

CODE OF CONDUCT

This document defines the obligations and standards of behaviour that are required of all individuals representing The Better Governance Project (TBGP), based on the organisation's principles and values. The Code of Conduct shall guide decisions, procedures and systems of the organisation and provides a framework for reporting irregularities.

All personnel with a role in the organisation must uphold this Code of Conduct when representing TBGP in Sweden or abroad. This includes the Board, all employees, interns, members, external consultants or similar, which are commonly referred to as "Staff" throughout this document.

As a living document, this policy can be revised, with any revision be approved by the Governing Board.

This is version n. 1, approved by the Board on and effective from 17.01.2022.

1. Guiding values and principles

TBGP is a politically and religiously unaffiliated organisation. The following values and principles are guiding the organisation's Code of Conduct:

- Accountability: being responsible for delivering on our goals as an organisation
- Participation: active involvement of stakeholders in decision-making
- Respect and Non-discrimination: equal treatment of an individual or group irrespective of their particular characteristics
- Equal opportunity: all people should have the right to work and advance on the bases of merit and ability, regardless of their race, sex, color, religion, disability, national origin, or age
- "Do no harm": to avoid exposing people to additional risks through our action, by taking a step back to look at the broader context and mitigate potential negative effects on the society, the economy and the environment.

In addition, Staff shall consider Swedish law applicable, and must comply with all local and national laws and regulations in the countries they work in, as long as these do not conflict with international conventions.

Finally, the wellbeing, health and safety of TBGP staff are of the highest importance. In situations in which staff members' health and safety are at risk, staff should not endanger any lives in an attempt to adhere to this Code of Conduct.

2. Corruption

TBGP has a zero-tolerance approach to corruption in all its forms; whether that is corruption through economic enrichment, or the abuse of positions of trust or power. In projects, this can mean for example: establishing mechanisms that allow for whistleblowing, establishing robust procurement procedures, or developing verification steps in the reporting of time for any external staff hired under the project. In instances where corruption has not been prevented or is suspected, our procedure is always to act and inform the relevant parties immediately to the suspected corruption, and to undertake an internal investigation to discern if corruption has occurred and what steps should be taken to mitigate its impact. TBGP reserves the right to freeze or withdraw agreed support in case of suspicion of corruption in one of our projects .

Staff at TBGP shall always:

- Follow internal control routines and policies, such as the procurement procedures or due diligence when recruiting
- Immediately report on any suspected cases of corruption (via TBGP whistleblowing online tool <https://bettergovernance.se/whistleblowing/> or using TBGP internal report form)

- Immediately take action to minimise any damage and ensure a prompt investigation to address incidents
- Draw lessons from incidents and communicate learnings to improve TBGP internal control systems

Staff at TBGP shall never:

- Accept corruption in any form, inter alia, bribery, facilitation payments, favouritism and nepotism, extortion, embezzlement, conflict of interest, theft and various forms of fraud, such as forgery or falsification of documents, financial fraud and procurement fraud.

3. Abuse of power

TBGP does not tolerate abuse of power; which should be understood as any attempt to exert undue or inappropriate influence on the behaviour or decisions of another person through the exercise of the power conferred by a superior position. Staff should be aware that, in some situations, abuse of power can be subjective and whether an unequal relation of power exists or not may be perceived differently by the different persons involved.

Whether an unequal relation of power exists or not is a subjective judgement. A person may be under the impression that your relationship with her or him is unequal, even though this might not be the case from your or another person's point of view.

Staff at TBGP shall always:

- Ensure that their behaviour cannot be understood as if they expect benefits of any kind.

Staff at TBGP shall never:

- Take advantage of their position in order to obtain advantages or gain benefit, for themselves or another person.
- Accept such advantages, favours or gifts in cash or in kind, promises of gifts, and any other advantage other than token presents in keeping with accepted custom

4. Discrimination and harassment

TBGP does not allow discrimination on any grounds such as race, colour, gender, language, religion, political or other opinion, national or social origin, property, birth, pregnancy, disability, sexual orientation or other status.

Staff at TBGP shall always:

- Treat everyone with respect and in a dignified manner.
- Foster and promote a climate that is fair, inclusive, equitable and free from harassment and discrimination.

Staff at TBGP shall never:

- Never engage in any behaviour, deliberate or otherwise, that makes the recipient feel persecuted, vulnerable and powerless.
- Commit any act or form of harassment as it causes physical, sexual, psychological or emotional harm or suffering to individuals Understand what constitutes harassment, recognise early signs of harassment and take swift action.

5. Organised crime and sexual exploitation

Staff at TBGP shall always:

- Avoid all forms of contact with organised crime.

- Know that the exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.

Staff at TBGP shall never:

- Engage in any sexual activity with child/children regardless of the locally set age of majority or age of consent. Sexual activity with children is prohibited. Mistaken belief in the age of a child is not a way to defend oneself.
- Accept, solicit or engage in the buying of or profiting from sexual services.
- Exploit the vulnerability of any person or group of persons.
- When working with children, avoid actions or behaviour which may constitute poor practice and never act in ways that may place a child at risk of abuse.

6. Pornography

Staff at TBGP shall always:

- Keep their workplace free from all kinds of pornographic material.

Staff at TBGP shall never:

- Use technical equipment, computers, etc. that the organisation provides for work to access pornographic material or disseminate it.
- Possess or disseminate any child pornography, including outside the workplace, regulated under Swedish law

7. Alcohol and drugs

Staff at TBGP shall always:

- Avoid all forms of involvement or contact with substances classified as narcotics, except if this refers to prescribed medication for personal use.
- Limit the consumption of alcohol during work to exceptional cases such as official dinners and similar events.

8. Safety and security

Safety and security of Staff are of the highest importance for TBGP. We strive to create a safe and secure working environment and to ensure staff have the capacity to carry out their tasks in a safe and secure manner. To that end, a security policy has been developed for TBGP staff, where procedures regarding safety and security are detailed.

Staff at TBGP shall always:

- Ensure that they are informed of the risks to themselves, their colleagues, and the organisation.
- Understand and follow security policies, procedures, and instructions.
- Report any action that breaches safety and security procedures

Staff at TBGP shall never:

- Carry any kind of weapons while on duty
- Force, intimidate or otherwise coerce another staff member into doing something the staff member feels represents an unreasonable risk.

9. Confidentiality

Respecting the privacy of donors, members, staff, volunteers and of the TBGP itself is of primary concern for the organisation. Employees, volunteers and board members of TBGP may be exposed to information which

is confidential and/or privileged and proprietary in nature. Such information must be kept confidential both during and after the employment, internship or volunteer service.

Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Staff at TBGP shall always:

- Follow TBGP Privacy Policy when handling personal data.
- Handle sensitive information with utter discretion.

Staff at TBGP shall never:

- Use confidential information they may obtain during their employment or volunteer work, for any purposes other than for which it is disclosed.

10. Reporting irregularities or incidents

Anyone concerned by potential irregularities or incidents regarding compliance with TBGP's Code of Conduct— whether TBGP staff or an outside stakeholder - can report it to the Executive Director, Director or Head of Operations. Reporting can be done using TBGP internal report form or anonymously via TBGP whistleblowing online tool (<https://bettergovernance.se/whistleblowing/>).

11. Failure to comply with the Code of Conduct

Any staff who fails to comply with this Code of Conduct will be called to a meeting with the Executive Director and other relevant parties. Failure to comply with the Code of Conduct may lead to disciplinary action, including termination of contract.



ANNEX 1: REPORT FORM

Incident/Deviation Date:	
Report Date:	
Reported by (can be left blank if anonymous):	
TBGP responsible:	
DESCRIPTION OF INCIDENT/DEVIATION	
ACTION TAKEN AND FOLLOW-UP PLAN	
FOLLOW-UP	
SIGNATURE OF RESPONSIBLE	

