

Code of Ethics & Conduct for FuturEurope Youth NGO

I. Guiding Principles

A. Responsibility, Service, and Public Mindedness

Sustainable progress, peace, and justice require that all organizations contribute to the common good. Thus, FuturEurope Youth NGO integrates self-development and service to others, balancing individual and public concerns, focusing on higher, broader, and more public service levels.

FuturEurope Youth NGO conducts the activities for others' sake, shares responsibility for the public's trust of NGOs, exhibits a responsible and caring attitude toward the environment in all of the activities. The funds are always used for public assets.

B. Cooperation Beyond Boundaries

Significant progress toward world peace and global well-being can be fostered through inter-religious, intercultural, and interracial work and across artificial barriers of politics and ethnicity that tend to separate people and their institutions. FuturEurope Youth NGO maintains ethical, cooperative relationships with other NGOs and partners where possible and appropriate for the sake of the greater public good.

FuturEurope Youth NGO works beyond borders of politics, religion, culture, race, and ethnicity, within the limits of the organizing documents and with organizations and individuals that share common values and objectives.

C. Human Rights and Dignity

FuturEurope Youth NGO

- does not violate any person's fundamental human rights, with which each person is endowed.
- recognize that all people are born free and equal in dignity.
- is sensitive to the moral values, religion, customs, traditions, and culture of the communities we serve.
- respect the integrity of families and support family-based life.

D. Religious Freedom

FuturEurope Youth NGO respects religious freedom.

E. Transparency and Accountability

FuturEurope Youth NGO

-is transparent in all of its dealings with the government, the public, donors, partners, beneficiaries, and other interested parties, except for personnel matters and proprietary information.

-s basic financial information, governance structure, activities, and listing of officers and partnerships are open and accessible to public scrutiny, and we inform the public about our work and the origin and use of our resources through our social media accounts and website, www.linktr.ee/FuturEurope.

It is accountable for the actions and decisions, not only to the funding agencies and the government, but also to the people FuturEurope serves, FuturEurope staff and members, partner organizations, and the public.



F. Truthfulness and Legality

FuturEurope Youth NGO;

- gives out accurate information, whether regarding itself and its projects or any individual, organization, project, or legislation FuturEurope opposes or is discussing.
- does not engage in any unlawful activities under Turkey's laws and is strongly opposed to, and does not partner to, corruption, bribery, and other financial improprieties or illegalities.
- has a policy for staff and volunteers to confidently bring evidence to the governing body of misconduct of anyone associated with the organization.
- meets all of Turkey's legal obligations, including laws of incorporation, fundraising legislation, equal employment opportunity principles, health and safety standards, privacy rules, trademark and copyright legislation, and so forth.
- takes prompt corrective action whenever wrongdoing is discovered among FuturEurope staff, governing body, volunteers, contractors, and partners.

II. NGO Integrity

A. Non-profit

Not-for-profit. FuturEurope Youth NGO is organized and operated as a not-for-profit organization. Any surplus generated through the operations is utilized solely to help the organization fulfill its mission and objectives. No part of the NGO's net earnings is inured to the benefit of the board members, members, or employees of the organization, or any other private persons, except that the NGO may provide reasonable compensation for services provided to FuturEurope Youth NGO.

Trade or business. FuturEurope Youth NGO is not operated for the primary purpose of carrying on a trade or business unrelated to its mission and stated objectives.

Governing instrument. FuturEurope Youth NGO's governing instrument prevents the organization from distributing profits or assets for individuals' benefit both during operation and when winding up.

B. Non-Governmental

Non-governmental. FuturEurope Youth NGO is not a part of or controlled by government or an intergovernmental agency.

Politically independent. FuturEurope Youth NGO maintains independence and not be rigidly aligned or affiliated with any political party. However, FuturEurope Youth NGO may share a common political or legislative cause within the limit of its mission, stated objectives, and legal structure.

Foreign policy. FuturEurope Youth NGO does not act as an instrument of government foreign policy but acts independently of the government. FuturEurope Youth NGO does not seek to implement any government's policy unless it coincides with its mission and the organization's independent policy.

C. Organized

Organizing features. FuturEurope Youth NGO has an organizing document, an executive board, officers, and regular meetings and activities.

Organizing documents. The constitution's document clearly defines the mission, objectives, governance structure, membership rights and obligations, and rules of procedure.



Legal recognition. These organizing principles apply whether or not any government legally recognizes FuturEurope.

D. Independent and Self-Governing

Independent. FuturEurope Youth NGO is independent. Its board members always determine its policies, vision, activities, and volunteers and are not determined by any for-profit corporation, donor, government, government official, political party, or other NGOs.

Self-governing. FuturEurope Youth NGO governs itself autonomously, according to the selected governance structure. FuturEurope Youth NGO is equipped to control its activities.

E. Voluntary

Voluntary values and principles. Rather than being required to exist by law, FuturEurope Youth NGO is formed by private initiative, resulting from the voluntary actions of individuals who have chosen to pursue a shared interest or concern. The retaining of voluntary values and principles remains a primary force in working for FuturEurope Youth NGO.

Contributions from volunteers. To achieve our mission and objectives, FuturEurope Youth NGO has meaningful contributions from volunteers.

Volunteerism of governing board. Those who are part of the FuturEurope Youth NGO's governing body serve voluntarily for no pay. The governing board members are not paid monthly from the FuturEurope Youth NGO budget. They do their duties voluntarily.

III. Mission & Activities

A. Mission

Formal statement. FuturEurope creates a non-formal environment in which young people inspire each other and develop ideas to promote respect for human rights, freedom, and tolerance.

Board of directors. Each member of the board of directors fully understand and support the mission of FuturEurope Youth NGO.

Public availability. FuturEurope Youth NGO's mission statement is shared on the website and available to all officers, members, staff, partners, donors, program beneficiaries, and the public in general.

Evaluation. FuturEurope Youth NGO's mission is reviewed periodically every two years to determine if it is still relevant. We evaluate: (a) whether the task has been fulfilled, either by FuturEurope Youth NGO or another entity and thus whether there is a need for the organization as currently constituted to continue to exist; (b) whether the mission should be revised to reflect societal changes; or (c) whether there is a desire for FuturEurope Youth NGO to address new needs which might require a new mission statement.

B. Activities

Consistent with the mission. Activities are consistent with FuturEurope Youth NGO's mission.

Effective and Efficient. The programs of FuturEurope Youth NGO effectively and efficiently work toward achieving the stated mission.



Feedback. FuturEurope Youth NGO regularly seeks feedback on the activities from project beneficiaries, as well as other stakeholders. All written feedbacks are evaluated and saved on files or digitally.

Evaluation. The activities of FuturEurope Youth NGO are critically examined periodically to determine their relevancy to the mission, their efficiency and effectiveness, the value of continuing the programs or revising them, and the need for new programs. We evaluate: (1) whether the activities are consistent with the current mission of FuturEurope Youth NGO or whether they need to be revised or discontinued in light of changes in the mission; (2) the efficiency and effectiveness of the programs in achieving FuturEurope Youth NGO's objectives; (3) the outcomes for the program beneficiaries; (4) the cost of the program relative to its outcomes; and (5) whether new services should be offered. Evaluations are open and honest and include input from stakeholders.

Professionalism. FuturEurope Youth NGO carries out the activities with professionalism and is centered on the concept of serving others.

Percentage of expenditures. FuturEurope Youth NGO spends at least 80% of its total expenditures (including fundraising costs) on program activities.

IV. Governance

A. Governance Structure

Plan of governance. FuturEurope Youth NGO has a management plan that helps to fulfill our mission and reflects the core values and cultural standards of FuturEurope Youth NGO. Democratic principles are used where appropriate and applicable.

Organizing documents. FuturEurope Youth NGO's governance structure is specified in the organizing documents and available to all interested parties.

B. Structure of the Governing Body

Board resources. FuturEurope Youth NGO's governing body consists of individuals who are dedicated to the organization's mission, willing to volunteer their time and energies toward the achievement of the mission, and able to offer substantial contributions to the organization. Among resources they may bring to the governing body are experience and wisdom; prestige; the ability to raise money for the organization; and professional skills, such as legal, accounting, NGO management, project management, fundraising, and international networking.

Unrelated directors. The governing body has five unrelated members.

Policies on paid staff. FuturEurope Youth NGO has a policy of paid staff that they cannot vote for the governing body.

Term limits. Term limits are established for membership on the governing body. Individual terms are set at a maximum of three times the same person can be in the same position. At least one year is required before a member becomes eligible for re-election after completing the maximum number of consecutive terms.

Nominating Committee. The procedure for nominating individuals to serve on the governing body must be known to members and other relevant parties.

Diversity. The governing body has broad representation, reflecting the diversity of FuturEurope Youth NGO's constituencies.

Bylaws. Each member of the governing body is presented with the bylaws of the organization and is familiar with these bylaws.



Compensation. Members of the governing body cannot receive compensation for their board service. They may receive reimbursement for expenses directly related to their board duties.

C. Responsibilities of the Governing Body

Mission statement. The governing body establishes the direction of FuturEurope Youth NGO by creating or adopting the mission statement, reviewing it periodically for accuracy and validity, and revising it as necessary or desirable.

Programs and compliance. The governing body determines FuturEurope Youth NGO's programs and services and monitors their compliance with the mission and their effectiveness and efficiency.

Resources. The governing body ensures FuturEurope Youth NGO has the proper resources to fulfill the mission.

Annual budget and fundraising. The governing board approves the annual budget and actively participate in the fundraising process. In approving the yearly budget, the governing body ascertains the percentage of the resources spent on administration and fundraising versus program expenses and strives for a goal of at least 80% of revenue being used for programs.

Resource management. The governing body manages the resources effectively and provides oversight regarding fiduciary and legal requirements.

Strategic planning. The governing body actively participates with the staff in long-term and short-term strategic planning processes, including defining goals and objectives and FuturEurope Youth NGO's success toward achieving its mission.

Code of ethics and conduct. The governing board approves a code of ethics and/or conduct for FuturEurope Youth NGO and assure that the organization complies with this code.

V. Human Resource

A. Responsibilities of the NGO

Capable and responsible staff. FuturEurope Youth NGO seeks capable and responsible employees and volunteers (collectively, "staff") who are committed to the organization's mission.

Training and working conditions. FuturEurope Youth NGO provides proper training and orientation for new staff and provides them with suitable working conditions.

Staff growth and development. FuturEurope Youth NGO provides opportunities for individual growth and staff development.

Fairness and rights. All staff and volunteers are treated with justice and equity and as individuals with rights to be honored and defended. Their rights to freedom of association, conscience, and expression are always respected and protected.

Code of ethics and conduct. Each staff member is provided with the FuturEurope Youth NGO's code of ethics and/or conduct and any written human resource policies.

Communication of serious concerns. Key staff is enabled to communicate serious concerns to a member of the governing board.

Confidentiality. Guidance is provided staff with access to official documentation or information regarding the maintenance of the integrity, confidentiality, and privacy of such information to protect any individuals concerned.



B. Conflict of Interest

Gifts. FuturEurope Youth NGO has a policy regarding gifts to staff members, such as requiring that staff to refuse all significant gifts connected with their position or turn them over to the organization.

Using position for personal benefit. Staff members refrain from using their official position, either regular or volunteer, to secure a special privilege, gain or benefit for themselves.

Best interests of the NGO. Employees and staff put organizational goals before personal goals, putting the entire program's best interests ahead of individual desires.

VI. Public Trust

A. Public Information on the NGO

Accuracy and timeliness. Information about the organization to donors, members, clients, staff, and the general public is always accurate and timely.

Annual report. FuturEurope Youth NGO prepares and makes yearly activities available to the public information on our programs and services and provides public access to appropriate records of those programs and services on the web site, www.futureeurope.org since 2019.

Financial information. FuturEurope Youth NGO annually prepares and makes available to the public basic financial information on the organization. FuturEurope Youth NGO also provides public access to appropriate financial information on the web site, www.futureeurope.org since 2019.

Listing of governing body and officers. FuturEurope Youth NGO makes available the names of its governing body and management staff, publicize any changes in its governing board on the web site, www.futureeurope.org.

Partnerships. FuturEurope Youth NGO makes available, in a timely and accurate manner, information on any partnerships or other joint ventures into which it has entered on the web site, www.futureeurope.org.

Confidentiality. FuturEurope Youth NGO maintains the confidentiality of personal information on staff and others unless they waive this right, or disclosure is required by law.

Communications channel. FuturEurope Youth NGO provides a communication channel for the public to make inquiries regarding FuturEurope Youth NGO and our activities on www.linktr.ee/FuturEurope

B. Public Advocacy

Accuracy and in context. Information that FuturEurope Youth NGO chooses to disseminate to the media, policymakers, or the public is always accurate and presented properly. This includes information presented by FuturEurope Youth NGO for any legislation, policy, individual, organization, or projects it opposes, supports, or is discussing.

Disclosure of bias. FuturEurope Youth NGO presents information in a fair and unbiased manner. Where a possible bias is unavoidable or inherent, it is disclosed.

Authority for statements. FuturEurope Youth NGO statements reflect its actual authority.



VII. Financial and Legal

A. Financial Transparency and Accountability

Fiscal responsibility. Members of the governing body hold ultimate fiscal responsibility for their organization and understand its financial statements and reporting requirements.

Annual budget. The governing body approves FuturEurope Youth NGO's annual budget. FuturEurope Youth NGO operates under that budget.

Internal control procedures. FuturEurope Youth NGO's internal control procedures have a safeguard against a person having the power to issue a check to himself or herself. To withdraw money from a bank account, at least two signatures of already selected board members are needed, and our bank is informed about those board members every year.

Audit. FuturEurope Youth NGO has an internally produced financial statement.

Professional standards. FuturEurope Youth NGO adheres to professional standards of accountancy and audit procedures as stipulated by Turkey's law and fulfills all financial and reporting requirements.

VIII. Fundraising

A. General Fundraising Principles

Governing body. The governing body is very active in the fundraising effort, including being involved in solicitations and making individual contributions.

Consistency with the mission. FuturEurope Youth NGO only accepts funding consistent with the mission, does not compromise its core principles, and does not restrict its ability to address relevant issues freely, thoroughly, and objectively.

Truthful. FuturEurope Youth NGO is honest in all matters relating to the raising of funds and their use.

Mission priority. Programs are designed to meet the NGO's mission and never intended simply to meet a funding source's needs.

Unethical actions. FuturEurope Youth NGO is not tolerating any unethical activities such as double funding for exactly same project, diversion of dedicated funds to uses other than the project for which funds were approved, or overstatement of achievements.

B. Solicitations

Solicitation materials. FuturEurope Youth NGO is careful to ensure that all solicitation and promotional materials are accurate and that they are clearly and truthfully present FuturEurope Youth NGO, our mission, and our programs. All solicitations correctly reflect the FuturEurope Youth NGO planned use of the solicited funds, and fundraising solicitations only make claims that the organization can fulfill. There are no exaggerations of fact or material omissions, nor any communication or images that would create a false or misleading impression.

Tax benefits FuturEurope Youth NGO ensures that donors receive informed, accurate, and ethical information regarding potential gifts' tax implications.



Fundraising principles. Fundraising shall be for the FuturEurope Youth NGO's mission and free of coercion, improper motive, inappropriate conduct, unreasonable reward, or personal inurement.

Excess funds. When funding for a particular purpose is invited from the public, there is a plan for handling any excess funds. Where appropriate, the appeal includes information on how any excess funds will be used.

Information on solicitors. FuturEurope Youth NGO has policies to protect the donor's right to be informed whether the solicitors are paid staff, volunteers, or agents of FuturEurope Youth NGO.

C. Use of Funds

Use of contributions. FuturEurope Youth NGO ensures that contributions are used as promised or implied in fundraising appeals or for the donors' purposes.

Grant commitment. When FuturEurope Youth NGO accepts a grant, it is entering into a contract to carry out the program activities in an agreed-upon manner. It has an ethical and legal responsibility to honor that commitment.

Donor consent for changes. FuturEurope Youth NGO alters a gift or grants' conditions only by obtaining explicit permission by the donor.

Efficient and effective use. FuturEurope Youth NGO ensures efficient and effective use of grants and charitable contributions.

D. Accountability

Tracking expenditures. FuturEurope Youth NGO sets up an organized system to track grant expenditures.

Timely reports. FuturEurope Youth NGO produces timely reports on the use and management of funds.

Financial statements. Financial statements regarding donations are available upon request by the donor and interested parties.

E. Relationship with Donor

Donor relationship. The board, staff, and volunteers of the organization cannot exploit any relationship with a donor or prospective donor for personal benefit or the benefit of any relative, friends, associates, colleagues, and so forth.

Confidentiality. Privileged or confidential information regarding the donor or donation cannot be disclosed to unauthorized parties.

Donor privacy. A donor's privacy is always respected, and FuturEurope Youth NGO safeguards confidential information regarding the donor. Donors have the opportunity to remain anonymous.

Privacy policy. FuturEurope Youth NGO has a clear and easily accessible privacy policy that informs the public what information is being collected on individuals and donors and how that information will be used, how to contact the organization to review personal information collected and to request corrections, how to inform FuturEurope Youth NGO that the individual does not wish his or her data to be shared outside FuturEurope Youth NGO, and what security measures are in place to protect personal information.



IX. Partnerships, Collaboration, and Networking

A. General Principles of Partnerships and Collaboration

Mission consistency. FuturEurope Youth NGO collaborates with other entities only if the relationship is consistent with FuturEurope Youth NGO's mission.

Shared values. FuturEurope Youth NGO collaborates based on shared values, common ground, and for the good of society.

Mutual benefit. FuturEurope Youth NGO collaborates based on equitable and genuine mutual benefit to each organization.

Transparency. NGO collaboration allows financial transparency and a two-way flow of information, ideas, and experiences.

Adaptive to change. Collaborations are to be adaptive to change. Changes in the relationship are to be developed through cooperation and not forced by one organization.

B. Relations with other NGOs and Civil Society Organizations

Common objectives. When appropriate, FuturEurope Youth NGO partners with NGOs with overlapping missions, values, target groups, and civil society organizations to benefit the common target groups and achieve common objectives.

Competition and service duplication. FuturEurope Youth NGO refrains from competing with NGOs and other civil society organizations with overlapping missions, values, and target groups, and refrains from unnecessary duplication of services and disruption of each other's projects.

Information sharing. FuturEurope Youth NGO shares relevant project information with NGOs and other civil society organizations with overlapping missions, values, and target groups and mutually support each other.

Support for other NGOs. FuturEurope Youth NGO expresses solidarity with other NGOs' campaigns and actions and promotes the effectiveness and success of other NGOs when it does not compromise the integrity or values of FuturEurope Youth NGO.

Networking. FuturEurope Youth NGO networks with other ethical NGOs internationally to promote the growth, effectiveness, and efficiency of the NGO sector and advance the public good.

C. Relations with Government Agencies and Intergovernmental Bodies

NGO objectives and independence. FuturEurope Youth NGO enters into a partnership agreement with a government or intergovernmental body only when it is beneficial to the achievement of the NGO's objectives and does not compromise the organization's independence or self-control.

Appropriate and mutually beneficial. FuturEurope Youth NGO seeks to dialogue and cooperate with government and intergovernmental agencies when such cooperation would be both appropriate and mutually beneficial and could increase the FuturEurope Youth NGO's effectiveness in dealing with issues and priorities in its agenda.





Mission-led. FuturEurope Youth NGO does not enter into a partnership with a governmental or intergovernmental body solely to promote the sustainability of competitive advantage of FuturEurope Youth NGO independent of achieving its mission objectives.

Political favor. FuturEurope Youth NGO does not change its policies or non-partisan nature to curry political favor.

