

Code of Conduct for Save the Children Norway's employees, elected trustees, volunteers and members

Version adopted by the Executive Board of Save the Children Norway on June 2016.
Last revised October 2022.

The original version of this document is the Norwegian version. If there are any significant discrepancies between the original and the English translation, the Norwegian version is leading as it is the approved version by the Executive Board of SCN.

Save the Children Norway's (SCN) Code of Conduct defines the organisation's ethical rules and shall ensure proper ethical practice. The Code underpins SCN's purpose which is to work to ensure a world that fulfills all children's rights, as defined in the UN Convention on the Rights of the Child. The Code also builds upon SCN's values – accountability, ambition, collaboration, creativity, and integrity.

This Code applies to all employees, elected trustees, volunteers and members (hereby referred to as «representatives»). This document is applicable during work/trustee position for the organisation, and during all events and activities by SCN.

1. Respect for fellow humans and child safeguarding

SCN shall be a safe organisation for everyone. SCN's representatives shall at all times be familiar with and abide by SCN's Safeguarding Policy.¹

You must treat others with dignity and respect, without differentiating, bullying, discriminating, or exploiting others. Racism is not accepted. You shall show respect for other people's bodies, integrity, and boundaries. Sexual exploitation and abuse is not accepted. It is illegal to buy sexual services both in Norway and abroad for Norwegian citizens/persons domiciled in Norway.

In SCN we have a particular responsibility for children's safeguarding. You must at all times ensure the child's best interest, relate to children in a positive and respectful manner and pay them respect. Children must never be put into danger or violated, neither verbally, non-verbally, physical or in any other way. SCN considers everyone under the age of 18 to be a child, regardless of local age of consent.

2. Awareness of role

You must be aware of the power and influence you may have in relation to others within and outside the organisation. You shall never misuse your trust, role or position.

3. Party political og religious neutrality

SCN is a neutral organisation, politically and

religiously. You must enforce neutrality to party politics and religion when carrying out work for SCN, or in work that might be perceived as being on behalf of SCN. This shall not prevent representatives of being politically and/or religiously active in their spare time.

4. Representation and travels

As an SCN representative you represent the organisation externally and have a responsibility that your conduct maintains the trust and reputation of the organisation during work for SCN, or in work that might be perceived as being on behalf of SCN. When travelling under the auspices of SCN, you must follow applicable routines for safety, demonstrate cultural sensitivity and follow Norwegian laws, international human rights and the host country's applicable laws and regulations. You must be aware that you represent SCN from the start to the end of the trip, which includes moderation with alcohol.

5. Financial accountability

You must carry out your work with integrity and without dishonest and fraudulent intentions. SCN's assets and property shall be treated with due care and in a responsible manner. SCN's property and equipment shall be returned to SCN in normal, good shape when the work for the organisation ceases. SCN has zero tolerance for economic criminality, such as corruption and fraud.

¹ *Safeguarding* refers to the work the organisation does for child safeguarding and adult safeguarding/PSEAH).

When procuring goods or services for SCN, you must comply with the applicable rules for purchasing and act in accordance with SCN's interests and purpose. You may not commit SCN financially unless you have authorization and right to sign in accordance with applicable internal authorisation and signature procedures.

You must not acquire benefits or accept anything that can influence your role in SCN. Nor must you give or offer gifts or other benefits/services that could, or are intended to, influence the recipient's actions in service. Gifts of a value of less than 500 NOK are not deemed as having such influence. Gifts of a value of more than 500 NOK shall be donated to SCN. You may not accept fees for assignments you do on behalf of SCN.

6. Impartiality

You must not participate in processing or decision-making in matters where you are or suspect you may be disqualified. You are disqualified when you or your immediate family and/or friends have an interest in the decision being made. You are also disqualified if there

are other special circumstances that might impair confidence in your impartiality. Managers and elected trustees must submit a declaration of interest and are obliged to report changes that might affect one's impartiality.

7. Duty of confidentiality

You must handle confidential information in a prudent manner and maintain confidentiality on operational and business matters to make sure not to harm the organisation, our partners, or individuals. This also applies after the employment relationship or other affiliation with the organisation has terminated.

8. Alcohol and intoxication

It is not allowed to be under the influence of drugs or alcohol, or to be hung over during work for SCN. During events where alcohol is served you must show moderation and if children are present you must refrain from drinking alcohol. All events that involve SCN's members shall be alcohol free from the start to the end. Employees are obliged to familiarize themselves and follow SCN's AKA Policy.

If you are unsure about any of the content in this Code of Conduct – please contact your manager or contact person in SCN. Transparency ensures safety.

Breaches and whistleblowing about wrongdoings

SCN encourages all representatives to report wrongdoings or suspected wrongdoings of our Code of Conduct to your manager/contact person, or to alert@reddbarna.no. Employees are encouraged to report censurable conditions in line with [AML § 2 A-1-2](#) through SCN's [whistleblowing channels](#). Formal reports about censurable conditions will be handled in accordance with SCN's Whistleblowing Policy that is available on [SCN's internal webpage](#) and [SCN's external webpage](#).

Breaches of SCN's Code of Conduct may result in consequences for your employment relationship and/or partnership with SCN. For serious breaches consequences can for example be dismissal (must be in line with [AML § 15-7](#)), suspension, reporting to the police or exclusion. For less serious breaches consequences might be oral or written warning.

Signing of SCN's Code of Conduct

All trustees, volunteers and employees must sign SCN's Code of Conduct. Employees sign the Code as an attachment to the employee contract, while volunteers and trustees sign electronically in Docusign. Our suppliers, consultants and other partners sign a separate set of Code of Conduct.

By signing you confirm that you have read, understood and that you will act in accordance with SCN's Code of Conduct. You commit yourself to familiarize with and follow applicable regulations and instructions that at all times are relevant for your affiliation with SCN. You have a personal responsibility to follow the organisation's rules and Code of Conduct in the best possible way and to strive for behavior and conduct that upholds a high ethical standard. You are aware that you are encouraged to and have the possibility to report any breaches of the Code of Conduct.

Name _____
Place and date _____
Signature _____