

Code of Conduct for Save the Children Norway

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Adopted by:	The Executive Board of Save the Children Norway
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The Code of Conduct was originally adopted on 11 June 2014. The document was revised extensively in spring 2019.

Save the Children Norway's Code of Conduct is based on Save the Children's core values and is a summary of the organisation's ethical guidelines and rules for ensuring compliance. The Code of Conduct defines a standard for the organisation's conduct and execution of tasks, and applies in Norway and abroad for all work performed on behalf of Save the Children Norway.

All Save the Children Norway's employees and key representatives must sign the Code of Conduct on taking up their position or duties and are obliged to comply with the Code. Any violations of the Code of Conduct must be reported to Save the Children Norway and will have consequences, following an assessment of the severity of the violation.

Core values

You must at all times comply with the organisation's objectives and act in line with Save the Children Norway's interests, guidelines and rules. You must base your work and decisions on the organisation's defined core values. Save the Children Norway's values are based on the United Nations' Convention on the Rights of the Child and the Universal Declaration of Human Rights, and you are therefore obliged to support these and base your decisions and actions on them.

Save the Children Norway is a politically and religiously neutral organisation, and you must strive for neutrality in relation to religion and party politics when carrying out work for Save the Children Norway.

Children's physical and emotional safety and security

Save the Children Norway works for children's rights, and children's emotional and physical safety shall be at the core of all of our assessments. The organisation has zero tolerance of violations of children's emotional and physical safety, and violations will have immediate consequences. Everyone under the age of 18 is to be considered a child, regardless of the local age of consent. Incorrect assessment of a child's age will not be considered a mitigating circumstance.

You must at all times relate to children in a positive, dignified, respectful manner. You must act perform your actions in such a way that the children's best interests are the weightiest consideration, and you must never act in a manner that might endanger a child. You have a duty to report any concerns you have about a child. You must never withhold information about children's emotional and/or physical safety or offences that affect children.

Employees and key representatives who have direct work and/or contact with children in a Save the Children Norway context must comply with Save the Children Norway's current procedure for child safety and SCI's Child

Safeguarding Policy, and present a certificate of unblemished criminal record. There is more detailed information related to conduct around children in the above-mentioned documents, which must be understood and observed.

Laws, customs and traditions

When working for Save the Children Norway, you must comply with the individual country's rules and demonstrate due respect for customs and traditions. Where national laws and regulations cover the same area as the UN Convention on the Rights of the Child and the Universal Declaration of Human Rights, the highest ethical standard shall prevail at all times.

Respect for fellow humans

You must treat others with dignity and respect. You must never differentiate or discriminate on the basis of race, sexual orientation, religion/philosophy of life, political opinions, language, social and/or ethnic affiliation, age, disability, gender identity or other characteristics.

It is prohibited to subject others to any form of harassment, bullying or other improper conduct. Harassment means actions, omissions or statements that are intended to appear as or are offensive, frightening, hostile, demeaning or humiliating. Harassment, bullying and improper conduct may take physical form or be expressed verbally, in writing or visually. Complicity in harassment is also prohibited.

You must always show respect for others' bodies, integrity and boundaries. You must never purchase or engage in trade of sexual services or engage in any form of sexual exploitation or harassment. It is not permitted to produce, store, possess, spread or in any other manner access images of child abuse or other illegal/unethical material either in or outside of the workplace and work hours.

Awareness of role

Save the Children Norway has zero tolerance of any form of abuse of power. You must be aware of the power and influence you have in relation to others within and outside of the organisation, and you must under no circumstances abuse your trust, role or position.

Financial accountability

You must manage the organisation's resources in a careful and prudent manner. You must not be involved in any form of financial misconduct against Save the Children Norway or organisations that Save the Children Norway collaborates with.

You must treat Save the Children Norway's property with due care and ensure it is not misused, stolen or destroyed. All property and equipment belonging to Save the Children Norway must be returned to Save the Children Norway when the work for the organisation ceases.

If you are purchasing goods or services for Save the Children Norway, you must comply with the applicable rules for purchasing and report any breach of the purchasing rules. All purchases must serve Save the Children Norway's interests and objectives.

You may not commit Save the Children Norway financially unless you have the correct authorisation and right to sign on behalf of the organisation in accordance with the applicable internal authorisation and signature authorisation form.

You must at all times combat corruption by declining to accept, for yourself personally or others, gifts, travel, hotel stays, hospitality, discounts, loans or other services or benefits that could influence your role at Save the Children Norway. Nor must you give or offer gifts or other benefits that are could or are intended to influence the recipient's actions in service.

Gifts of a value of less than NOK 500 are not deemed as having such influence. If you are in doubt, you must consult your supervisor or contact person at Save the Children Norway in order for an assessment to be made of whether the gift should be transferred to Save the Children Norway. Employees are asked to read more about this in Save the Children Norway's employee manual.

Impartiality and external offices / assignments

Based on the principles pursuant to Section 6 of the Public Administration Act, you must not participate in processing or decision-making in matters where you are, or suspect you may be, disqualified. For example, 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. If you are in any doubt, consult your supervisor or contact person at Save the Children Norway.

As an employee or representative of Save the Children Norway, you may not hold additional external positions, offices, directorships or other assignments that are incompatible with Save the Children Norway's interests or which may impair confidence in the organisation. You must be transparent about any offices and financial interests you have that may have an impact on your role at Save the Children Norway.

Confidentiality and duty of confidentiality

You must handle confidential information in a prudent manner and such that it does not cause harm to the organisation, its partners or individuals.

You are obliged to maintain confidentiality on all operational and business matters that you become aware of. This also applies after the employment relationship or other affiliation with the organisation has ended.

Safety

You have a duty to familiarise yourself with and comply with rules and procedures for safety, undergo the required training and report if you experience or discover safety breaches. This means that you are obliged to comply with applicable safety requirements for Save the Children Norway's activities and undergo mandatory training related to work travel.

In order to maintain safety, you must always act in such a manner that you do not create unnecessary risks for yourself or others.

Alcohol, other intoxicants and illegal goods and services

Save the Children Norway is a sober workplace, and you must never be under the influence of alcohol, drugs, or other intoxicants or hung over at work. If you take part in events or courses organised by Save the Children Norway where alcohol is consumed outside of work hours, you must always exercise moderation. If children are present at such events, you must refrain from consuming alcohol. Save the Children Norway never pays for alcohol. In the event of external events not organised by Save the Children Norway, but where several Save the Children Norway employees are gathered, moderation must be exercised. We must always remain aware of our role as representatives of Save the Children Norway in more informal situations and/or social gatherings as well. Employees are obliged to familiarise themselves with and comply with the policy for use of intoxicants and gambling at Save the Children Norway.

As a representative you must never be under the influence of intoxicants or hung over when performing your duties. All events that involve Save the Children Norway's members or that are organised by Save the Children Norway's membership organisation must be alcohol-free from the start and until the event is formally concluded.

Reporting wrongdoings

You can report violations of the Code of Conduct or any other wrongdoings to Save the Children Norway.

Wrongdoings, or suspected wrongdoings, can be reported to Save the Children Norway's whistleblowing coordinator at alert@reddbarna.no. Employees can also report wrongdoings to Save the Children Norway's Secretary General or the Chair of the Executive Board, and representatives can also report matters to their contact person at Save the Children Norway.

There is more information on Save the Children Norway's whistleblowing system in the organisation's guidelines for whistleblowing.

What happens in the event of violations of the Code of Conduct?

Breaches of Save the Children Norway's Code of Conduct may have consequences for your employment relationship and/or partnership with Save the Children Norway. In the event of a gross breach of the rules, the consequences may be termination, dismissal or suspension. Key representatives will be suspended or excluded. In the event of less severe breaches, the consequences may be a verbal or written warning.

Signing of the Code of Conduct for Save the Children Norway

I hereby confirm that I have read and understood the Code of Conduct for Save the Children Norway and that I undertake to comply with this for as long as I remain employed by the organisation, or represent it in any other capacity.

I understand that violations of the Code of Conduct or other rules and/or guidelines of Save the Children Norway may have consequences for my employment relationship or partnership with Save the Children Norway.

I will report violations or possible violations of these rules through Save the Children Norway's whistleblowing channels such that the organisation becomes aware of violations, or suspected violations, and can take the necessary action.

Place, date

Signature

Name in block capitals