

CODE OF CONDUCT FOR REPRESENTATIVES AND CONSULTANTS

Approved 22 March 2017 by the Olof Palme International Center board of directors

The Olof Palme International Center (the Palme Center) and our member organisations represent the Swedish labour movement and our proud history of international solidarity. Our tradition of solidarity has given us a good reputation within the international community. We are known as a reliable, efficient, democratic and transparent international partner. The Code of Conduct mirrors the fundamental values of the Swedish labour movement. It serves as a guideline to representatives or employees of the Palme Center at home, abroad or when travelling. The Code of Conduct is instrumental in maintaining a high quality in our international solidarity work.

The Palme Center's Code of Conduct aims to:

- Uphold the good reputation of the Swedish labour movement in the international community and strives that all representatives of the organisation maintain a high level of professionalism in their work which requires greater responsibility and accountability.

The Palme Center's Code of Conduct include:

- All individuals and organisations that have signed an agreement with the Palme Center.

One's conduct and actions should always be in accordance with the Code of Conduct thus be observant and act accordingly to reduce the risk of breach of the Code of Conduct. If a breach has occurred, it is expected to inform employees or management at the Palme Center as soon as possible.

In other steering documents the fundamental vision and goals of the Palme Center should be regarded as an integral part of the Code of Conduct. These include Palme Center's Statutes, organisational policy, gender equality policy, anti-corruption policy, environmental and climate policy, conflict awareness policy and safety instructions for travel.

Ownership and Monitoring - Compliance with the code

The Secretary General is responsible for the implementation of the Code of Conduct and ensuring it is updated and relevant. The board of Palme Center will review and approve the Code of Conduct each year.

The Code of Conduct forms an integral part of all agreements signed by the Palme Center. This implies the Palme Center has the possibility to conclude an agreement or take legal action if a breach of the Code of Conduct has occurred. Swedish law is applicable to those bound by the Code of Conduct, regardless whether in Sweden or another country. National legislation should be abided by as long as it is not in direct conflict with international conventions. If a breach concerns suspicion of crime, the person in question could be reported to the police, in Sweden or in another country.

It is important that violations of the Code of Conduct, or suspicion thereof, is reported to employees or management of the Palme Center, who is obliged to investigate the accusations and, if necessary, take remedial action. In many scenarios, it is not always clear what constitutes a violation. Those who are bound by the Code of Conduct are therefore encouraged to seek advice and guidance from employees or management of the Palme Center to get clarity. It is essential to facilitate a conducive environment for an open dialogue.

The information with regards to violation could be sensitive and should therefore always be handled with caution, both by the person providing the information and the person receiving it. It is also possible to anonymously submit information on the Palme Center's website. If witnessing or having a suspicion of a violation of the Code of Conduct among members of the labour movement, partner organisations, among representatives of international organisations or in the Palme Center, it is encouraged take stand against it.

General Principles

The Universal Declaration of Human Rights of the United Nations (UN) mirrors the fundamental values and the overall objectives as outlined in the constitution of Palme Center:

The Olof Palme International Center works in the spirit of Olof Palme for democracy, human rights, and peace.

Tolerance, understanding and solidarity are fundamental values of Palme Center and prerequisites for international development cooperation. Freedom from discrimination and harassment is also a fundamental human right, guaranteed in the UN Convention for the Elimination of All Forms of Discrimination against Women (CEDAW).

The international solidarity of the Palme Center is built on personal relations. These relations between different actors; employees of the Palme Center, member organisations, partner organisations and other international organisations, are the cornerstone of our work and should bare the hallmark of mutual respect and understanding. To those bound by the Code of Conduct, it is expected to be exemplary in this regard, and to be constructive and respectful in any conflict situation. It is incumbent upon all of us to be professional and do our utmost to enhance good relations. The financial, material and human resources of the Palme Center should be handled responsibly. To act responsibly is to act cost-effectively, with respect to individual rights and with due consideration to the environment.

Conflict of Interest

A conflict of interest exists when there is a risk that a decision has been taken that is not in the interest of one's obligations. This is regardless whether it has occurred or merely constitutes a risk that it could be interpreted as such. If there exist family ties, friendship relations or personal financial relations in our work, it might damage the image of the Palme Center as neutral and independent. The existence of conflict of interest is particularly sensitive in relation to persons in our target group or persons who are somehow linked to our projects. Especially in relation to the handling of our financial resources, contracts, procurements but also in relation to travels, appointment of positions and participation in activities and trainings. Those who are bound by the Code of Conduct should, without reservation, report possible conflicts of interest to employees or management of the Palme Center. If any doubt prevails, it is better to be particularly careful than leave information out.

Abuse of Power

The work of the Palme Center is with and among people and organisations who are, in various degrees, dependent of our support. Hence, power relations are inevitably a part of it. This is true in Sweden as in any other country. It is therefore essential that this position of power is never used inappropriately for personal gain or at the cost of others. A financial, or other close relationship with a person who is, or may be perceived to be, dependent to the Palme Center and our representatives is inappropriate and should be avoided. Such a relationship risks to expose the other person to possible negative consequences, both during the relationship and in the future. If such relations exist, employees or management of the Palme Center, should be informed as soon as possible. Our position of power should not be used to grant privileges to persons which they normally would not have had attained. Our conduct and interaction with others shall never be done in a way that it could be interpreted that certain favours or benefits are expected or required.

Corruption

The Palme Center defines corruption as the abuse of trust or power causing improper gain, often financial, for a person, an organisation or a political party. Corruption includes bribes, embezzlement, fraud, nepotism, and cronyism. Corruption occurs all around the world but is often more widespread in countries with weak states and institutions. It is often prevalent in countries where citizens have little possibility to influence, where there exists inadequate citizen participation, lack of transparency and power sharing.

What is perceived as corrupt behaviour is partly subjective and culturally determined. Therefore, it is imperative to facilitate an open dialogue with all involved in our work. The Palme Center, our member organisations and our partners have an important role to play to combat corruption. Those who are bound by the Code of Conduct should act proactively and respond to any suspicion of irregularities in projects or organisations we work with. If detected, immediately contact management or the Secretary General of the Palme Center. To protect those who are bound by the Code of Conduct from suspicion of inappropriate conduct, no gifts, allowances, services, or economic benefits should be accepted, unless to a symbolic value. Consult with your manager or employer if uncertain. This also applies to non-material gifts such as dinner appointments, or anything similar, external to one's assignment.

Safety

The Palme Center cares for the health and well-being of individuals, the safety of our partners and the sustainability of our relationships. Therefore, safety for all who are bound by the Code of Conduct is a priority. This concerns issues of personal safety, such as threats, vulnerability, conflicts and behavioural risk factors as well as matters of organisational such as damage to reputation and confidentiality concerns. The Palme Center has an obligation to ensure the safety of staff and to discuss safety and security with partners. Everyone also has a personal responsibility to act safely with a high degree of risk awareness. The ones who are bound by the Code of Conduct should practice utmost care not to expose themselves or others to unnecessary risks. Consideration to safety should be taken when accommodation and trips are planned as well as for activities on your spare time when travelling. It is important to be updated on the security situation in the country concerned, follow general travel instructions, recommendations of the Palme Center as well as other information that would ensure safety.

Media and Information Management

The dissemination of information through various channels is key to the work of the Palme Center. It is an effective means to reach others with our message and our goals. The Code of

Conduct outlines the primary principles that should be followed in relation to media and the public. If one represents the views of the Palme Center or being perceived as a representative when presenting one's views, it is important to differentiate between personal opinions and the official position of the Palme Center. Public platforms such as social media should not be used to disclose sensitive information or actions that could damage the reputation of the Palme Center. The disclosure of confidential information could seriously jeopardize the safety of partners and activists. It may impair the effectiveness of the Palme Center and diminish our credibility. Discretion is expected and confidential information should not be disseminated. Information that is not in the public domain but known to employees, should not be used for personal benefit. By implication, this does not deteriorate the quality of information exchange in our work, neither collective ownership, nor participatory.

Alcohol and Drugs

A restrictive approach to alcohol should be adhered to when visiting partners, whether in Sweden or another country. In service or in performing an assignment for Palme Center, alcohol consumption is permitted under certain circumstances such as dinner parties with partners or similar. Project funds cannot be used to purchase alcohol; this must be covered by private means or the own means of an organisation. On such occasions, it is important that alcohol consumption is moderate. Meetings should not be held in pubs and to invite others for drinks should not be a form of social interaction. No "alcohol relationships" should develop within the operations of the Palme Center. When on an assignment, and even during leisure time, one should be restrictive with alcohol consumption, since you are regarded a representative of the Palme Center during your entire stay. Driving under influence is strictly forbidden and as a passenger, one should react at the least suspicion of it. All narcotic products are forbidden during both work hours and leisure time. Exemptions are made for prescriptions for medical purposes.

Discrimination and Harassment

The Palme Center condemns all forms of harassment and discrimination and will never tolerate it in our work. No individual or group, regardless of gender, age, ethnicity, religion, sexual orientation, status, political beliefs or the physically challenged, shall be discriminated against. Within the framework of international solidarity, it is an essential commitment to have an active collaborative approach to enhance participation on equal terms and not to prevent full participation. No person should be subjected to sexual harassment, physically or psychologically. Sexual harassment is an act that violates employees or employer. It could include touching, groping, jokes, suggestions of a sexual nature, stares or exhibiting sexually explicit pictures. The person exposed to it, is entitled to decide whether such behaviour is acceptable or not.

Sexual Assault and Exploitation

All forms of sexual assault and exploitation are forbidden, as well as all forms of sexual contact between adults and minors. It is unacceptable to exploit the vulnerability of a person or group in our development or humanitarian work.

Purchase of sexual services and the use of pornographic material

The purchase of sexual services is forbidden. All types of transactions, money, venues, merchandise or services, in exchange for sexual acts or other forms of humiliating behaviour and exploitation are forbidden. The purchase of sexual services does not only refer to services from sex workers but also include the so-called "private aid" which comprises of payment of rent, buying of cloths, payment of school tuition, payment of debt, etc., in exchange for sexual

favours. Visits to brothels, striptease clubs or similar are not allowed. Equipment provided by the Palme Center should not be utilized to access pornographic material. If possible, hotels that provide pornographic material should be avoided. All dealings with child pornographic material are strictly forbidden.

Organised Crime

Activities connected to organised crime exists in many spheres of society. It could include anything from counterfeit goods to human trafficking. When visiting a country, try to acquire knowledge about organised crime, to avoid contributing to the problem unwittingly, for example, when exchanging money, choosing accommodation, visiting restaurants, booking hotels, conference facilities, etc.