

Prepared by:	HR Director
Document name:	Code of conduct
Document type:	Policy
Approved by:	The Secretary General
Issue date:	2014-06-18
Latest revision:	2016-05-25
Published:	IMPACT and IM Web
Information classification:	Non-confidential
Validity period:	Until further notice

Code of conduct

Introduction

In order to be successful in our efforts to achieve a just and humane world, we need to have a good reputation and the level of trust in us needs to be high. It is therefore hugely important for IM's employees to always contribute to maintaining and strengthening both our reputation and trust in the organisation. Based on our values and this code of conduct, we can serve as a model and conduct credible work in the best possible way.

IM's core values

IM's values are based on the fundamental principle that all human beings are born free and equal in dignity and rights, as stated in the universal declaration on human rights. IM therefore strongly stands up against all forms of racism, discrimination and violations of human rights.

Scope and application of the code of conduct

This code of conduct covers all IM's employed staff along with trainees, volunteers, elected representatives, consultants and other temporary staff (all categories are designated as "employees" below).

All future employees must be briefed on and accept the code of conduct. Signing your employment contract also means you sign on to IM's code of conduct.

When employed by IM, you accept, respect and comply with IM's values and IM's code of conduct, and when employed by IM you shall not act in contradiction to IM's values and IM's code of conduct.

IM's managers have a specific responsibility to ensure that all parties concerned are familiar with the code of conduct and its implications and make sure that it is complied with. We have a shared responsibility for reminding one another of the substance of the code and informing our immediate manager and/or reporting via the internal channel for whistleblowing if we discover or suspect any transgression.

You are bound by a duty of loyalty through your employment contract. This means that you, as an employee, should look after the employer's interests, and be discrete about matters concerning your employer. Never disclose information that could harm IM and if you have criticism you should seek to resolve these issues internally.

When travelling in the line of duty, IM's employees remain a representative of IM at all times and must comply with the code of conduct in their leisure time as well as when acting in public communication channels, including social media.

Local customs and traditions must be respected as long as they do not infringe human rights.

The code of conduct is to be regarded as minimum rules and is based on guidelines drawn up by *Nätverket för Etiska Regler och Uppförandekoder (The Network for Ethics and Codes of Conduct)*. Swedish legislation forms the basis for large parts of the content of the code. In instances where national legislation is stricter than Swedish legislation, the national legislation shall apply to all employees working in or visiting the specific country.

When in doubt regarding what is and what is not acceptable actions, always discuss with your manager/team leader.

Improper exploitation of a position of power

Anyone working for IM should be aware that they will come into contact with people who are, or perceive themselves to be, in a position of dependence towards IM, since we are a donor. Such a position of power or perceived power must never be exploited to yield benefits that they would not normally have. In relations with others we must always take care so that others don't think that any services or favours are required or expected. Sexual relations with persons who are or can be perceived as being in a position of dependence are completely inappropriate and should be avoided, since it may be seen as improper exploitation of a position of power.

Discrimination

IM regards universal human rights as a base of our value system. IM believe all people to have equal rights and worth and that differences should be respected. The right to equal treatment and thus protection against discrimination is a human right and it is therefore

essential in all situations that we actively counteract and break patterns that can be perceived as discriminating. All the people we interact with should feel welcome and respected regardless of gender, transgender identity or expression, ethnic or religious affiliation, political outlook, age or disability.

Conflict

IM regards conflict and violence as detrimental to fighting poverty and exclusion. IM strives to diminish conflicts, misunderstandings and suspicions between people and groups by creating arenas and forums for meetings, mutual learning, dialogue and reconciliation.

Conflicts might arise from political, religious, ethnic or other grounds. IM's view is that whatever the grounds, people have the same rights, dialogue is better than conflict, reconciliation better than violence. Treat others the way you want to be treated yourself is a universal and good moral principle.

As an employee of IM you should therefore always avoid having a negative impact on a conflict or post-conflict situation. You should seek a neutral approach so as not to be perceived as taking sides.

In addition, you may not express support to individuals, organisations or other entities who incite systematic violations of human rights, incite violence or war, or are listed by the European Union as terrorist organisations.

Religion and politics

IM strives for the full human rights of all, including freedom of belief and freedom of political opinion. IM does not support a specific political party, neither is IM a faith-based organisation nor promoting a particular religious belief.

When representing IM in any capacity, in meetings, conferences or appearances in traditional media or social media, you should remain neutral in party political and religious matters.

Social media

Actions in social media channels, even though actions are done by the employee in a private capacity, shall not run contrary to IM's values and this code of conduct as it might impact IM's image and reputation. When in doubt on what is and what is not accepted, contact your manager or the management team.

Corruption

IM's anti-corruption policy asserts zero tolerance of corruption. In many countries, bribes are common for influencing processes, e.g. to get through customs or get cases handled quicker by authorities. IM's employees must not contribute to corruption, by, for example, giving or accepting bribes, either in the form of money or other perks intended to provide benefits compared to others. In instances of uncertainty as to whether a financial transaction is legal or not, consult your immediate manager/team leader for a decision on appropriate action. Always behaving in a way that demonstrates a standpoint against corruption strengthens the forces trying to promote and maintain a society founded on the rule of law. Suspected irregularities in current projects or activities must immediately be reported to your immediate manager/team leader and/or via the internal whistle-blowing system.

Organised crime

IM's employees must avoid all forms of contact with organised crime. This means being vigilant about the various kinds of organized crime in different situations when making decisions involving changing money, choosing accommodation, going to restaurants, buying goods at the market and many other everyday situations. You should also be aware that human trafficking doesn't only concern sexual exploitation but also services such as household and gardening help.

Ethical trading

All purchase made by IM's employees must take ethics into consideration, e.g. human rights, working conditions, the environment, etc. If you have reason to believe that children have been exploited in the production chain, you should refrain from purchasing. You should be particularly observant on overseas trips and familiarise yourself with local and international legislation with regard to purchasing and export of products manufactured from, for example, ivory, crocodile skin, illegally-felled rainforest timber and corals.

Purchasing sexual service

Purchasing of sexual services is forbidden to employees of IM. This refers not only to the cash purchase of sexual services but also to what is sometimes called private support, meaning payment of bills, rent, clothing, school fees and so on in exchange for sexual services. Visits to brothels, porn-, striptease- and similar clubs is not permitted.

Sexual abuse and harassment

All forms of sexual abuse and sexual contact with children are prohibited. No one should be exposed to any kind of sexual harassment. Sexual harassment is any unwelcome behaviour based on gender or unwelcome behaviour of a sexual nature that violates the privacy of the employee at work.

Pornography

IM's workplaces must be kept free from all form of pornographic material. Using the technical equipment (computers, etc.) provided by IM to view or distribute pornographic material is not permitted. Any dealings with child pornography material is also prohibited outside the workplace.

Alcohol and drugs

IM views it as desirable for all employees to have a responsible attitude to alcohol and alcohol consumption. Alcohol consumption during work functions is only permitted in exceptional cases such as official dinners and similar. On such occasions it is important that the consumption is restrictive. When travelling in in the line of duty, IM's employees remain a representative of IM even at their time off, and consequently must also be restrictive in their alcohol consumption in their leisure time. Alcohol consumption is prohibited in connection with driving, and as a passenger you must react if you suspect that the driver has been drinking or is under the influence of drugs.

Any association with drugs is prohibited, unless they are prescription drugs for personal use. If you are uncertain of what are classed as narcotics in a country you are intending to visit, you should find information about this before your trip.

Failure to comply with the code of conduct

A breach of IM's code of conduct is grounds for sanctions.