

Code of Conduct

1. In general

The employee shall be very familiar with the country's local laws and regulations. Unsuitable behaviour can mean that the employee risks harming both his/her own credibility and Afrikagrupperna's credibility as regard the population, authorities, other international personnel and/or organisations. Afrikagrupperna supports the "Recommended Code of Behaviour", which has been worked out by the Swedish network for Rules and Codes of Behaviour.¹

2. Improper use of positions of authority

You shall not use your position of authority as international personnel in an unsuitable way. Nor shall you use your position of authority to give others advantages that they would not normally have. Your behaviour and your relationship with others shall be such that it shall never be considered that you demand or expect various services or benefits, for example, sexual services, "subsidised" rent, etc.

3. Discrimination

You shall not discriminate against any particular person or group, irrespective of gender, age, ethnic origin, religion, sexual orientation, political views or functional impairments.

Nor shall you discriminate against anyone on account of their social position or national identity.

4. Corruption

You shall not contribute to corruption by giving bribes or receiving them, either in the form of money or other benefits, which are intended to give you advantages in relation to others. Everyone employed by Afrikagrupperna should also be familiar with Afrikagrupperna's "Anti corruption guidelines" and the checklist how to prevent and handle corruption.

5. Organised crime

You shall avoid all forms of contact with organised crime. This includes everything from trading in cheap capital goods on the black market to the indirect support of trade in people. Concerning trade in people, so-called trafficking, you shall be aware that trade in people does not only occur with the intention of sexual exploitation, but that it also occurs with regard to such things as domestic help and gardening help and other areas.

6. Purchase of sexual services

Purchase of sexual services is not permitted.

By purchase of sexual services is here not only meant "cash purchase" of sexual services from sex workers, visits to brothels, etc, but also "private assistance" in the form of payment of invoices, rent, school fees, etc, in exchange for sexual services.

Visits to pornographic clubs, striptease clubs and similar clubs are not permitted.

7. Sexual assault

All forms of sexual assault are prohibited, as are all forms of sexual contact with children.²

¹ The guidelines were worked out by a network of representatives from the Swedish Ministry of Foreign Affairs, Swedish Rescue Services Agency, Swedish National Courts Administration, Swedish National Criminal Investigation Department, Sida, Swedish Armed Forces, Kvinna till Kvinna Foundation, Forum Syd, Save the Children and Swedish Red Cross.

² By children is meant, in accordance with the definition in the UN Convention on the Rights of the Child, any person under the age of 18.

8. Sexual harassment

No employee shall be subjected to sexual harassment. No employee shall sexually harass colleagues or other people. By sexual harassment is meant such unwelcome behaviour based on sex or gender or any unwelcome behaviour of a sexual nature that violates the integrity of the employee/person.

9. Pornography

You shall keep your workplace clear of all pornographic material. Nor are you allowed to use technical equipment, computers, etc. that your organisation provides for looking at pornographic material or disseminating it. All dealings with child pornography are totally prohibited, including outside the workplace and working hours.

10. Alcohol

You shall take a restrictive approach to alcohol and the consumption of alcohol.

At work, consumption of alcohol is only permitted in exceptional cases: official dinners and similar events. During your spare time you should also be restrictive with consumption of alcohol. In connection with driving a car, consumption of alcohol is totally prohibited.

11. Preparations classified as narcotics

All forms of involvement or contact with preparations classified as narcotics are prohibited, except within the framework of the assignment, and thus included in service, for example, within healthcare and action against narcotics, or refer to medicine on prescription for one's own use.

11. Security

The security and safety of all staff and those with whom we work is a top priority for Afrikagrupperna and the organisation will strive to do all that can reasonably be done to ensure that staff is secure while on duty. Security is an individual as well as an organisational responsibility. Therefore as Afrikagrupperna staff you shall: Never carry any kind of weapons while on duty. While on duty, never drive a vehicle under the influence of alcohol or any illegal substance, and comply with the laws of the country in relation to both. Abstain from giving a lift to hitch hikers or other persons that are not associated with the work of Afrikagrupperna or its partner organisations, for personal security as well as for insurance and liability reasons.

12. Unethical business practices

As Afrikagrupperna staff you shall: Always follow transparent, accountable and honest practices when receiving cash donations on behalf of Afrikagrupperna. Make sure to follow established regulations when purchasing goods and/or services. Never take part in commercial activities for personal gain or such that may affect or appear to affect Afrikagrupperna's credibility or integrity. Never accept any gifts or other favours that may influence the performance of staff functions or duties. In respect of local traditions and conventional hospitality, minor token gifts are excepted from this rule. Ensure, where possible, that goods purchased are produced and delivered under conditions that have the least negative impact on the environment and that they do not involve the abuse or exploitation of any persons.

13. Privacy policy

Sensitive information about colleagues or superiors must be handled with utter discretion. Slander is not tolerated and will render disciplinary action.