

CODE OF CONDUCT

When employed or representing Afrikagrupperna you must 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.

The managers of Afrikagrupperna will deal with any breaches of the Code of Conduct with the staff member concerned individually and the consequences range from discussions and follow ups to verbal or written warning to learning programs and in serious cases, termination of contract. Illegal activities will always be reported to authorities.

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 that could be harmful to the organization or breaches its Code of Conduct 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 personal gain or such that may affect or appear to affect Afrikagrupperna's credibility or integrity.

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

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 must adhere to Afrikagrupperna's Anti-Corruption Policy.

6. Whistleblowing

As an employee at Afrikagrupperna you must 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's working context shall be free of alcohol and all types of drugs. It is prohibited to buy and/or consume alcohol when representing Afrikagrupperna. This means that employees are not allowed to be under influence of alcohol or drugs during working hours or when representing Afrikagrupperna at external events, gatherings, meetings, demonstrations, dinners or whenever wearing Afrikagrupperna's branded clothings. It is prohibited to consume alcohol when operating a vehicle.

There is a difference, and sometimes a fine line, between the concept of representing and "being associated with". The definition of representing is made by the organization or oneself unlike the definition of "being associated with" which also can be defined by others depending on the context. We trust that employees at Afrikagrupperna will make sensible

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

decisions based on the context of the situation and therefore won't make limitations on employee's decisions outside working hours. We expect you to follow this policy when representing Afrikagrupperna and to be mindful in situations where associations to Afrikagrupperna can be made by people in your surroundings. We encourage you to consult Management if you have any concerns, questions or in need for guidance. Suspected or confirmed drug or alcohol related problems shall always be reported to Management.

This policy also applies to members of the board and local groups as well as members representing Afrikagrupperna in other forms. The term "representing" will be used with following definition:

- Board meetings
- Local group meetings, events, gatherings and demonstrations
- Whenever wearing Afrikagrupperna's branded clothings
- Preparatory work linked to situations listed above

12. Preparations classified as narcotics

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.