

CODE OF CONDUCT

The purpose of the code of conduct is to describe the responsibility you have as an employee of Kvinna till Kvinna; guide you in relations with partner organisations, the civilian population and others; and provide you with a tool to report irregularities.

Introduction

The Kvinna till Kvinna Foundation (Kvinna till Kvinna) supports and collaborates with women's organisations that are fighting for women's rights and work to actively promote peace. Our partner organisations provide training about human rights, work with women's health issues and counteract violence against women. We create meeting places for women in environments where it is difficult for them to meet, influence politics and create dialogue across conflict borders.

Kvinna till Kvinna also influences development aid and security policies by contributing to a better understanding of women's situation in conflicts and the importance of women's participation in peace processes. We spread information about women in conflicts to the public, authorities and organisations in Sweden, as well as the EU and the UN.

That is the reason why the organisation's credibility must permeate everything we do. Inappropriate conduct during overseas assignments may mean that we offend other people or violate their rights. We then risk damaging our credibility – both our own and Kvinna till Kvinna's. The code of conduct therefore serves as guidance for relations with other people, organisations and authorities.

By allowing our work to be characterised by the key words responsibility, professionalism and commitment, we contribute to maintaining and reinforcing our credibility towards the outside world.

Matters not covered in the code of conduct

In situations not described in the code of conduct, you should ask yourself the following:

- Is it legal, fair and ethical?
- Are you certain that Kvinna till Kvinna, as an organisation, would not be damaged if this situation came to the attention of the public?
- Would you approve of this situation if you were a partner organisation of Kvinna till Kvinna, a colleague, representative from a donor organisation or another stakeholder?

If you are still uncertain, please contact your immediate manager.

Guidelines

Neutral approach

You should seek never to have a negative impact on a conflict and should therefore adopt a neutral approach, so as not to be perceived as taking sides. You should also avoid activities that do not comply with Kvinna till Kvinna's mission to support partner organisations' work for women's rights and peace.

During overseas assignments¹ you should make sure to respect the country, culture, environment and people.

Abuse of positions of power

During your assignment, you will come into contact with many people who are or regard themselves to be in a position of dependence. As an employee of Kvinna till Kvinna, it is important to think about your approach towards the organisations we collaborate with, not least because we are also donors to them. Regardless of what kind of relationship you have with people in an organisation, you must remember that they are in a position of dependence in relation to you and Kvinna till Kvinna. It is important that you do not abuse this position of power. Your behaviour and your interaction with others should be such that it can never be perceived that you demand or expect different services or benefits. The position of dependence is always there, even when you have got to know people at the organisations well.

During overseas assignments it is important to remember that you are a representative of Kvinna till Kvinna during your free time as well.

¹ Overseas assignments include work trips abroad made by people employed at Kvinna till Kvinna's head office and the stationing of field representatives in other countries.

Discrimination

You should not discriminate against individual people or groups, on the basis of gender, age, ethnicity, religion, sexual orientation, political views, HIV/AIDS or disability, for example. This applies to all people and groups you come into contact with. You should not discriminate against anyone on the basis of a person's social status or nationality, and you must not act in any way that could be perceived as being racist.

Corruption

Kvinna till Kvinna has a zero-tolerance policy on corruption. Kvinna till Kvinna's stance on corruption is to: never accept, always prevent, always act and always inform. For more information, please refer to the anti-corruption policy.

Sexual relations

Sexual relations concern both casual sexual contact as well as more long-term relationships. All types of sexual relations with persons who are (or can be perceived to be) in a position of dependence to you are inappropriate and should be avoided. Sexual relations may have negative consequences for the other person, both during ongoing relationships and in the future.

Consider the following when you enter into sexual relations with someone, especially when you are out in the field: dependence, impartiality and reputation.

Please contact your immediate manager or the HR department in case of any doubt.

Alcohol and drugs

During work time the consumption of alcohol is only permitted in exceptional cases, such as public dinners. During such occasions it is particularly important that the consumption is very limited.

Kvinna till Kvinna does not cover expenses for alcoholic beverages in any circumstances, whether internal or external.

During overseas assignments you should adopt a restrictive approach to alcohol consumption. This also applies during your free time, as there are few places where you can be truly private.

Any association with drugs is prohibited, unless they are prescription drugs for personal use.

Driving

When you operate a vehicle as part of your work for Kvinna till Kvinna, or privately during overseas assignments, you should:

- follow the traffic regulations in the respective country, e.g. by observing the national speed limits,
- ensure that everyone in the vehicle is wearing a seatbelt, and
- never be under the influence of alcohol or drugs.

Social media

As a private person your presence on the internet is as an individual, but your participation in social media can affect the image of Kvinna till Kvinna. For more details, please refer to the social media policy.

Organised crime

While on overseas assignments you should avoid all forms of contact with organised crime. This means being vigilant about the various kinds of organised crime in different situations when making decisions: changing money, choosing accommodation, going to restaurants, buying cheap goods and in many other everyday situations.

Regarding the trade in human beings, you should be aware that human trafficking does not just concern sexual exploitation, but other areas as well, such as household and gardening help, for example.

Sex clubs, strip clubs and buying sex

During overseas assignments, visits to sex clubs, strip clubs and the like are not permitted. This may result in supporting criminal activities such as sex trafficking.

The purchase of sexual services is not permitted and you should not encourage others to do so either. Buying sexual services does not just include “cash purchases” of sexual services from prostitutes, visits to brothels and so on, but also “private support” in the form of payment of bills, rent and school fees in exchange for sexual services.

Pornography

You should keep your workplace free from all kinds of private pornographic material. You should also refrain from using technical equipment (computers, etc.) that Kvinna till Kvinna has provided to look at or spread pornographic material for private use.

Sexual abuse and sexual harassment

All forms of sexual abuse and sexual harassment are forbidden, as is any kind of sexual contact with children.

Reporting irregularities

If you become aware of irregularities with respect to the compliance with Kvinna till Kvinna's code of conduct, you should report this to your immediate manager or the human resources department.

If you fail to comply with the code of conduct

Employees who fail to comply with Kvinna till Kvinna's code of conduct will be called to a meeting with their immediate managers and other affected individuals. Kvinna till Kvinna may subsequently take action, as decided by the immediate manager and the human resources/security manager.