



# Norwegian People's Aid - Code of Conduct

## PURPOSE

The purpose of the Code of Conduct (ethical guidelines) is to ensure a high standard of integrity and professionalism among all employees that reflects the organization's values. The Code of Conduct is designed to guide employees and associated individuals by clarifying the expectations of Norwegian People's Aid for behaviour that promotes safety, honesty, accountability and respect for individuals and society. They are also aimed at preventing and addressing unethical behaviour such as corruption, fraud, discrimination, harassment and all forms of abuse and exploitation. The Code of Conduct is intended to promote a culture of openness, trust and mutual respect among employees, partners, and donors.

## WHEN IT IS APPLICABLE

All employees must sign the Code of Conduct before starting any engagement with Norwegian People's Aid. The term "employees" refers to all permanent and temporary staff. Sometimes individuals who are not employees may still be perceived as representatives for Norwegian People's Aid. For example, during trips organized by Norwegian People's Aid to visit its programs or partners. In such cases, these individuals must also sign our Code of Conduct.

## VALUES AT NORWEGIAN PEOPLE'S AID

**Human Dignity:** We respect and value the diversity among our employees and partners and commit to creating an inclusive environment with equal rights for everyone regardless of sex, ethnic background, religion, sexual orientation, ability, and social status. Norwegian People's Aid is an explicitly anti-racist organization. We practice zero tolerance towards all forms of sexual exploitation, child abuse, discrimination, violence, bullying, and harassment in any form.

**Unity:** We work together to have a diverse and inclusive organizational culture where all employees and partners should experience belonging, trust and respect for one another. We encourage open communication and active participation from all employees and partners to create a safe environment where concerns can be addressed.

**Solidarity:** We work together with our colleagues and partners in the effort for a more just world. This is especially important for our partners who are in opposition to or in conflict with authorities. Our work should be recognized with a focus on equality and solidarity rather than charity.

## BREACHES OF THE CODE OF CONDUCT

Breaches of the Code of Conduct may lead to disciplinary action internally and can involve anything from a warning to termination. If grounds exist, it may also be reported to the police.

## I DECLARE THAT I:

- Will promote respect for the host country's laws, culture, and religion to the extent that it is not in conflict with international human rights.
- Will comply with Norwegian People's Aid's safety guidelines and local safety procedures.
- Will respect and promote fundamental human rights and act with integrity.
- Will adhere to Norwegian People's Aid's confidentiality agreement.

## I DECLARE THAT I WILL NEVER ENGAGE IN, CONTRIBUTE TO OR TOLERATE:

- Fraud or corruption (*ref. NPA's Anti-Corruption Policy*)
- Sexual harassment, sexual exploitation, or sexual abuse (*ref. NPA's Safeguarding Policy*)
- Exploitation and abuse of children or sexual relations with anyone under 18 years of age (*ref. NPA's Safeguarding Policy*)
- Harassment, discrimination, bullying or violence (*ref. Procedure on discrimination, violence, bullying, and harassment in NPA*)
- The use/carrying of weapons or ammunition on the job or in leisure time that can damage the organization's reputation as a humanitarian actor. An exception to this is the handling of ammunition and explosives necessary for mine and explosive clearance.
- Driving motor vehicles under the influence of alcohol or other substances that can affect driving (*ref. Procedure for addressing substance abuse in NPA*)
- Drinking alcohol or using other substances in a way that impairs my ability to perform my work duties or affects Norwegian People's Aid's reputation (*ref. Procedure for addressing substance abuse in NPA*)
- Possessing, consuming, or selling illegal drugs (*ref. Procedure for addressing substance abuse in NPA*)

## REPORTING

Any employee who has concerns, becomes aware of, or suspects that the code of conduct has been breached must report the matter immediately. Failure to do so is a violation of these guidelines. Reports should be directed to your Line Manager. However, if the report concerns your Line Manager you should notify their direct superior, HR, or other relevant individuals such as a staff representative. You can also report concerns via Norwegian People's Aid's reporting form "Whistleblow" at [www.npaid.org](http://www.npaid.org) (*ref. Procedure Code of Conduct Breaches in NPA*).

**I hereby confirm that I have read and understood Norwegian People's Aid's Code of Conduct and I am aware that a breach can lead to severe sanctions.**

**Full Name (Block Letters):** \_\_\_\_\_

**Date and Place:** \_\_\_\_\_

**Signature:** \_\_\_\_\_