



Code of Conduct for the Visualization for Transparency Foundation (ViT)

October 2024

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Introduction

The **Code of Conduct** for the Visualization for Transparency Foundation (ViT) is a foundational document that defines the ethical standards and behavioral expectations for all individuals and organizations associated with us and expands and details the commitments in our [statutes](#). It is rooted in ViT's commitment to transparency, accountability, and respect for human dignity. It ensures that all activities align with our mission to advance data literacy, visualization, and public transparency for an empowered and informed society. This includes fostering a respectful and harassment-free environment across all physical and digital interactions.

This Code is not selective; it applies universally to all stakeholders involved in ViT's operations, including trustees, employees, volunteers, consultants, partner organizations, and collaborators, regardless of their role, location, or contractual relationship. By adhering to this Code, all parties affirm their dedication to upholding ViT's principles and contributing to a respectful, inclusive, and ethical work environment.

The **Code of Conduct** is firmly rooted in international standards such as the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, and the IFRC Code of Conduct for NGOs. It ensures compliance with international and local standards while addressing ViT's mission to foster ethical, inclusive, and transparent practices in all activities. It includes:

- **Safeguarding Beneficiaries:** We work to guarantee the protection, dignity, and rights of all individuals impacted by ViT's activities, which includes adherence to the Universal Declaration of Human Rights and its annexes and conventions on the rights of the child, disability rights, and other protections for vulnerable populations.
- **International Standards and Laws:** We adhere to the legal requirements of Spain and Catalonia, ensuring alignment with local laws, declarations, and governance structures relevant to ViT's operations and mission. ViT also aligns with the International Labour Organization (ILO) conventions, international humanitarian law, and the UN Guiding Principles on Business and Human Rights.
- **Our commitment to Transparency and Integrity:** We ensure that all our data, resources, and communications are handled ethically and transparently. This commitment is a cornerstone of our operations, ensuring that we operate with integrity and keep our partners and beneficiaries informed.

- **Zero Tolerance for Violations:** We maintain a strict zero-tolerance policy towards any violations of human rights, abuse, or exploitation by ViT staff, associates, or partners. This commitment applies universally and in all circumstances, ensuring your safety and protection within our operations.
- **Respect for Diversity and Equity:** We are dedicated to fostering an environment that is free of discrimination and promotes inclusivity across all work areas. We value each individual's unique perspectives and experiences and are committed to ensuring everyone feels valued and respected.
- **Protection from Exploitation and Abuse (PSEA):** We comply with the six PSEA principles of the Inter-Agency Standing Committee (IASC), the UN Secretary-General's Bulletin on sexual exploitation and abuse, and the nine PSEAH core standards of the Core Humanitarian Standard (CHS).
- **Organizational Accountability:** We integrate these standards into all levels of the organization, from governance to day-to-day activities.

The purpose of this Code

- To provide a clear framework for ethical decision-making and professional conduct in all aspects of ViT's work.
- To ensure accountability and describe the mechanisms for reporting, addressing, and resolving any violations of the Code.

This **Code of Conduct** is a living document. As ViT continues to evolve in its mission and operations, the Code will be regularly reviewed and updated to reflect emerging ethical challenges, stakeholder feedback, and best practices. By embedding this Code into our organizational culture, ViT aims to set a benchmark for ethical practices in data literacy, visualization, and public transparency.

To maintain the relevance and effectiveness of the Code of Conduct, ViT commits to:

- **Annual Review:** Conduct a yearly review of the Code to ensure alignment with emerging best practices, stakeholder feedback, and any changes in the organization's mission or legal requirements.
- **Stakeholder Involvement:** Actively seeking input from employees, beneficiaries, and partners during the review process to incorporate diverse perspectives and experiences.
- **Transparent Updates:** Communicate any updates to the Code promptly and ensure all members are informed and trained on new or revised policies.
- **Accountability for Implementation:** The Board of Trustees is responsible for approving updates and monitoring compliance with the revised Code.

Adherence to this Code is not optional but an essential requirement for participation in any activity or program under the auspices of ViT. Breaches of the Code will be addressed through established disciplinary procedures, ensuring that all stakeholders are held to the highest standards of integrity and responsibility. This commitment to transparency and integrity is a cornerstone of ViT's mission.

Our commitments

Diversity, Equity, and Inclusion

The Visualization for Transparency Foundation (ViT) is committed to fostering a culture that celebrates diversity, promotes equity, and ensures inclusion in all aspects of its work. We recognize that diverse perspectives strengthen our mission and enhance our impact. To this end:

- **Equal Opportunity:** ViT provides equal opportunities to all individuals, regardless of race, ethnicity, gender identity, sexual orientation, age, disability, religion, socioeconomic status, or other personal characteristics.
- **Intersectionality:** We recognize and address the complex, cumulative ways in which different forms of discrimination (such as racism, sexism, and classism) combine, overlap, and intersect, particularly in the experiences of marginalized individuals or groups. ViT commits to considering these intersecting factors in our policies, practices, and project designs to ensure a truly inclusive and equitable approach.
- **Anti-Discrimination and Harassment:** ViT enforces a zero-tolerance policy toward any form of discrimination, harassment, or marginalization, whether within the organization or in its partnerships. This includes sexual harassment in both physical and virtual workspaces, ensuring that all employees, volunteers, and collaborators are protected from unwelcome conduct, offensive digital content, and inappropriate behavior.
- **Inclusive Environment:** We actively cultivate an environment where everyone feels valued, respected, and empowered to contribute. This includes implementing inclusive hiring practices, offering equitable growth opportunities, and creating policies that ensure accessibility.
- **Education and Awareness:** We commit to ongoing education and training to challenge biases and ensure all staff and collaborators are equipped to uphold principles of equity and inclusion in their work. ViT will conduct regular workshops on preventing online harassment, including recognizing inappropriate behaviors and fostering respectful digital interactions. Awareness campaigns will provide stakeholders with best practices for maintaining professionalism in online environments.

Environmental Sustainability

As part of our mission to foster transparency and accountability, ViT acknowledges the critical role of environmental sustainability in building a just and equitable future. We commit to:

- **Sustainable Practices:** We aim to reduce our environmental footprint through sustainable office practices, responsible resource management, and promoting green technologies in our operations.
- **Climate Advocacy:** We leverage data visualization to raise awareness about climate change, advocate for environmental justice, and support evidence-based policy decisions.
- **Ethical Partnerships:** We collaborate only with partners and stakeholders committed to environmental sustainability and ethical practices.
- **Continuous Improvement:** We regularly assess and improve our environmental policies to adapt to emerging challenges and global sustainability standards.

Social Justice and Human Rights

Social justice and the protection of human rights are at the heart of ViT's mission to promote transparency and empower informed citizenship. We commit to:

- **Advocacy for Justice:** We use data and visualization to highlight and address systemic injustices, inequality, and human rights abuses.
- **Empowering Marginalized Communities:** We ensure our projects amplify the voices of underrepresented and vulnerable groups, fostering equity in access to information and decision-making.
- **Safeguarding Beneficiaries:** We implement rigorous protections to ensure that all individuals impacted by our work are treated with dignity and respect.
- **Alignment with International Standards:** We adhere to frameworks such as the Universal Declaration of Human Rights and the Sustainable Development Goals (SDGs) to guide our actions and projects.

Ethical Business Practices

ViT is unwavering in its dedication to ethical business practices. We hold ourselves and our partners accountable to the highest standards of integrity and professionalism. Specifically, we commit to:

- **Integrity in Operations:** We ensure all financial transactions, resource allocations, and decision-making processes are conducted transparently and ethically.
- **Fairness in Contracts:** We uphold fairness in procurement, partnerships, and collaborations, avoiding conflicts of interest and promoting equity.
- **Anti-Corruption Measures:** We implement robust measures to detect, prevent, and address fraud, bribery, or corruption.
- **Ethical Technology Use:** We advocate for the ethical use of data and technology, ensuring that privacy and rights are protected and avoiding harm or misuse.

Data Rights and Ethics

ViT recognizes the critical importance of data rights and ethical data practices as an organization focused on data visualization and transparency. We commit to:

- **Data Privacy:** We have robust measures to protect personal data and respect individual privacy rights.
- **Informed Consent:** We seek explicit and informed consent for data collection and use, especially from vulnerable populations.
- **Ethical Data Use:** We ensure that data is collected, processed, and visualized in ways that do not harm or misrepresent individuals or communities.
- **Data Security:** We maintain strong cybersecurity practices to safeguard all data entrusted to us.
- **Algorithmic Fairness:** We commit to regular audits for bias and fairness when using AI or algorithms in our work.
- **Open Data Advocacy:** We promote open data practices while respecting privacy and ethical considerations.
- **Digital Rights Education:** We provide resources and education on digital rights to our stakeholders and beneficiaries.

Transparency and Accountability

Transparency and accountability are core principles guiding all of ViT's activities. We are committed to:

- **Open Communication:** We share information about our operations, decisions, and impacts in a clear, accessible manner with all stakeholders.
- **Stakeholder Engagement:** We actively involve stakeholders, including beneficiaries, partners, and donors, in decision-making processes to ensure their voices are heard and respected.
- **Accessible Feedback Mechanisms:** We provide clear channels for stakeholders to share concerns, complaints, or suggestions and ensure timely and transparent responses.
- **Regular Audits and Reporting:** We publish detailed financial statements and impact evaluations to demonstrate our commitment to accountability.

Open-Source Commitment

ViT is dedicated to the principles of open-source development and knowledge sharing in data visualization and transparency. We commit to:

- **Open-Source Projects:** We ensure all our software projects and tools are developed and released under open-source licenses.
- **Collaboration Prerequisite:** We make open-source development mandatory for any institution or organization collaborating with ViT.
- **Knowledge Sharing:** We actively contribute to the open-source community by sharing our expertise, methodologies, and best practices.
- **Documentation:** We provide comprehensive and accessible documentation for all our open-source projects to facilitate broader adoption and contribution.
- **Community Engagement:** We encourage and support community contributions to our open-source projects.
- **Ethical Open-Source:** We ensure our open-source practices align with our ethical standards and mission for transparency and social impact.

These commitments reflect ViT's dedication to creating an equitable, sustainable, and transparent world, ensuring our actions align with our values and mission.

Our Policies

Anti-Discrimination and Harassment Policy

ViT is committed to fostering an environment free from discrimination, harassment, and bullying. This policy ensures proactive measures to prevent such behaviors and effective mechanisms to address incidents:

- **Zero Tolerance:** Discrimination, harassment, or bullying based on race, ethnicity, gender identity, sexual orientation, age, disability, religion, or any other personal characteristic will not be tolerated.
- **Proactive Measures:** Regular training on diversity, equity, and inclusion will be provided to all staff, collaborators, and stakeholders.
- **Precise Reporting Mechanism:** ViT offers a confidential channel for reporting incidents, ensuring protection against retaliation for those reporting in good faith.
- **Investigation and Action:** Reported cases will be investigated promptly and thoroughly. The Board of Trustees will oversee the resolution process where necessary, ensuring fair outcomes.
- **Support for Affected Parties:** Counseling and resources will be available to those affected by harassment or discrimination.

Conflict of Interest Policy

The Conflict of Interest Policy ensures transparency and protects decision-making integrity:

- **Definition:** A conflict of interest arises when personal, financial, or other interests compromise or appear to compromise impartiality.
- **Disclosure Requirements:** All trustees, staff, and collaborators must disclose potential or actual conflicts of interest to ensure transparency.
- **Oversight:** The Board of Trustees, by its statutory responsibilities, manages disclosures and ensures appropriate actions, such as recusal, to mitigate risks.
- **Annual Declaration:** Trustees and staff must submit a yearly declaration affirming they have disclosed all conflicts and will abide by this policy.

Whistleblower Protection Policy

ViT encourages reporting of unethical or inappropriate conduct while protecting whistleblowers from retaliation:

- **Confidential Reporting:** ViT provides a secure and confidential mechanism for whistleblowers to report concerns.
- **Protection Against Retaliation:** Individuals reporting in good faith are safeguarded from retaliation, including demotion or dismissal.
- **Investigation:** Whistleblower reports are investigated impartially, and the Board of Trustees is involved when organizational leadership is implicated or escalation is necessary.

Ethical Decision-Making Processes

ViT ensures ethical decision-making at all levels:

- **Values-Based Framework:** Decisions are evaluated against the core values of ViT's transparency, equity, and integrity.
- **Stakeholder Consultation:** Major decisions, particularly those impacting beneficiaries, incorporate stakeholder input to ensure fairness.
- **Documentation and Transparency:** Decisions are documented and communicated transparently. The Board of Trustees oversees this process in high-impact or strategic decisions, as defined by the statutes.

Transparency and Accountability Policy

ViT operationalizes its commitment to transparency and accountability through structured policies and processes:

- **Governance Oversight:** The Board of Trustees ensures that all organizational activities adhere to transparency and accountability standards.
- **Annual Reporting:** ViT produces annual financial statements, project impacts, and commitment progress. Reports are accessible to all stakeholders upon request.
- **Open Feedback Channels:** Concerns can be raised following the mechanisms outlined in the reporting mechanisms section.

- **Continuous Improvement:** Regular processes and operations review ensure alignment with emerging best practices and stakeholder feedback.

Community Engagement and Participation Policy

ViT prioritizes meaningful engagement with the communities it serves:

- **Respect and Inclusion:** Community engagement respects cultural practices, local knowledge, and diverse perspectives.
- **Participatory Processes:** Communities are involved in project planning, implementation, and evaluations.
- **Accessible Communication:** Clear and accessible information about goals and impacts is provided to beneficiaries.
- **Feedback Mechanisms:** ViT establishes mechanisms for communities to provide feedback. The Board of Trustees may intervene in unresolved concerns or systemic issues.
- **Capacity Building:** ViT supports community skill development to enhance participation and collaboration, providing data literacy or visualization training for underserved communities.

How to report and how do we address violations

To uphold ViT's commitment to maintaining a transparent and ethical work environment, we provide precise mechanisms for reporting violations of the Code of Conduct, including sexual harassment and discrimination, and ensure a fair, confidential, and accountable process for addressing them.

Reporting mechanism

- **Confidential Channels**
 - **Designated Contact Points:** Reports of conduct violations, including sexual harassment, can be submitted to a designated officer, Karma Peiró (karma@fundaciovit.org).
 - **Dedicated Email/Hotline:** ViT maintains a [confidential email](#) address (trust@fundaciovit.org) to receive reports.
- **Accessibility**
 - Reporting channels are communicated and made accessible to all staff, collaborators, and beneficiaries in multiple languages if necessary.
- **Whistleblower Protection**
 - ViT strictly prohibits retaliation against anyone who reports a violation in good faith. Retaliation may result in disciplinary actions, including dismissal.

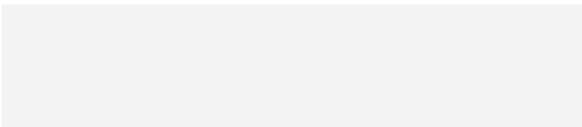
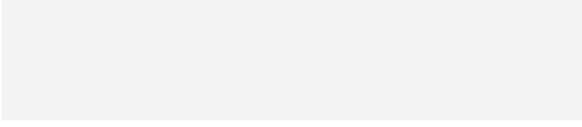
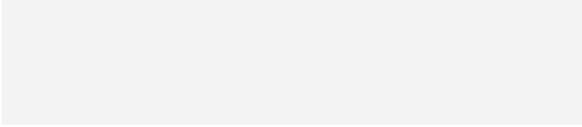
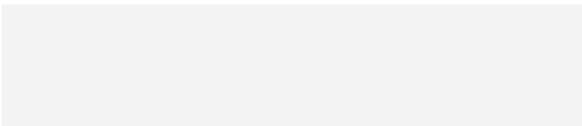
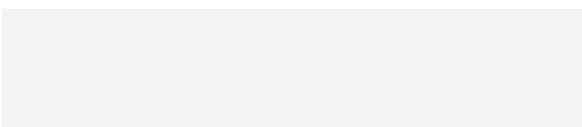
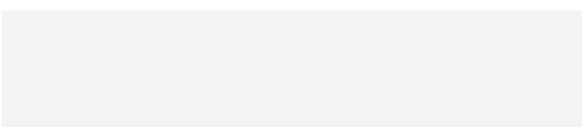
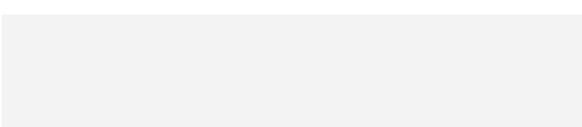
Procedures for Addressing Violations

- **Acknowledgment**
 - Upon receiving a report, ViT will acknowledge its receipt within five business days, ensuring the reporter knows their concerns are being addressed.
- **Initial Assessment**
 - A designated ethics officer will assess the report to determine whether it warrants further investigation.
- **Investigation**
 - A formal investigation will be conducted for valid cases. The process may involve interviews, evidence collection, and consultation with relevant parties.
 - The Board of Trustees will oversee investigations involving senior management, conflicts of interest, or systemic issues.
- **Confidentiality**

- All investigations will be conducted with strict confidentiality to protect both the reporter and those involved.
- **Resolution**
 - The outcome of the investigation, including any corrective actions, will be communicated to the reporter (where anonymity is not requested) and relevant stakeholders.
- **Corrective Actions**
 - Violations may result in disciplinary measures such as training, reprimands, reassignment, suspension, termination, or legal actions, depending on severity.
- **Appeal Process**
 - Individuals subject to disciplinary actions may appeal decisions through an independent review process conducted by the Board of Trustees or a designated appeals committee.

Signatures of our Board of Trustees

The Board of Trustees of the Visualization for Transparency Foundation hereby acknowledges the purpose and commitments outlined in this Code of Conduct. In agreement with its principles, each member has signed this document as a record of their endorsement:

Trustee	Signature
Xaquín Veira González	
Karma Peiró Rubio	
Alberto Cairo Touriño	
Montse Guàrdia Güell	
Esther Sardans Sató	
Karina Gibert Oliveras	
Anna Sánchez Granados	
Rosa Cuscó Martínez	
Mateu Villaret Auselle	