# Ethics charter of the ECETT network

Users of the ECETT network and the services of the Ecett-Networks non-profit organization undertake to:

**1.** **Promote exchanges of experience in a spirit of simplicity and sharing in order to make internships accessible to all.**

* Interns are considered as interns in the host team and as such, they respect its obligations and ethics.
* Trainees will ensure that they have a proactive, respectful and grateful attitude towards their host.
* The hosts will be attentive to welcoming the intern. They are advised to appoint a member of their staff as an “ECETT referent/contact person”, who will be responsible for contacts and welcoming trainees. These are the “little extras” that facilitate the integration of the new arrival: Being well received encourages you to welcome well. The welcome makes the journey possible and strengthens the transmission of knowledge.
* Interns receive support from their helpdesk (Helpdesk - HD) in setting up their project. However, they remain the main applicants and actors, in agreement with their management.
* Only the person designated as “Help Desk/HD” has access to the trainee files and is subject to the confidentiality of the data contained therein.
* The host establishment undertakes to respect the conditions announced to the intern and indicated in the internship agreement (doc 2a of the internship file) in relation to:

o monitoring by the spokesperson of the host institution

o logistical conditions: meals, transport, accommodation

o the activity program (doc 2b of the internship file)

* All data relating to clients of the host center is strictly confidential. Anonymity is respected in all the intern’s writings.
* Priority will always be given to beneficiaries and users of the host service. Everything must be done so that service to internal/external customers is not hampered by the organization of a visit or an internship.

#### 2. Sign a partnership agreement:

The trainee's organization or the "host" organization undertakes to sign a partnership agreement with ECETT

<https://www.ecett.eu/wp-content/uploads/2024/02/2024-Partnership-agreement.docx>

By joining the ECETT network and using its services, users (trainees, host establishments, partners) undertake to respect the rules described in this ethical charter as well as any special provisions for the professional network of which the user is a part. .