

Code of Conduct

I. INTRODUCTION

This Code of Conduct is based on the code of conduct adopted on 11 February 2019 by the Board of Trustees of the Raoul Wallenberg Institute of Human Rights and Humanitarian Law (RWI).

This Code of Conduct has been developed to apply in the context of implementing partner agreements RWI has signed with partners, and in such case forms an integral part of these agreements.

II. STANDARDS OF ETHICAL AND RESPONSIBLE CONDUCT

At the core of the conduct for any activity RWI is involved in lies the expectation that all institutions, organisations and individuals working with RWI will respect and ensure respect of international human rights law and international humanitarian law.

Standards of expected ethical and responsible conduct moreover include that RWI implementing partners, and their staff, in this respect:

- Comply with applicable national and international law.
- 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.
- Exercise and promote all reasonable skill, care and diligence to ensure the carrying out of all responsibilities conscientiously and in accordance with recognised professional standards.
- Demonstrate due respect, courtesy and professional behaviour towards colleagues and other professional contacts in relation to the work with RWI.
- Are aware of and respect cultural differences seeking to avoid behaviour that is not acceptable, or challenging, in a particular local cultural context.
- Do not undertake any activities that may interfere with the ability to carry out agreed work with RWI, either in terms of time and energy or by virtue of it being incompatible with the nature of the work with RWI.
- Prevent situations that – for reasons involving personal interests, political or national affinity, economic interest or any other connection or interest unrelated to the objectives of the cooperation with RWI – compromise, or may compromise, the impartial and

objective exercise of functions, as required to effectively perform agreed tasks and responsibilities pertaining to the work with 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 with RWI.
- Do not in any way communicate with media, post on social media or publish (digitally or otherwise) in a manner which could be seen as representing or speaking on behalf of RWI, unless authorised in writing to do so by RWI.
- Refrain from revealing unauthorised information about RWI or its work and activities in communication with media, or when posting on social media or publishing (digitally or otherwise).
- Do not use for own advantage information associated with RWI that has not been made public by RWI, but is known only by virtue of the cooperation with RWI.
- Protect confidential and proprietary information from unauthorised disclosure. Due care shall be applied in all matters of official business in this respect.
- Do not engage in any conduct which risks jeopardising safety and security of individuals involved in the cooperation with RWI.
- Deal diligently, and with due precautionary care, with assets owned by or otherwise at the disposal of RWI and use them for authorised purposes only. Misuse is not acceptable and shall be prevented.
- Only use funds provided by RWI for agreed and authorised purposes related to the cooperation with RWI. Use of resources provided by RWI for purposes unrelated to, or in violation of, the work with RWI is unacceptable.
- Do not abuse entrusted power for direct or indirect private gain.
- Do 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 as a reward for such performance or non-performance. RWI does not tolerate behaviour that may deceive another person in order to gain an unfair advantage (financial or otherwise).
- 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.
- Behave in a manner that is free from intimidation, hostility, offence and abuse of colleagues, partners and other associates.
- Do not abuse authority in ways that may be offensive, humiliating, embarrassing or intimidating to other persons.
- Do not engage in any behaviour or acts that could make persons feel unfairly treated, insulted, belittled, powerless or vulnerable, i.e. behaviour considered unwelcome by the person subjected to it. This includes behaviour of sexual nature in the form of not only physical contacts, but also comments in the form of unwelcome compliments, invitations and suggestions.
- Recognise that RWI does not condone any sexual abuse associated with work under its name or any sexual misconduct which is contrary to law. This also applies to any enforced sexual transactions or other exploitative behaviour.
- Recognise that RWI does not tolerate that persons are under the influence of alcohol or narcotic substances while on duty.
- 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.

III. IMPLEMENTATION

RWI and its staff have a duty to adhere, and promote adherence, to the standards of ethical and responsible conduct as contained in this Code of Conduct. Managers at RWI are additionally responsible for ensuring compliance with these standards throughout RWI and its activities. The RWI Board of Trustees has the responsibility to monitor compliance of all concerned, including members of the Board itself.

RWI expects that implementing partners observe, abide by and monitor the compliance of the above-mentioned standards of ethical and responsible conduct insofar as the cooperation with RWI is concerned.

Suspicious or concerns that activities might be in conflict with the provisions of this Code shall be reported to the implementing partner's 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 implementing partner agreements, and/or of applicable laws. Failure to comply with the standards set out in this Code may constitute grounds for termination of a 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 measures to be taken by RWI in accordance with the above.

It is expected that implementing partners to RWI in similar ways ensures that the provisions of this Code of Conduct are, within the framework of the cooperation with RWI, adhered to providing possibility for raising concerns regarding possible violations of these provisions. It is moreover expected that implementing partners, by the same standards as described above, investigate suspected violations of this Code and appropriately address established violations.

If an implementing partner receives a complaint relating to a suspected violation of this Code, it shall immediately notify RWI thereof in writing and is expected to take, as agreed with RWI, necessary measures, including in accordance with the above. In such case, RWI reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken or take own additional measures if necessary.

In case of uncertainty regarding the applicability, or any aspect of the implementation, of the standards in this Code, clarification shall be sought from the implementing partner's designated RWI contact person.