

Code of Conduct for Save the Children Norway's employees, elected representatives, volunteers, and members

Version adopted by the Executive Board of Save the Children Norway on June 2016.
Last revised October 2022.¹

Save the Children Norway's (SCN) Code of Conduct defines the organisation's ethical rules and shall ensure proper ethical practice. The Code underpins SCN's purpose which is to fight for a world that fulfills all children's rights, as defined in the UN Convention on the Rights of the Child. The Code also builds upon SCN's values – accountability, ambition, collaboration, creativity, and integrity.

This Code applies to all employees, elected representatives, volunteers, and members (hereby referred to as 'representatives'). This document is applicable during work/elected representative position for the organisation, and during all SCN events and activities.

1. Respect for fellow humans and child safeguarding

SCN shall be a safe organisation for everyone. SCN's representatives shall at all times be familiar with and abide by SCN's Safeguarding Policy.²

You must treat others with dignity and respect, without differentiating, bullying, discriminating, or exploiting others. Racism is not accepted. You shall show respect for other people's bodies, integrity, and boundaries. Sexual exploitation and abuse are not accepted. It is illegal to buy sexual services both in Norway and abroad for Norwegian citizens/persons domiciled in Norway.

At SCN, we have a particular responsibility for child safeguarding. You must always safeguard the child's best interests, relate to children in a positive and respectful manner and pay them respect. Children must never be put in harm's way or violated, neither verbally, non-verbally, physically or in any other way. SCN considers everyone under the age of 18 to be a child, regardless of the local age of consent.

2. Awareness of role

You must be aware of the power and influence you may have in relation to others within and outside the organisation. You shall never misuse your trust, role or position.

3. Non-partisan and religious neutrality

SCN is non-partisan and religiously neutral organisation. You must demonstrate neutrality related to political affiliation and religion when carrying out

work for SCN, or in work that might be perceived as being on behalf of SCN. This shall not prevent representatives of being politically and/or religiously active in their spare time.

4. Representation and travel

As an SCN representative, you represent the organisation externally and have a responsibility to ensure that your conduct maintains trust in and the reputation of the organisation when working for SCN, or in work that might be perceived as being on behalf of SCN. When travelling under the auspices of SCN, you must follow applicable safety routines, demonstrate cultural sensitivity and follow Norwegian laws, international human rights and the host country's applicable laws and regulations. You must be aware that you represent SCN from the start to the end of the trip, which includes moderation with alcohol.

5. Financial accountability

You must carry out your work with integrity and without dishonest and fraudulent intentions. SCN's assets and property shall be treated with due care and in a responsible manner. SCN's property and equipment shall be returned to SCN in normal, good condition when the work for the organisation ceases. SCN has zero tolerance for financial criminality, such as corruption and fraud.

When procuring goods or services for SCN, you must comply with the applicable rules for purchasing and act in accordance with SCN's interests and purpose. You

¹ The original version of this document is the Norwegian version. If there are any significant discrepancies between the original and the English translation, the Norwegian version prevails as it is the approved version by the Executive Board of SCN.

² *Safeguarding* refers to the work the organisation does for child safeguarding and adult safeguarding/PSEAH).

may not obligate SCN financially unless you have authorisation and right to sign in accordance with applicable internal authorisation and signature procedures.

You must not acquire benefits or accept anything that can influence your role in SCN. Nor must you give or offer gifts or other benefits/services that could, or are intended to, influence the recipient's actions in service. Gifts of a value of less than 500 NOK are not deemed as having such influence. Gifts of a value of more than 500 NOK shall be donated to SCN. You may not accept fees for assignments you do on behalf of SCN.

6. Impartiality

You must not participate in processing or decision-making in matters where you are or suspect you may be disqualified. You are disqualified when you or your immediate family and/or friends have an interest in the decision being made. You are also disqualified if there are other special circumstances that might impair confidence in your impartiality. Managers and elected

representatives must submit a declaration of interest and are obliged to report changes that might affect one's partiality.

7. Duty of confidentiality

You must handle confidential information in a prudent manner and maintain confidentiality on operational and business matters so as to not harm the organisation, our partners, or individuals. This also applies after the employment relationship or other affiliation with the organisation has been terminated.

8. Alcohol and intoxication

It is not permitted to be under the influence of drugs or alcohol, or to be hung over during work for SCN. During events where alcohol is served, you must show moderation, and if children are present, you must refrain from drinking alcohol. All events that involve SCN's members shall be alcohol free from the start to the end. Employees are obliged to familiarize themselves and follow SCN's AKAN Policy.

If you are unsure about any of the content in this Code of Conduct – please contact your manager or contact person at SCN. Transparency ensures safety.

Breaches of the Code and whistleblowing regarding censurable conditions

SCN encourages all representatives to report breaches or suspected breaches of our Code of Conduct to their manager/contact person, or to alert@reddbarna.no. Employees are encouraged to report censurable conditions in line with [the Working Environment Act § 2 A-1- 2](#) through SCN's [whistleblowing channels](#). Formal reports about censurable conditions will be handled in accordance with SCN's Whistleblowing Policy that is available on [SCN's internal webpage](#) and [SCN's external webpage](#).

Breaches of SCN's Code of Conduct may result in consequences for your employment relationship and/or partnership with SCN. In the event of serious breaches, consequences might include dismissal (must be in line with [Working Environment Act § 15-7](#)), suspension, reporting to the police, or exclusion. For less serious breaches, consequences might be oral or written warning.

Signing of SCN's Code of Conduct

All representatives, volunteers and employees must sign SCN's Code of Conduct. Employees sign the Code as an attachment to the employee contract, while volunteers and representatives sign electronically in DocuSign. Our suppliers, consultants and other partners sign a separate set of Code of Conduct.

By signing you confirm that you have read, understood and that you will act in accordance with SCN's Code of Conduct. You must also familiarise yourself with and follow applicable regulations and instructions that at all times are relevant for your affiliation with SCN. You have a personal responsibility to follow the organisation's rules and Code of Conduct in the best possible way and to strive for behavior and conduct that upholds a high ethical standard. You are aware that you are encouraged to and have the possibility to report any breaches of the Code of Conduct.

Name _____
Place and date _____
Signature _____