



Code of Conduct

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Code of Conduct

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Introduction

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 of 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 co-workers as well as elected representatives in national and local boards. When entering formal cooperation's with consultants they should always be informed about our Code of Conduct.

All future co-workers 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.

As a co-worker at IM, you accept, respect and comply with IM's values and IM's code of conduct, and you shall not act in contradiction to IM's values and IM's code of conduct.

The code of conduct is to be regarded as minimum rules. 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 co-workers working in or visiting the specific country.

The Code of Conduct

Alcohol and Drugs

IM views it as desirable for all co-workers 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. When travelling in the line of duty, IM's co-workers 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.

Conflict And Post Conflict Context

IM regards conflict and violence as detrimental to fight 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 and reconciliation is better than violence. Treat others the way you want to be treated yourself is a universal and good moral principle.

As a co-worker of IM you should therefore always avoid having a negative impact on a conflict or post-conflict situation. Read more in IM Guidelines for Conflict Sensitivity.

In addition, you may not express support to individuals, organizations or other entities who incite systematic violations of human rights, incite violence or war, or terrorist organizations.

Corruption and 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 make sure that others do not think that any services or favors 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.

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 co-workers 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. 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 and/or via the whistle-blowing system.

Discretion

You are bound by a duty of loyalty through your employment contract. This means that you, as a co-worker, 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.

We value the security of our co-workers and partners. We never use external wifi connection that we don't know if it's secure.

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, ethnicity or skin color, religion or other belief, disability, sexual orientation, age or any intersection of these.

Ethical Trading

All purchases made by IM's co-workers 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. Choose Fair Trade and/or Ethical products when available. You should be particularly observant on overseas trips and familiarize yourself with local and international legislation with regard to purchasing and export.

Organized Crime

IM's co-workers must avoid all forms of contact with organized 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.

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.

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 organization nor promoting a particular religious belief.

Safety and Security Violations

IM works in challenging contexts. As a co-worker or representative you have to follow safety and security plans for the country you are visiting or working in. The safety plans are there to protect you, your colleagues and IM. Always ask the office you are going to visit for the latest security plan and information.

Sexual Abuse and Harassment

No one should be exposed to any kind of sexual harassment. Sexual harassment is any unwelcome behavior or unwelcome behavior of a sexual nature that violates the privacy of the co-worker at work.

All forms of sexual abuse and sexual contact with children are prohibited.

Purchasing of sexual services is forbidden to co-workers 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.

Social Media

Actions in social media channels, even though actions are done by the co-worker 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.

Spare Time Job and Other Assignments Outside IM

Always consider conflicts of interest before undertaking any kind of spare-time job or assignment. This includes voluntary and paid jobs and assignments. Assessment questions before decision: • Is the spare-time job or assignment competing with the IM employment? • Does the scope of the spare-time job/assignment affect the work performance at IM? Does the spare-time job/assignment affect IMs' brand and reputation? Before undertaking assignment always consult your manager.

Travelling

When travelling in the line of duty, IM's co-workers 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.

Responsibilities and Failure to Comply with the Code of Conduct

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

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 channel for whistleblowing if we discover or suspect any transgression.

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

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.