE CODE OF ETHICS

Rev00 2019  
Document approved by the Shareholders' Meeting, 26/08/2019

**explora**

IL MUSEO DEI BAMBINI DI ROMA

# INTRODUCTION

The Museo dei Bambini Società Cooperativa Sociale , founded in 1998, was registered with the Chamber of Commerce and Albo delle Cooperative Sociali and is a member of Confederazione Cooperative Italiane, Federsolidarietà, Confcooperative – Unione Provinciale di Roma, is a non-profit company with a female majority, which was established to create and run Explora the Children's Museum of Rome, a permanent structure dedicated to children, schools and families.

Museo dei Bambini is the social cooperative company running the permanent structure of Explora. The cooperative is governed by an EN ISO 9001:2015-certified quality management system for the "Design and supply of educational and recreational activities for children aged 0-12" (EA39) and for the Design and supply of training services (EA37), (Certificate no. IQ-0607-01 issued by Dasa-Rägister).

## VALIDITY AND APPLICABILITY

The Museo dei Bambini SCS Onlus is already run based on a series of documents defining the Museum's services and regulating the cooperative's practices: The Cooperative's Articles of Association, Charter of incorporation, Mission, Statement of objects, Internal Rules, Chart of Services, Yearly Performance Improvement Plans, Financial statements and Social Reports. In addition to all the above, there is also the MdB Code of Ethics, adopted unanimously by the Shareholders' General Meeting on August 26th 2019: it applies to shareholders, employees, contractors and suppliers and is published on the museum website.

The Cooperative is committed to having its employees, suppliers and contractors adopt behaviours in line with the following values, principles and rules of conduct.

# PRINCIPLES

The Code of Ethics is a tool of self-regulation based on shared values and principles aiming at setting the minimum standards of conduct and professional performance of the Museum: by joining the cooperative as an employee or a mere contractor, you are committed to abiding by the whole document. MdB thinks that the ethicality of behaviours cannot be evaluated based on mere obedience to applicable law and rules of association, but should rely on a genuine approval of principles based on the founding values of the cooperative's experience and the Code of Ethics.



## THE PRINCIPLES REGULATING THE MDB CODE OF ETHICS ARE:



# DEMOCRACY

The Cooperative is a democratic organisation whose activities are managed by the Board of Directors appointed by the Shareholders' Meeting; shareholders have the same right of vote.



# INTEGRITY

MdB operates in the law, acts in compliance with the applicable local, regional, national and international law and meets any legal obligation or any other condition related to any aspect of the Museum and its activities. It undertakes to act honestly, fairly and loyally towards people, the museum's visitors, institutions, state and private agencies, suppliers, sponsoring companies and all stakeholders, ensuring equal dignity and treatment to everyone and rejecting any relationship with crime or mafia organisations and individuals behaving illegally. Consistently, MdB rejects and counters any form of crime and cooperates with law enforcement and government authorities.



# TRANSPARENCY


Transparency is a fundamental value and all actions, behaviours and activities must rely on accuracy and completeness of information, formal and substantial legitimacy, clarity in accounting records, according to the applicable law. Internal procedures should be checked for compliance.

People operating on behalf of the Cooperative must provide the parties involved with full and clear information as to the activities they carry out on the premises of the Cooperative, providing procedures and written documents to reverse the steps that led to making a decision and/or disseminate a piece of information.

Transparency also means that, for each operation considered to be important in terms of effort by the Cooperative, there must be adequate documentation support to make checks at any time to certify characteristics and motivations and to identify who authorised, made, recorded and verified the operation itself.

THE PRINCIPLES REGULATING  
THE MDB CODE OF ETHICS ARE:

# PROFESSIONALI- SATION AND COMPETENCE OF STAFF



The whole staff must possess enough skills and experience needed to carry out the tasks assigned to them by their role, provide efficient and high-level professional services, have a professional and fair behaviour towards their workmates and the museum and comply with rules, applicable law and the cooperative's policies and practices. If a member of the staff doesn't possess enough skills to ensure a satisfactory decision for the cooperative, s/he must refer to other workmates or external consultants.

The whole staff is given ongoing qualification, and career development opportunities to maintain operational efficiency. The management must possess adequate intellectual skills and professional knowledge to carry out its role: managing employees must be qualified to deal with their tasks. Everyone holding a position in the cooperative undertakes to resign whenever, for personal, professional or actual reasons, their holding their post could be harmful to the cooperative's image.

The Cooperative believes that hiring relatives is not in contrast with the Code of Ethics; however, when hiring such resources, utmost care should be taken and follow criteria of transparency and professional practices. As to human resources management, MdB ensures that any decision towards the staff is made in compliance with the applicable law and the cooperative's rules.

THE PRINCIPLES REGULATING  
THE MDB CODE OF ETHICS ARE:

# CONSISTENCY WITH THE MISSION

Exhibit, mostre temporanee, laboratori, eventi e altre attività corrispondono sempre alla mission, alle politiche e agli obiettivi dichiarati dal museo, così come pubblicazioni e altri output.

# QUALITY

The cooperative makes sure that information and contents produced and made available to visitors are well-founded, accurate and respectful of people, taking out all information of uncertain or unknown and non-certified origin.

By information we mean all data, documents, knowledge and documents of any nature and on any support, referring or referable to the Cooperative or its activities as well as to shareholders, directors and employees: intellectual property, know-how, technological and organizational processes , service development projects, strategic plans, financial and strategic transactions, information assets (data and information) owned by customers / users but made available to the Cooperative by the latter, lists of customers, suppliers, collaborators and related economic and commercial conditions, personal data of employees and collaborators.



THE PRINCIPLES REGULATING  
THE MDB CODE OF ETHICS ARE:



# CONFIDENTIALITY, AUTONOMY AND LOYALTY

Each employee and contractor should behave loyally and correctly towards the cooperative. All employees shall keep confidential the information which they have acquired while performing their duties, about the museum's assets, data and contacts, internal procedures, projects/activities/strategies and cannot misuse assets, resources, knowledge which they have acquired and abuse their role within the Cooperative. The only exception to the duty of confidentiality applies whenever there is a legal obligation towards enforcement officers and state authorities.

The MdB staff, having a right to individual self-reliance, should be aware of the fact that they should not carry out another paid activity or accept an outside position in conflict with the Cooperative's interests. The staff should not accept gifts, favours, loans or personal benefits offered for the tasks they carry out. If good manners require to offer or accept a gift, this must always take place in the name of the cooperative. The name and logo of the cooperative and the museum cannot be used for personal purposes. Should any other conflict of interest arise between an individual and the cooperative, the interest of the cooperative prevails.

MdB takes great care in processing sensitive data of its employees and adopts any measure to protect their privacy as for the applicable law, EU Regulation no. 2016/679. The right to privacy is an inalienable right for each contractor and employee: it must always be respected, according to the cooperative's provisions for the protection and safeguard of assets, knowledge and image.

THE PRINCIPLES REGULATING  
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# RESPECT FOR HEALTH AND SAFETY IN THE WORKPLACE

MdB ensures the respect for sanitary and safety rules for the staff and visitors, adequate safety measures to protect the museum's assets against theft and damage in the exhibit spaces, exhibitions, workspaces; ensures mandatory training and information to all persons working at the premises; ensures that the museum and the workplace are accessible to all, particularly to persons with specific needs.



# RESPECT FOR THE ENVIRONMENT AND ANIMALS

MdB promotes friendly actions and behaviours towards the environment, encourages any form of pollution prevention, keeps an eye on sustainable economic development and does not use animals for demonstration purposes or its activities.



## THE PRINCIPLES REGULATING THE MDB CODE OF ETHICS ARE:



# INDEPENDENCE

MdB is autonomous and independent from political forces and refrains from any direct or indirect pressure from and/or on political representatives. MdB does not give grants to organisations with which conflicts of interests may exist and does not receive public funds, except for projects participating in regional, national, European and international calls for bids. All funds are managed professionally.



# COOPERATION

MdB believes in building networks, partnerships and collaborations with private companies and state institutions, organisations, businesses and other stakeholders of the community, to help spread knowledge, discover the cultural, historical and scientific heritage, develop the human being and society.



# CHILD PROTECTION

MdB is committed to promoting the childhood well-being and protection of children and adolescents. Moreover, MdB disapproves of any form of abuse and exploitation against them and spread the protection culture for minors in its workplace and among its stakeholders. All MdB staff personnel shall stick to the highest standards of behaviour towards children and adolescents, both in their professional and private life.

THE PRINCIPLES REGULATING  
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# OBLIGATIONS AND PENALTIES

Anyone learning about actual or potential breaches committed by employees, contractors or third parties must report to the Management or the Board of Directors. Failure to comply with any of the provisions of this Code of Ethics will result in disciplinary measures to be imposed and possibly filing legal actions against responsible parties.

The Cooperative confirms the penalties provided for by the national contract for social cooperatives for failure to comply with the rules defined in this document.

