

# Code of Conduct

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## Introduction

The Kvinna till Kvinna Foundation (Kvinna till Kvinna) is a non-partisan, religiously unaffiliated peace and women's rights organisation.

Kvinna till Kvinna works to promote women's rights in 20 conflict-affected countries, supporting more than 130 women's rights organisations around the world. Kvinna till Kvinna strengthens women in warzones and conflict-affected areas. It supports and cooperates with organisations that work to advance women's human rights and promote non-military conflict resolution.

Kvinna till Kvinna's vision is:

- A world of sustainable peace based on democracy and gender equality, where conflicts are dealt with through non-violent means.
- A world in which human rights are respected and all people can feel safe and secure.
- A world in which women have power and influence over decision-making and participate actively in the development of society.

Kvinna till Kvinna operates from a feminist power analysis and has a rights based approach, to change discriminatory structures and promote women's participation, rights and safety.

The operations of Kvinna till Kvinna are concentrated on strengthening and supporting women's rights organisations and women human rights defenders that organise themselves in regions affected by conflict in order to increase their capacity and autonomy.

Kvinna till Kvinna supports and cooperates with organisations working for women's rights and peace. We advocate for women's rights and the inclusion of women in discussions and decision-making processes on peace and security. We also promote studies and research to raise awareness of how war and conflict impact the roles and conditions of women in society.

## The purpose and scope of the Code of Conduct

This Code of Conduct applies across all locations where Kvinna till Kvinna works. This Code of Conduct is mandatory for all persons representing Kvinna till Kvinna. "Staff", "representative" and "employee" are used interchangeably; at all times the meaning also includes consultants, interns, volunteers and goodwill ambassadors for Kvinna till Kvinna. The relationship between Kvinna till Kvinna and its representatives is built upon mutual trust and loyalty. Acceptance and adherence to the Code of Conduct will contribute to safety and security of staff and partner organisations, greater professionalism and increased impact of Kvinna till Kvinna's work.

The purpose of the Code of Conduct is to:

- Clarify the obligations and standards of behaviour that are required of all individuals employed by Kvinna till Kvinna.
- Give guidance on relationships with partner organisations and other organisations and people in general.
- Provide a framework for reporting irregularities.

### **Do No Harm**

Kvinna till Kvinna works in a conflict sensitive way and must never contribute to a conflict or add unnecessary risk to staff or partners. Kvinna till Kvinna is impartial and neutral and continuously assesses and mitigates against potential unintended consequences of our work.

Programme activities that cause direct or indirect harm to the local population or exacerbate conflict(s), also present a risk to staff and assets. The Kvinna till Kvinna Do No Harm principle therefore always acts as a guide for programme and security management decisions.

As a representative of Kvinna till Kvinna you are expected to maintain a high standard of personal conduct and recognise that the organisation might be judged by the way you represent it. When representing Kvinna till Kvinna you are expected to understand and relate to the law, culture, environment and people of the location where you are working. Actions taken in physical or virtual spaces by representatives of Kvinna till Kvinna outside of official work hours also reflect the perception of the organisation. Kvinna till Kvinna representatives are expected to at all times behave responsibly, professionally and with commitment and loyalty towards Kvinna till Kvinna as an employer/contracting party.

Kvinna till Kvinna representatives respect the integrity of colleagues and partners and do not share information that may cause harm.

*For more details see: Kvinna till Kvinna's Programme Handbook, Social Media Policy, Leadership Policy, Safety & Security Policy.*

### **Abuse of positions of power**

Kvinna till Kvinna actively works to ensure a harassment free workplace. In addition, Kvinna till Kvinna acknowledges that as an organisation holding funds it is in a position of power in the contexts where the organisation is working.

Representatives of Kvinna till Kvinna are expected to actively underscore the principles of neutrality and fairness. Kvinna till Kvinna is aware that representatives encounter many people and organisations who *are or regard themselves to be* in a position of dependency vis à vis representatives as individuals or Kvinna till Kvinna as an organisation.

Kvinna till Kvinna do not tolerate that representatives of the organisation engages in any activities which could be deemed to be a conflict of interest. Conflict of interest can involve, but is not limited to:

- Financial gain or other material benefits.
- Non-material benefits such as favours or personal relationships.
- Intimate relations (ranging from close friendships to sexual relations) between a representative of Kvinna till Kvinna and persons who are (or can be perceived to be) in a position of dependence.

In relation to children Kvinna till Kvinna has a Child Safeguarding Policy, which must be understood and adhered to by all staff.

Given the position of power as an organisation particular care is taken when it comes to portraying people. The Kvinna till Kvinna Foundation uses documentary images that depict the world, our activities and the people we work with and for. We avoid depicting anonymous women or women as anonymous objects. Our images should always be based on respect and dignity, and you should particularly bear this in mind when photographing people in vulnerable situations. We do not use images that are exploitative, intrusive or degrading. Persons should be adequately clothed and never seen in poses that could be perceived as having sexual connotations. This approach is particularly important when we portray children, be they child brides, empowered girls that take part in our training or children living in shelters we support. When you want to photograph someone, always ask their permission, and inform them about what the photos might be used for. For persons under the age of 18, you must have a written consent. Ask permission of the parent/legal guardian and ask them to sign the written consent form "*Consent to processing of child's personal data*". The child also needs to give its verbal consent.

*For more details see: Kvinna till Kvinna's Child Safeguarding Policy, Anti-corruption policy, Brand Book and photo policy and Social Media policy.*

## **Corruption**

Kvinna till Kvinna defines corruption as an abuse of trust, power or position that results in improper gain for a person, organisation, political party, company or other. Corruption includes bribery, kickbacks, extortion, favouritism and nepotism, as well as conflicts of interest, embezzlement and fraud.

Activities commonly referred to as corruption are not necessarily illegal in the eyes of the law in some of the jurisdictions where we work but are nevertheless considered a violation of accepted ethics and morals of Kvinna till Kvinna. Corruption affects the poorest in societies and undermines development. Women are disproportionately affected as they often represent a larger share of the poorest and most vulnerable people in society. It is therefore particularly important for Kvinna till Kvinna to work against corruption.

As a general policy Kvinna till Kvinna does not accept gifts as they under some circumstances can constitute a bribe. The relationship between the benefactor and the recipient will determine whether it is a gift or a bribe. In instances when we as representatives are presented with gifts, we bring them to our offices and report them to our managers. If the gift was presented in a manner that there is a suspicion that the donor had intent to bribe or if the gift is worth substantial amounts in the context of where it was shared, an incident report is to be issued.

As corruption is hard to detect, and difficult and costly to investigate, prevention is crucial. When there is suspicion of corruption it must be brought to the attention of a manager, anti-corruption adviser or Head of Security for analysis and decision on next steps. When corruption is deemed to be a criminal offence, it should be reported to the police and may, in case of conviction, result in dismissal.

All employees are required to work actively to prevent corruption by identifying, recognising and acknowledging corruption risks throughout the organisation, as well as reporting irregularities and suspected cases of corruption.

A whistleblowing procedure is described on Kvinna till Kvinna's website, where you can anonymously report any suspicion of corruption.

*For more details see: Kvinna till Kvinna's Anti-corruption policy.*

### **Discrimination**

Kvinna till Kvinna does not allow discrimination on any ground such as race, colour, gender, language, religion, political or other opinion, national or social origin, property, birth, pregnancy, disability, sexual orientation or other status.

Representatives of Kvinna till Kvinna are expected to foster and promote a climate that is fair, inclusive, equitable and free from harassment and discrimination.

### **Organised crime and sexual exploitation**

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.

As an employee of Kvinna till Kvinna you should avoid all forms of sexual exploitation, of grownups as well as underaged. Apart from deviating from our values by doing so, this may also 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 pornographic material. You must also refrain from using technical equipment (computers, etc.) that Kvinna till Kvinna has provided to look at or spread pornographic material for private use.

### **Alcohol and drugs**

As an employer Kvinna till Kvinna promotes a healthy lifestyle and a good balance between work and private life. Kvinna till Kvinna works pro-actively to comply with its Duty of Care responsibilities for its staff.

During working hours, the consumption of alcohol is only permitted in exceptional cases, such as at public events where Kvinna till Kvinna representatives have been invited in their official capacity. On such occasions it is important for consumption to be strictly limited.

As identified representatives of Kvinna till Kvinna, staff should always take extreme caution when consuming alcohol in public as identified representatives of Kvinna till Kvinna. Sensitivity in this regard might be heightened in contexts where alcohol is less common. Any use and/or association with illegal substances is prohibited.

Suspected breaches of the above must be reported to line-managers or via the whistle blowing function as these can pose a risk to health and life as well as undermining the reputation of the organisation.

*For more details see: Kvinna till Kvinna's policy on Occupational Health and Safety.*

### **Safety and Security**

Kvinna till Kvinna aims to create a safe and secure working environment and to ensure staff have the capacity to carry out their tasks in a safe and secure manner. Kvinna till Kvinna has a duty of care for staff and others who have agreed to adhere to Kvinna till Kvinna's policies, procedures and instructions. Kvinna till Kvinna values the life and well-being of staff over its assets, trademark or reputation and will not consciously place staff in situations of unacceptable risk to achieve programme objectives. Staff and others accept individual responsibility for her/his personal actions and in extension the safety and security of themselves and their colleagues. Adherence to safety and security policies and procedures is mandatory for all representatives of Kvinna till Kvinna.

All Kvinna till Kvinna staff have the Right to Withdraw from a situation that they feel poses an unreasonable level of risk to them, without suffering disciplinary action. No manager or staff member may force, intimidate or otherwise coerce another staff member into doing something the staff member feels represents an unreasonable risk. Staff are obliged to report to the next appropriate level of management any instructions they consider threatening and/or dangerous to themselves or those around them.

Kvinna till Kvinna staff recognise that their actions and behaviours may have a direct effect on the safety and security of themselves and their colleagues. Staff are obliged to:

- Be responsible for their own safety and security and promote the safety and security of their colleagues and others associated with the organisation.
- Ensure that they are informed of the risks to themselves, their colleagues, and the organisation.
- Understand and adhere to security policies, procedures, and instructions.
- Report any security incidents, 'near misses', and other relevant information in accordance with the *Incident Management and Reporting Standard Operating Procedures*.
- Report any action that breaches safety and security procedures and/or jeopardises the safety and security of staff or others.

*For more details see: Safety & Security Policy as well as Standard Operating Procedures for Travel Safety and Security and other relevant policies and procedures regarding Safety and Security.*

### **Driving**

Only those persons who are explicitly permitted to do so by Kvinna till Kvinna are allowed to operate Kvinna till Kvinna vehicles.

When you operate a Kvinna till Kvinna vehicle you must:

- follow the traffic regulations in the country concerned

- ensure that everyone in the vehicle is wearing a seatbelt, and
- never be under the influence of alcohol or drugs.

*For more details see: Kvinna till Kvinna's Travel Safety & Security Standard Operating Procedures, Annex 4: Procedures for Operating a Kvinna till Kvinna car.*

### **Use of Kvinna till Kvinna Devices**

"Device" refers to any digital device, such as a mobile phone, a computer, or a tablet, that can be connected to the organization's services, including – but not limited to – internal networks, e-mail, file storage and instant messaging.

Some of the information available to staff is sensitive and/or classified. Kvinna till Kvinna representatives are expected to ensure that this information is protected, and only kept on devices that are supplied by the organisation, and which the organisation has configured and has control over.

When using equipment (laptops, phones, software, social media) employed in the official capacity as representatives of Kvinna till Kvinna, Kvinna till Kvinna has the right to access employee accounts if required. Kvinna till Kvinna fully abides by copyright laws and does not allow the downloading or uploading of inappropriate, offensive or illegal material at any time.

As representatives of Kvinna till Kvinna it is expected that private use of social media does not compromise the image of the organisation.

*For more details see: Kvinna till Kvinna's Social Media Policy.*

### **Confidentiality**

All material produced by staff is owned by Kvinna till Kvinna. Copyright and intellectual property rights rests with Kvinna till Kvinna.

Staff may keep such material for internal use but must not disclose or use anything which could be considered as being intellectual property or confidential information belonging to Kvinna till Kvinna without prior permission from the organisation. All necessary precautions must be taken to protect information that if disclosed could harm staff, partners, the operations or reputation of Kvinna till Kvinna.

### **Outside employment or Commissions of Trust**

Kvinna till Kvinna recognises that staff may have functions of Trust or temporary employment in organisations other than Kvinna till Kvinna. Kvinna till Kvinna supports staff involvement in community and civil society activities. Kvinna till Kvinna does not wish to interfere in arrangements staff make, provided such arrangements do not:

- involve a conflict of interest such as for example using the official capacity as representative of Kvinna till Kvinna in connection with other. employment or functions of Trust or representing an organisation that stands for values contradictory to Kvinna till Kvinna.
- require engagement or duties that prevent participating in all facets of Kvinna till Kvinna duties.
- bring Kvinna till Kvinna into disrepute.

Full-time representatives of Kvinna till Kvinna wishing to undertake outside paid work or consultancies must seek and receive approval from their line-manager.

#### **Matters not covered in this Code of Conduct**

If in situations that are not described in this Code of Conduct, the questions below can be used. If the answer causes doubts, the line manager, Head of HR or Head of Security should be consulted.

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

You should contact your line-manager, Head of HR or Head of Security.

#### **Reporting irregularities or incidents**

If you become aware of irregularities or incidents regarding compliance with Kvinna till Kvinna's Code of Conduct, you should report this to your line-manager, Head of HR or Head of Security or the Anti-corruption advisor, when applicable, using the Kvinna till Kvinna's *Incident Reporting Form*. For anonymous reporting use the Whistle Blowing function on the Kvinna till Kvinna website.

*For more details see: Kvinna till Kvinna's Incident Management and Reporting Standard Operating Procedures and the Whistle Blowing function on Kvinna till Kvinna's website.*

#### **Failure to comply with the Code of Conduct**

Kvinna till Kvinna takes breaches of the Code of Conduct very seriously. Employees who fail to comply with Kvinna till Kvinna's Code of Conduct will be called to a meeting with their line-managers and other relevant parties. Failure to comply with the Code of Conduct may lead to disciplinary action, including termination of contract. This applies in a similar manner to all representatives of Kvinna till Kvinna.