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Code of Conduct

SUMMARY

- Barnfonden's Code of Conduct consists of two parts:
 - A general code of conduct
 - A code of conduct to clarify the special responsibility for children's safety
- The Code of Conduct applies to everyone who in one way or another represents Barnfonden.

Barnfonden's codes of conduct

As an international child rights organization, we often work in environments and situations where we are in a position of power and where others rely on us. We must never, under any circumstances, abuse that power and trust. We have a responsibility to ensure that everyone who works for or in any way represents Barnfonden behaves in a way that is consistent with our values, our responsibilities and our commitments both during and outside working hours. Our codes of conduct make clear what expectations we have of each other and what we all subscribe to uphold.

Barnfonden has two codes of conduct, one general and one specific to clarify the special responsibility for children's safety. The codes, both based on Barnfonden's fundamental values, are signed separately.

Core values

<p>We stand by children</p> <p>As a child rights organization, we believe that the rights of the child should be protected and promoted in every area of their life. We are driven to achieve the best possible impact using all means possible, and we measure ourselves by how well we contribute to positive and sustainable development for children. Our commitment and loyalty is to children and we will vigorously champion their best interests at home, school, within their community, as well as at national and global levels. With the child as our focus, we choose to do the right thing and not the easy thing.</p>	<p>Together we make a difference</p> <p>Through partnerships we draw on the strengths of others to reach further for realizing child rights than each of us would on our own. Working together means being inclusive, not tolerating any form of discrimination and showing respect in communication, conversations, meetings, programs and fundraising. We meet people where they are and realize the importance of different opinions and experiences.</p>
<p>We keep our promises</p> <p>We assume responsibility to do what we say we will do, and are transparent with how we work, what we achieve as well as when we do not reach our goals. We expect to be held accountable by anyone who chooses to collaborate with us, from the individual child and family to authorities, sponsors, donors and colleagues. We will earn the trust of others. We demonstrate trust to our colleagues in our daily work since that is how we can develop and do what is best for children.</p>	<p>We are biased towards action</p> <p>We are curious to find better ways of working. We dare to see new opportunities in the same way we challenge old habits, always striving for improvement. We have the courage to act on opportunities and test new ways to operate and achieve sustainable impact as effectively, efficiently, and responsibly as possible. We can show the respect to the children, partners, communities and supporters we work with by being agile, open and responsive.</p>

Barnfonden's general code of conduct

The purpose of Barnfonden's general Code of Conduct is to ensure that staff, board members, volunteers, interns and consultants who in any way represent Barnfonden treat each other and others with dignity and respect, based on Barnfonden's fundamental values.

All staff, board members, volunteers, interns and consultants who in any way represent Barnfonden shall, by signing, agree to comply with Barnfonden's general Code of Conduct.

Managers and supervisors shall ensure that the Code of Conduct is fully incorporated within their areas of responsibility to create an environment where our values and behaviors underpin all our actions.

I, _____, understand that by signing this Code of Conduct, I undertake the following:

1. I will behave in accordance with the values of Barnfonden.
2. I will respect others.
 - a. I respect the rights of all people without discriminating against anyone.
 - b. I always act fairly and honestly and treat people with dignity and respect.
 - c. I am aware of what constitutes harassment, abuse, bullying and discrimination and of the harm this can cause to individuals and to Barnfonden, and I comply with all applicable policies and standards that help create a work environment free from harassment, bullying and discrimination.
 - d. I do not participate in any form of discrimination, harassment or abuse (physical, sexual or verbal), intimidation or exploitation or otherwise violate the rights of others.
3. I will actively work to strengthen and secure children's and human rights.
4. I shall maintain high standards of personal and professional conduct.
 - a. I make sure that my behavior does not jeopardize the political and religious neutrality of Barnfonden.
 - b. I am open and honest in my contacts with Barnfonden's project participants, partners, donors and other contacts.
 - c. I use Barnfonden's resources appropriately and take all reasonable steps to protect them from theft, fraud and other risks or damage.
 - d. I pay attention to my own environmental impact, my ecological footprint, and

- how its knock-on effects affect children.
- e. I strive to ensure that my conduct does not damage the reputation of Barnfonden.
 - f. I never accept bribes, significant gifts, services of financial value or other services offered as a result of my engagement with Barnfonden.
 - g. I do not enter into any business relations on behalf of Barnfonden without permission from my immediate manager and/or any relevant procurement policy.
 - h. When working, I never behave in a way that poses unnecessary risks to my safety or the safety of others.
 - i. I do not use substances that adversely affect my ability to do my job.
 - j. I do not use Barnfonden's computer equipment, mobile phones, video and digital cameras or other equipment to display, download, create or distribute inappropriate material, including material that is pornographic, offensive, sexist, racist or otherwise exploitative.
 - k. I never give money, employment, goods, or services in exchange for sex, including sexual favors, or other forms of abusive, degrading, or exploitative behavior.
 - l. I do not disclose any private or confidential information about Barnfonden or its staff, volunteers, partners or participants to others, unless it is required by my work or by law.
5. I understand my duty to report and take responsibility for maintaining this Code of Conduct throughout the organization.
- a. I report any incidents that appear to violate the standards of the Code of Conduct or any related policy and that I witness or become aware of to the appropriate member of management or other party via relevant procedures at my workplace, and where appropriate comply with Barnfonden's Whistle Blower Policy.
 - b. I support any investigation into suspected, alleged or known violations of this Code or the related policies of Barnfonden.
 - c. I am not withholding relevant information.
 - d. I never take the initiative to take any action that is not in line with local policies and procedures and/or without guidance from relevant contact points and supervisors.

Non-compliance with this Code of Conduct and the standards of conduct it highlights and imposes may result in disciplinary action (possibly including termination of employment, contractual relations and partnership agreements). The case may be so serious that Barnfonden chooses (and in some cases has the obligation) to report it to relevant authorities who may decide to prosecute.

I have read and understood Barnfonden's Code of Conduct and I agree that I am bound by this Code of Conduct.

barnfonden

Name: _____ Date: _____

Position: _____ Signature: _____

I have discussed the content of Barnfonden's Code of Conduct with the signatory above. They state that they understand the content and their obligation to comply with what is prescribed.

Name: _____ Date: _____

Position: _____ Signature: _____

Code of Conduct - Child Safeguarding

All Barnfonden staff, contractors, volunteers, interns, partners, members of governing bodies (i.e. Board members), and others who in some way represents Barnfonden adhere to the common values and commitments set forth in this Code of Conduct in their work with or through Barnfonden. This Code is meant to be used in tandem with its companion policy, Barnfonden's *Child Safeguarding Policy*. Sponsors, donors and other supporters are required to comply with the Code of Conduct when interacting directly with children and beneficiary communities, for example, when visiting or communicating with sponsored children.

I _____ (insert name) acknowledge that I have read and understood the *Child Safeguarding Policy* and agree to abide by it and the following expectations in my work with Barnfonden.

IN WILL:

- 1. Treat all children fairly, with respect and dignity, regardless of ethnicity, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status; and**
 - Encourage open communication between all children, young people, parents, staff, and have children and young people participate in the decisions that affect them.
- 2. Uphold the integrity of Barnfonden by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard; and**
 - Always care for and protect the rights of children;
 - Act in a manner that ensures that children's best interests are a priority;
 - Read and take action to understand the *Child Safeguarding Policy* and related *Action Manual and Complaints Procedures*;
 - Should I have questions or not understand, ask for clarification;
 - Conduct myself in a manner that is consistent with the values of Barnfonden;
 - Disclose to my employer, or decline any gifts that may be perceived to impact integrity;
 - Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before, or occurs during my association with Barnfonden, that relate to child exploitation or abuse.
- 3. Endeavour to keep children safe through child safe practices; and**
 - Maintain and promote a safe environment for children to participate in Barnfonden's activities;
 - Provide a welcoming, inclusive and safe environment for all children, young people, and their families and carers;
 - Wherever possible, ensure that another adult is present when working in the proximity of children;
 - When working always be transparent in my actions and whereabouts;

- Respect cultural differences, but where cultural or traditional practices cause significant harm to children I will follow the incident reporting procedure to make my concerns known;
- Take responsibility for ensuring I am accountable and not place myself in a position where there is a risk of allegations being made;
- Self-assess my behaviours, actions, language and relationships with children;
- Undertake NOT to hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.

4. Prevent, oppose and combat all exploitation and abuse of children; and

- Undertake NOT to abuse the power and influence that I have by virtue of my position over the life and well-being of a child;
- Speak up when I observe concerning behaviours of colleagues;
- Immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with the incident reporting procedure;
- Report any concerns of child abuse according to the prescribed Barnfonden procedures;
- Use computers, mobile phones, video cameras, cameras or social media appropriately;
- Never exploit or harass children or access child exploitation material through any medium;
- Comply with all relevant Swedish and local legislation, including labour laws in relation to child labour;
- Undertake NOT to use language or engage in behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or intended to shame, humiliate, belittle or degrade children;
- Undertake NOT to seek to make contact and spend time with any child or young person outside programme activities;
- Undertake NOT to request any service or favour from a child in return for protection or assistance; to never engage in any exploitative relationships with a child, including sexual, emotional, financial or employment related relationships;
- Undertake NOT to hire children for domestic or other labour which is inappropriate given their age or developmental stage and interferes with their time available for education and recreational activities or which places them at significant risk of injury;
- Undertake NOT to invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- Undertake NOT to sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my line manager's permission, and ensure that the parent or another adult is present;
- Undertake NOT to use physical discipline or punishment with children.

5. Safeguard and make responsible use of the information and resources to which I have access by reason of my relationship with Barnfonden; and

- Exercise due care in all matters of Barnfonden business and not share any confidential information about a child or other work-related matters;

- Protect, manage and use Barnfonden's human, financial and material resources appropriately. Undertake NOT to use Barnfonden's resources to exploit or harass children or access child pornography.

When photographing or filming a child or using children's images for work-related purposes, I must:

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child and explain how the photograph or film will be used;
- Ensure photographs, films, videos, DVDs and online materials present children in a dignified and respectful manner and not in a vulnerable or submissive manner; Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images are honest representations of the context and the facts;
- Ensure file labels, metadata or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form;
- Understand that the onus is on me, as a person associated with Barnfonden, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

6. Refrain from any involvement in criminal or unethical activities that contravene human and child rights or activities that compromise the image and interests of Barnfonden; and

- Undertake NOT to support nor take part in any form of illegal, exploitative or abusive activities, including child labour, child pornography, the trafficking of human beings and illegal commodities;
- Failure to report such a relationship may lead to disciplinary action.

A breach of the *Code of Conduct* or the *Barnfonden Child Safeguarding Policy* constitutes grounds for disciplinary action, and may lead to dismissal from employment or service, and result in legal proceedings. A breach of any of the 'Core Principles' in the Code of Conduct is regarded as gross misconduct and will result in dismissal.

I have read and understood Barnfonden's Child Safeguarding Code of Conduct and agree to abide by it.

Name: _____ Date: _____

Position: _____ Signature: _____

I have discussed the content of Barnfonden's Child Safeguarding Code of Conduct with the signatory above. They confirm that they have understood the content in its entirety and their obligation to abide by it.

Name: _____ Date: _____

Position: _____ Signature: _____

RELATED DOCUMENTS

- Child Safeguarding Policy
- Whistleblowing Policy
- Policy to prevent Sexual Exploitation, Abuse and Harassment (PSEAH)