

CODE OF CONDUCT

When employed by Afrikagrupperna you are expected to follow the Code of Conduct to optimise the safety and security of Afrikagrupperna and its staff and partners.

Unsuitable behaviour risks harming both the employee's own credibility and Afrikagrupperna's credibility in regard to 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 Behaviour¹.

1. In general

As an employee at Afrikagrupperna you shall be familiar with the laws and regulations of the country you are living in. You are expected to always comply with the laws of the country you are residing in. All illegal activities will be reported to the authorities.

2. Improper use of positions of authority

You shall not use your position of authority in an unsuitable way, nor use your position of authority to give others advantages. Your behaviour shall never be possible to interpret as you demanding or expecting services or benefits from others.

You shall always follow transparent, accountable and honest practices when receiving donations on behalf of Afrikagrupperna. Follow established regulations when purchasing goods and/or services. Never take part in commercial activities for

¹ <https://www.swedac.se/wp-content/uploads/2017/04/Appendix-4-Code-of-Conduct-for-Swedish-Personnel-on-International-Assignments.pdf>

personal gain or such that may affect or appear to affect Afrikagrupperna's credibility or integrity.

You are not allowed to accept any gifts or other favours that may influence the performance of staff functions or duties. You are expected to be able to distinguish local traditions and minor token gifts. If hesitant you should decline the gift.

Ensure where it is 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 the producers.

3. Security

As an employee at Afrikagrupperna you are expected to strictly follow the security guidelines set up by the organisation. You shall always act with the safety of yourself and Afrikagrupperna in mind. You should never take risks that could hurt yourself or any other person. You shall abstain from letting unknown passengers into your vehicle.

It is prohibited to carry any kind of weapons while representing Afrikagrupperna.

4. Discrimination

You shall never discriminate against any person or group. You shall not treat any person or group differently irrespective of gender, age, ethnic origin, religion, sexual orientation, political views, functional impairment, social position or national identity.

5. Corruption

You shall not contribute to corruption by giving bribes or receiving bribes in any form. You shall not give or accept money, benefits or any other bribes intended to give you advantages. Every employee should be familiar with Afrikagrupperna's Anti Corruption Policy.

6. Whistleblowing

As an employee at Afrikagrupperna you are expected to warn others in the organisation or outside the organisation if you detect or suspect corruption or risk of corruption, or any other behaviour that risks harming Afrikagrupperna, its staff or partners.

7. Organised crime

You shall not be involved with or in contact with any form of organised crime. You shall be sure that you are not participating in organized crime by ensuring the authenticity of all purchases and trades. You shall have knowledge about different forms of trafficking (trade with people) and be aware of its presence.

8. Purchase of sexual services

Purchase of sexual services is not permitted in any way. You are not permitted to receive sexual services in exchange for other services or favours. Visits to pornographic clubs, striptease clubs and similar clubs are not permitted.

9. Sexual assault and sexual harassment

All forms of sexual assault are prohibited. All forms of sexual contact with children are prohibited. No employee shall be subjected to sexual harassment.² No employee shall sexually harass any other person.

10. Pornography

Consumption of pornography is prohibited on all of Afrikagrupperna's equipment and in all offices. Consumption of pornography is prohibited during working hours and when you are representing Afrikagrupperna. Consumption of child pornography is prohibited at all times.

11. Alcohol and drug use

Afrikagrupperna shall at all time be free of alcohol and all types of drugs. At no time shall employees at Afrikagrupperna buy or consume alcohol when associated with Afrikagrupperna. It is prohibited to perform work for Afrikagrupperna while under the influence of alcohol, or to buy alcohol with Afrikagrupperna's money.

Afrikagrupperna does not tolerate any drugs. If there is reason to suspect drug use the management are responsible to act. Employees are obligated to notify suspected or confirmed drug use when the person is associated with Afrikagrupperna.

Consumption of alcohol is not permitted at Afrikagruppernas offices, or when you are representing Afrikagrupperna. It is prohibited to consume alcohol when operating or planning to operate a vehicle.

12. Preparations classified as narcotics

² Sexual harassment is any unwelcome behaviour of a sexual nature that violates the integrity of the employee/person.

It is prohibited to buy, sell or use narcotics. If you are in the proximity of narcotics in your work you shall inform your supervisor, you are never permitted to handle the narcotics yourself. If preparations classified as narcotics are needed for medical reasons you need to be able to show prescriptions and recommendations from a legitimised doctor.

It is prohibited to use narcotics when operating or planning to operate a vehicle.

13. Privacy policy

You are expected to keep the privacy of all of Afrikagrupperna's staff and partners. You are prohibited to spread sensitive information about Afrikagrupperna and its staff and partners. Slander is not tolerated and will render disciplinary action.