DOREA Educational Institute - Staff Code of Ethics

09th September 2025

1. Purpose and scope

This Code sets out the ethical standards every member of staff at DOREA Educational Institute ("the Institute") is expected to uphold. It supports the quality, transparency and accountability required of an Erasmus+ accredited training provider and of any organisation managing EU funds.

The Code applies to all employees, management, internal and external trainers, experts, interns and volunteers acting on behalf of the Institute. It should be read together with the Institute's Code of Conduct and Anti-Harassment Policy, which also covers course participants and project partners.

2. Core values

Value	What it means in practice
Integrity	Acting honestly, keeping commitments and making decisions on merit, free from personal interest.
Respect and dignity	Treating learners, colleagues and partners fairly and courteously, whatever their background.
Inclusion and equal opportunity	Making the Institute's courses and projects accessible to all, including people with fewer opportunities.
Quality and professionalism	Delivering well-prepared, up-to-date training and reliable services.
Transparency and accountability	Being open about decisions, using resources responsibly and accepting responsibility for our actions.
Sustainability	Reducing the environmental impact of our activities and supporting green and digital practices.

3. Professional standards in training and learner care

Staff and trainers must:

- Prepare and deliver courses that match the published programme, learning outcomes and quality standards.
- Keep their subject knowledge and teaching methods up to date through continuous professional development.
- Adapt training to participants' needs, languages and abilities, and make reasonable adjustments for those with additional needs.
- Assess learners fairly and issue certificates, Europass documents and attendance records only where they accurately reflect participation.
- Take reasonable care of participants' health, safety and wellbeing during courses, visits and social activities, and follow the Institute's emergency procedures.

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- Maintain clear professional boundaries with participants, and avoid any relationship or behaviour that could compromise their impartiality or the participants' trust.
- Respect the intellectual property of others, credit sources and use licensed or open materials appropriately.

4. Integrity and conflicts of interest

Conflicts of interest. A conflict of interest arises when personal, family, financial or other interests could influence, or appear to influence, a member of staff's professional judgement. Staff must declare any actual or potential conflict to the Director in writing as soon as they become aware of it, and must not take part in the related decision. Examples include selecting suppliers, subcontractors or experts with whom they have a personal or financial link, and evaluating or selecting participants they know personally.

Gifts and hospitality. Staff may accept only modest gifts or hospitality of symbolic value (for example, a small souvenir from a participant group). Cash, vouchers or any gift that could create a sense of obligation must be declined. Anything of more than EUR 50 must be reported to the Director.

Fraud, bribery and corruption. The Institute does not tolerate fraud, bribery, corruption or any misuse of position for personal gain. Staff must never offer, request or accept any payment or advantage to influence a decision, a grant evaluation or the outcome of a selection.

Outside activities. Staff must inform the Director before taking on paid work or roles with other organisations that could overlap or compete with the Institute's activities.

5. Responsible management of EU funds and project work

The Institute's activities are largely funded by public money, so staff have a particular duty of care when handling it. Staff must:

- Use grant funds only for the purposes set out in the grant agreement and programme rules.
- Keep accurate, complete and timely records, timesheets and supporting documents, and never alter, backdate or fabricate evidence.
- Report participant numbers, mobilities, outputs and results truthfully in all reports and platforms, including the Beneficiary Module.
- Follow fair, transparent and documented procedures when selecting participants, staff, experts and suppliers.
- Co-operate fully with monitoring visits, audits and checks by National Agencies, the European Commission, the European Anti-Fraud Office (OLAF) and the European Court of Auditors.
- Avoid double funding, meaning the same costs or activities must never be claimed under more than one grant.

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- Acknowledge EU funding correctly, using the required emblem and disclaimer on all materials and communications.
- Write project proposals honestly, describing the Institute's capacity, experience and staff accurately.

6. Confidentiality, data protection and communication

Confidentiality. Staff must keep confidential any information about participants, colleagues, partners and the Institute's business that is not public, both during and after their engagement.

Data protection. Personal data must be collected, stored and shared only in line with the GDPR and the Institute's data protection procedures. In particular, staff must:

- Collect only the data needed for the purpose and keep it secure, using the Institute's approved systems and password-protected accounts.
- Obtain consent before taking or publishing photographs, videos or testimonials of participants.
- Report any suspected data breach to the Director immediately.

Communication and social media. Staff speak on behalf of the Institute only when authorised. On social media they must not share confidential information, post images of participants without consent, or make comments that could harm the Institute, its partners or its funders. Personal views should be clearly identified as personal.

Use of AI and digital tools. Staff using artificial intelligence or other digital tools must not enter personal or confidential data into tools that are not approved by the Institute, and remain responsible for the accuracy of any content they produce with them.

7. Relations with colleagues, partners and the community

- **Colleagues:** work co-operatively, share knowledge, give and accept feedback constructively, and support a respectful, harassment-free workplace.
- **Project partners:** honour agreed roles, deadlines and budgets, communicate openly about problems, and respect partners' ownership of their work and intellectual property.
- **Suppliers and venues:** deal with them fairly, pay on agreed terms and choose them through transparent processes.
- **Local communities:** behave responsibly at course locations, respect local cultures and laws, and favour sustainable travel, accommodation and materials where possible.
- **Fair competition:** never misrepresent other providers or use their materials or course descriptions without permission.

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8. Raising concerns, breaches and review

Raising concerns. Staff who believe this Code has been breached, or who are unsure how to act in a situation, should speak to the Director, Jolanta Banelyte (jb@dorea.org). Concerns about fraud or misuse of EU funds may also be reported directly to the relevant National Agency or to OLAF. Anyone reporting in good faith is protected from retaliation, in line with the Cyprus legislation on the protection of persons who report breaches (whistleblowers).

Breaches. A breach of this Code may lead to disciplinary action under Cyprus employment law, or termination of a service agreement for external trainers and experts, depending on its seriousness. Breaches involving fraud or other criminal conduct will be reported to the competent authorities.

Review. The Director reviews this Code at least every two years, or sooner if legislation or programme rules change.

Approved by	Jolanta Banelyte, Director, DOREA Educational Institute
Date of approval	09th September 2025
Next review	09th September 2027
Approval	Signed by Jolanta Banelyte, Director, 9 September 2025

Staff declaration

I confirm that I have read and understood the DOREA Educational Institute Staff Code of Ethics and the Code of Conduct and Anti-Harassment Policy, and I agree to comply with them.

Name	
Role	
Signature	
Date	

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