

The Swedish Mission Council's Code of Conduct

Adopted by the board 08-12- 2016

1. Introduction

The Swedish Mission Council (SMC) endeavours to be a responsible employer. The aspiration and capacity to take responsibility and act responsibly characterises and has characterised those employed by SMC and its elected representatives. This is something for which we are proud and grateful and we want to continue in this same spirit. The Code of Conduct describes what kind of ethical responsibility is expected.

1.1 The scope of the Code of Conduct

The Code of Conduct applies to all SMC's employees and elected representatives. Consultants hired by SMC can choose either to comply with our Code of Conduct or use their own, after it has been approved. These three categories are included in the term *SMC personnel* used in this document.

1.2 Overall objectives of the Code of Conduct

The Code of Conduct is an instrument that clarifies what kind of ethical responsibility is expected from those working professionally for SMC and those hired by SMC.

The Code of Conduct is intended to encourage SMC personnel to take ethical responsibility in their professional roles in cooperation with funding bodies, member organisations and partner organisations, as well as other network relationships. As an organisation SMC undertakes, as stated in its anti-corruption policy, to prevent embezzlement, corruption and abuse of power, as well as sexual exploitation and assault. Through its Code of Conduct, SMC wants to protect both its own employees and elected representatives as well as the organisations and individuals it cooperates with.

1.3 The Code of Conduct process

SMC's secretariat has produced this document in connection with the update of the organisation's anti-corruption policy and the development of SMC's complaints management system, as these documents relate to one another. The Code of Conduct is a steering document with the same status as a policy. The

Code of Conduct has been adopted by the board of SMC and applies until further notice.

2. Unacceptable conduct

SMC personnel (employees and elected representatives in SMC and consultants hired by SMC) often enjoy privileged positions and those we cooperate with may come to feel that they are in positions of dependency. This is something that all those working for SMC must be aware of and attempt to prevent. Because of this, it is also important to work to prevent all forms of unacceptable conduct as listed below. As an employer or client, SMC views all actions of this kind as misconduct or gross negligence, depending on how serious they are. All forms of abuse of power are viewed by SMC as gross misconduct.

Representatives from member organisations or partner organisations shall always be present when SMC personnel or elected representatives meet rights holders.

2.1 Infringement of laws, regulations and ordinances

- Infringements of applicable Swedish laws and the laws of countries in which SMC personnel are serving abroad.
- Infringement of this Code of Conduct, SMC's policies and the Ecumenical Centre's IT policy.

2.2 Abuse of power

We define abuse of power as assault, misuse of position or influence and making decisions for personal gain or the gain of some third party. This includes for instance favouritism, nepotism, corruption, bribery, sexual exploitation and other forms of exploitation.

We categorise the following actions as abuse of power:

- Every act that can be considered harassment, bullying, discrimination, racism or the unlawful use of authority.
- Making SMC legally, economically or morally accountable through unauthorised activities.
- Theft, embezzlement of funds or unauthorised use of the organisation's property or staff.
- All forms of exploitation or assault.
- Remuneration in the form of money, goods or services for sexual favours, including sexual privileges or other forms of humiliating, degrading or exploitative behaviour.
- Failure to inform or display full transparency regarding a potential conflict of interest in relation to suppliers of goods or services, or business partners (including close family relations, shareholdings or the like).

- Accepting or giving personal gifts or advantages that can be viewed as bribes. A gift given according to local tradition may normally be accepted and viewed as a gift to SMC if its value does not exceed SEK 300. A personal gift given according to local tradition may normally be accepted and viewed as a gift to the visiting person, if its value does not exceed SEK 200, if the value is higher the gift will be regarded as a gift to SMC.

2.3 Infringements of safety regulations

- Failure to comply with SMC's safety regulations.
- Using or possessing weapons or ammunition of any kind whilst on duty for SMC.
- Using narcotics or other illegal substances.

2.4 Slander or misrepresentation

Every form of deliberately false or malicious statement about or false accusation of another member of staff or third party, regardless of the manner or context.

2.5 Breaches of confidentiality

Divulging confidential information acquired whilst undertaking tasks for SMC.

2.6 Other ethical guidelines

- Making public statements on political issues in the name of the organisation without a mandate to do so.
- Publishing documents, articles or research findings related to cooperating partners or projects without the prior approval of the General Secretary.
- Failure to meet individuals in a respectful manner, irrespective of their background, customs or religious convictions.
- Accepting or undertaking appointments or services that can conflict with the normal performance of duties for SMC without the General Secretary's approval.

Consumption of alcohol while on duty. During international business trips, personell represent SMC during the whole trip and should therefore show caution in the use of alcohol. The local context shall be taken into consideration.

3. Reporting and complaints procedures

3.1 Internal reporting of suspicions

Members of the personnel who suspect breaches of the Code of Conduct must notify the General Secretary of their suspicions without delay. Confidentiality is to apply, irrespective of who is concerned. If suspicions apply to the General

Secretary, the chairperson of the organisation is to be notified. SMC is obliged to protect the identity of the complainant. Anyone who *deliberately* makes false allegations about a breach of the Code of Conduct by a fellow member of the personnel will be subject to disciplinary measures decided on by the employer.

3.2 Reporting to SMC's Complaints and Response Mechanism (CRM)

If SMC's funding bodies, Swedish member organisations, their partner organisations or rights holders consider that a member of SMC's personnel (employees and elected representatives in SMC and consultants hired by SMC) fails to comply with this Code of Conduct, they are expected to submit a report to SMC. SMC has developed a system for dealing with complaints (Complaints and Response Mechanism, CRM) which is described on SMC's website and which should be used to submit formal complaints.

4. Disciplinary measures

Breaches of the Code of Conduct may lead to disciplinary sanctions and ultimately the dismissal of the individual from their post.

When a well-grounded suspicion is directed towards a member of the personnel, the General Secretary may relieve the individual of their duties on full salary until a further decision has been reached on the issue. The General Secretary must ensure that the manager of the unit concerned and the HR strategist carry out appropriate investigations and invoke appropriate measures as soon as possible. If an employee infringes this Code of Conduct, the employee is to be informed of the suspicions in writing before any decision about disciplinary measures is made and is to be given ten working days to respond to the allegation. This period can be extended to one calendar month on written request.

If a well-grounded suspicion is directed towards an elected representative, the Chairperson of the board is responsible for ensuring that appropriate investigations are made and measures invoked as soon as possible.

SMC reserves the right to claim reasonable compensation for damage and costs arising from a breach of this Code of Conduct and also, where relevant, costs incurred in connection with a return journey to Sweden or the place of residence. Measures taken pursuant to these disciplinary procedures do not exclude further administrative, labour law, civil law or criminal proceedings.

5. Acceptance and compliance

The SMC management team is responsible for informing SMC's employees and elected representatives as well as its hired consultants about this Code of

Conduct. Concurrently all personnel are required to read and understand its contents and comply with the code. All of SMC's employees and elected representatives are to sign the Code of Conduct.

The Code of Conduct forms part of the employment contract and of SMC's personnel manual.

I hereby certify that I have read SMC's Code of Conduct and undertake to work pursuant to the Code of Conduct.

Signature

Name in print