

## CODE OF CONDUCT

*Approved by the Board of Trustees on 11<sup>th</sup> February 2019*

The mission of the Raoul Wallenberg Institute of Human Rights and Humanitarian Law (RWI) is to contribute to a wider understanding of, and respect for, human rights and international humanitarian law. The Institute's vision is just and inclusive societies with the effective realisation of human rights for all.

RWI strives to promote and uphold the highest standards of ethical and professional conduct in all its activities and is to this effect guided by the following **core values, guiding principles and standards of ethical and responsible conduct**.

### I. Core Values

#### ***Respect***

We believe that respect for the inherent dignity of the human being is fundamental and this permeates all our behaviour.

#### ***Integrity***

We are committed to our mission and values and we are not going to compromise in respect of independence, trust and quality. Our work is transparent and performed with accountability.

#### ***Inclusiveness***

We are a learning institution and encourage everyone to participate by expressing their views and sharing their knowledge. We value all input and viewpoints and are open to constructive dialogue and cooperation with all in order to fulfil our mission.

#### ***Inspiration***

We continuously strive at maintaining a creative, dynamic and supportive work and learning environment, so as to inspire others, as well as each other, to work in line with our mission – to contribute to a wider understanding of, and respect for, human rights and international humanitarian law.

### II. Guiding Principles

The core values provide RWI with a set of timeless guiding principles on which all policies and actions should be based. These principles aim at furthering the effectiveness of the work and partnerships of RWI as well as its name as a credible and trusted Institute, employer and partner.

### ***i) Non-Discrimination***

We fully respect the human rights, dignity and worth of all persons in all circumstances. We have no tolerance of discrimination against any individual or group on grounds such as race, colour, ethnicity, religion, age, sex, pregnancy, physical or mental disability, political opinion, national origin, medical condition, marital status, sexual orientation, gender identity, or position in society.

### ***ii) Diversity***

We are committed to maintaining a working and professional environment that respects differences. We respect diversity and believe that the quality of work improves by the influence of different perspectives. Through dialogue we try to seek out, value and use diverse ideas, knowledge and experiences to meet our mission and achieve greater understanding. We respect the different values and cultures prevailing in each society, provided that they are not in conflict with international human rights standards. We seek to avoid behaviour that is not acceptable in a particular cultural context and do not attempt to impose solutions of one society upon another.

### ***iii) Fairness***

We strive to be fair and just in all our professional dealings. We do not exercise power arbitrarily nor do we abuse powers entrusted to us for private gains. Also, we do not use unjustifiable means to gain or maintain any advantage nor do we take undue advantage of another's mistakes or difficulties. We never seek to engage in any behavior that could reasonably make another person feel unfairly treated, vulnerable or powerless.

### ***iv) Independence***

We safeguard our status as an independent academic institution, and do not compromise the pursuit of our mission, vision and values by allowing ourselves to be influenced or controlled by others in matters of professional opinion or conduct. We do not engage in acts that are contrary – or discreditable – to the interests of the Raoul Wallenberg Institute. We are politically non-partisan and non-sectarian. We do not monitor state compliance in the human rights field. We will only accept funding that will not compromise our ability to address issues freely, thoroughly and objectively, in line with our mission.

### ***v) Credibility***

We shall be a constructive and credible partner in research, education and institutional development and human rights dialogue, striving for long-term cooperation. To the best of our ability, we provide truthful and accurate information and communications. We will go to great lengths to meet our commitments. We do not make promises we cannot keep. The positions we take will be based on independent, objective, critical and professional analysis and with high standards of research, relying on a balanced assessment of all relevant circumstances.

### ***vi) Accountability and Transparency***

We assume accountability for the quality of our work. We hold ourselves accountable for the values and guiding principles of this Code of Conduct. To promote accountability, we seek to carry out our activities in a transparent manner. We share and disclose all relevant information in a timely way, while respecting confidentiality and privacy.

### ***vii) Participation***

We promote open and effective participation by all concerned in the planning, implementation and assessment of our work.

### **viii) Learning**

We constantly strive to learn from our own experiences and from those of others, thereby contributing to effective adjustments, new ideas and insights as well as improving and adding value to our work and partnerships.

### **ix) Environmental Protection and Sustainable Development**

We believe that increased respect for human rights and environmental protection are mutually reinforcing components of sustainable development. In all our activities, we are committed to promoting sustainable development with due consideration to the centrality and interdependence of human rights and environmental protection.

## **III. Standards of Ethical and Responsible Conduct**

This Code of Conduct is an integral part of RWI's conditions of employment and service and shall be signed off on by all RWI staff, interns, contractors (i.e. those having entered into a contract with RWI for the provision of professional services) and others formally affiliated with RWI as a confirmation of their commitment to pursue their RWI assignments in accordance with the values, principles and guidance contained herein. The Code of Conduct thus forms part of the contractual arrangements of RWI staff, interns, contractors and others formally affiliated with RWI. For the purposes of this document, the term "RWI staff and contractors" is henceforth used to also cover interns and others formally affiliated with RWI.

Members of RWI staff are also requested to promote adherence to the standards of the Code by partners to RWI and others working with RWI in different capacities.

Members of the RWI Board of Trustees are individually and collectively bound to abide by the provisions of the Code.

At the core of the conduct under any RWI assignment lies the expectation that all persons working for and with RWI will respect and ensure respect of international human rights law and international humanitarian law.

### **Professionalism**

Staff and contractors shall:

- in all work and activities maintain and promote all reasonable skill, care and diligence to ensure the carrying out of all responsibilities conscientiously and in accordance with recognised professional standards
- at all times demonstrate due respect, courtesy and professional behaviour towards colleagues and other contacts in relation to the work or assignment with RWI.

### **Compliance with the law, regulations and instructions**

Staff and contractors shall:

- at all times comply with applicable national and international law
- comply with all lawful and reasonable instructions issued by RWI in relation to work or specific assignments with RWI
- neither seek nor accept instructions regarding the performance of the work or assignment for RWI from any authority external to RWI without prior authorisation by RWI.
- not undertake any sideline work or activities that may interfere with the ability to carry out the assignment with RWI, either in terms of time and energy or by virtue of it being incompatible with the nature of the work or assignment with RWI
- prevent situations that may undermine their objectivity because of the possibility of a clash between self-interest and the instructed work or assignment for RWI

- make a full and fair disclosure of all matters that, in accordance with the above points, could reasonably be expected to impair the work or assignment for RWI.

### **Cultural sensitivity**

Staff and contractors shall:

- be aware of and respect cultural differences and seek to avoid behaviour that is not acceptable, or challenging, in a particular local cultural context.

### **External relations and representing RWI**

Staff and contractors shall:

- When representing RWI, avoid exaggerating their position, misrepresenting their function or overstating the nature of their duties
- If, on behalf of and officially representing RWI, speaking to the media, posting on social media or publishing (digitally or otherwise), not advance personal points of view or support a position on a matter that is not supported by RWI
- If communicating with public media, posting on social media or publishing (digitally or otherwise) is not part of their official RWI duties or otherwise authorised by RWI, not in any way be seen to represent or speak on behalf of RWI
- In no circumstance use the media to reveal unauthorised information about RWI or its work and activities.

### **Safety**

Staff and contractors shall:

- comply with RWI instructions and precautionary measures intended to ensure safety and security.
- not engage in any conduct which risks jeopardising safety and security.

### **Use of RWI resources**

Staff and contractors shall:

- Deal diligently, with due precautionary care, with assets owned by or otherwise at the disposal of RWI and use them for authorised purposes. Misuse is not acceptable and shall be prevented.
- Only use RWI funds for authorised purposes related to RWI's mission. Use of RWI resources for purposes unrelated to or in violation of the work or assignment of RWI is unacceptable.

### **Incorruptibility**

Staff and contractors shall:

- Not abuse power entrusted to them for direct or indirect private gain.
- Not offer, promise, give, accept or solicit an advantage (financial or otherwise) intended as an inducement to illegally, or improperly, perform, or refrain from performing, a function or activity, or a reward for such performance or non-performance, related to RWI work or assignments. RWI does not tolerate behaviour that may deceive another person in order to gain an unfair advantage (financial or otherwise)

### **International sanctions**

Staff and contractors shall:

- Be aware of any international sanctions with which RWI is required to comply as well as any individual obligations in this respect, notably as concerns the prohibition to engage in, or in any way support, activities or partnerships banned by international sanctions, including in relation to the financing of terrorism.

- Provide information about any international sanction requirements that may affect their work or professional relationship with RWI.

### **Handling of information**

Staff and contractors shall:

- Respect that authorisation is required for access to RWI information systems and files. No unauthorised access is allowed.
- Prepare and deal truthfully with information to which they have access for duty purposes and sign or enter records only to the extent the records have been ascertained as correct and authorisation or instructions to do sign and enter have been granted.
- Protect confidential and proprietary information from unauthorised disclosure. Due care shall be applied in all matters of official business in this respect.
- Not use for personal advantage information associated with RWI assignments and duties that has not been made public by RWI, but is known to staff and contractors only by virtue of their work or assignments for RWI.

### **Fair treatment**

Staff and contractors shall:

- Respect the dignity, worth and equality of all people without any distinction. RWI has zero tolerance of any unfair differential treatment or arbitrary distinction based on a person's race, ethnicity, creed, social or political background or affiliation, colour, nationality, religion, age, gender, disability, physical attributes, marital status, family size, sexual preference or orientation LGBT status, social origin, class, caste or other similar status, whether it affects one person or a group of persons similarly situated.

### **Harassment**

Staff and contractors shall:

- Always behave in a manner that is free from intimidation, hostility, offence and abuse of colleagues, partners and other associates.
- Not abuse their authority in ways that may be offensive, humiliating, embarrassing or intimidating to another person will not be tolerated.
- Not engage in any behaviour or acts that could make another person feel unfairly treated, insulted, belittled, powerless or vulnerable, i.e. behaviour considered unwelcome by the person subjected to it.

### **Sexual exploitation and abuse**

Staff and contractors shall:

- Recognise that RWI as a workplace and employer does not condone any sexual abuse associated with assignments under its name or any sexual misconduct which is contrary to law. This applies to any enforced sexual transactions or other exploitative behaviour.

### **Use of alcohol and drugs**

Staff and contractors shall:

- Recognise that RWI does not tolerate that persons carrying out work or assignments for RWI are under the influence of alcohol or narcotic substances while on duty.

### **Environment**

Staff and contractors shall:

- Ensure sustainable use of resources and materials and avoid harmful environmental impact wherever possible. Hazardous waste shall be minimised and at all circumstances be properly dealt with. RWI is committed to an environment-friendly practice throughout its work.

#### IV. Implementation

- The Director of the Institute and RWI managers are responsible for ensuring compliance of this Code of Conduct throughout RWI and its activities.
- RWI staff and contractors have a duty to adhere to the provisions contained in this Code of Conduct
- The Board of Trustees has the responsibility to monitor compliance of all concerned, including members of the Board itself. At regular intervals, the Board shall review the Code of Conduct and its effective application.

Suspicious or concerns that activities might be in conflict with the provisions of this Code shall be reported to the closest RWI manager or designated RWI contact person. When appropriate, concerns or suspicions can also be raised directly with the RWI Director or the Chairperson of the RWI Board of Trustees.

RWI encourages whistleblowing and aims to provide a safe environment through which concerns can be voiced, without fear of reprisal or unfair treatment.

Allegations of suspected violations will, if substantiated, be promptly investigated, ensuring due process, including full respect for the principle of presumption of innocence.

If, following such investigation and contrary to expectations, it is established that provisions of this Code of Conduct have been violated, the Director of RWI may take action in accordance with applicable provisions of contracts and agreements between the Institute and the person in question, and/or of applicable labour or other laws. Failure to comply with the standards set out in this Code may constitute grounds for disciplinary action, including termination of an assignment, employment, contract and / or partnership with RWI.

Furthermore, violating the standards in this Code may constitute a criminal offence and could lead to criminal charges being brought.

Failure to disclose or knowingly withhold information, when required by law and regulations and contrary to contractual obligations, about circumstances that could imply violations of this Code of Conduct may also constitute grounds for disciplinary measures to be taken by RWI.

In case of uncertainty regarding the applicability of the principles and standards laid out in this Code, clarification shall be sought from the closest RWI manager or designated RWI contact person.

#### V. DOCUMENT HISTORY AND VERSION

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
1.00	Document drafted by Deputy Director, and adopted by the Board of Trustees	Board of Trustees	2019-02-11