



# CODE OF CONDUCT POLICY

**Approved by:** The Board of Afrikagrupperna

**Adoption date:** February 2024

**Responsible:** Secretary General

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. This Policy applies to staff, members of the Board and other representatives of the organisation.

Unsuitable behaviour risks harming the credibility of both Afrikagrupperna and its employees in the eyes of the public, authorities and 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<sup>1</sup>.

Afrikagrupperna managers 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 warnings to educational courses and in serious cases, termination of contract. Illegal activities will always be reported to the authorities.

## **1. In general**

As an Afrikagrupperna employee, you must be familiar with the laws and regulations of the country you are living in. You are expected to comply with the laws of the country you are residing in at all times. All illegal activities that could be harmful to

the organisation or breaches of its Code of Conduct will be reported to the authorities.

## **2. Improper use of positions of authority**

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

You must always follow transparent, accountable and honest practices when receiving donations on behalf of Afrikagrupperna. You must also 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.

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 make the distinction between this and local traditions and minor token gifts. If you have any doubts, you must decline the gift.

Make sure that wherever possible goods purchased are produced and supplied 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 Afrikagrupperna employee you are expected to follow the security guidelines set up by the organisation strictly. You must always act with both your own personal safety and the safety of Afrikagrupperna in mind. You must never take risks that could cause harm to yourself or any other person. You must not allow unknown passengers into your vehicle.

You are prohibited from carrying any kind of weapons while representing Afrikagrupperna.

## **4. Discrimination**

You must never discriminate against any person or group. You must 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 must not contribute to corruption by giving bribes or receiving bribes in any form. You must not give or accept money, benefits or any other bribes intended to give you advantages. Every employee must comply with Afrikagrupperna's Anti-Corruption Policy.

## **6. Whistleblowing**

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

## **8. Purchase of sexual services**

The 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. 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. The buying and/or consumption of alcohol when representing Afrikagrupperna is prohibited. 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 clothing. The consumption of alcohol when operating a vehicle is prohibited.

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 organisation or oneself unlike the definition of "being associated with" which can also be defined by others depending on the context. We trust that Afrikagrupperna employees will make sensible decisions based on the context of the situation and therefore won't make limitations on employees' 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 or questions or if you are in need of guidance. Suspected or confirmed drug or alcohol-related problems must 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" is defined by the following:

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

## **12. Preparations classified as narcotics**

The buying, selling and use of narcotics are prohibited. If you are in the proximity of narcotics in your work, you must 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 an authorised doctor.

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

## **13. Privacy policy**

You are expected to respect the privacy of all of Afrikagrupperna's staff and partners. You are prohibited from spreading sensitive information about Afrikagrupperna and its staff and partners. Slander is not tolerated and will result in disciplinary action.