

ETHICAL GUIDELINES

These guidelines regulate the actions of individual staff members (board members, employees, project staff), in all situations in which they represent Norcode.

1. General

Individual staff members are obliged to give consideration to the interests of their cooperation partners, to pursue gender equality, and to show respect for the individual.

Individual staff members are obliged to perform their duties and to act in an ethically appropriate manner, so that Norcode's reputation is not damaged.

Individual staff members shall act on the basis of the organisation's basic values and objectives, and shall exercise ethical self-examination.

2. Attitude – Action

Norcode's work is based on respect for fundamental human rights, which among other things means that staff members must treat everyone equally, without discriminating on the basis of race, sex, social status, religion or political affiliation.

Norcode staff members shall in every way show respect for and a basic understanding of the host country's political system, laws, cultural traditions and religion.

Norcode's staff members shall comply with the host country's laws relating to the possession and use of intoxicating substances. In cases in which the legislation of the host country is particularly liberal, Norcode applies Norwegian norms on the conduct of staff members. Intoxicating substances must not be consumed in connection with driving.

Norcode's staff members shall work against sexual harassment and the exploitation of a weaker party, and shall never exchange services (for example by giving material goods or other privileges) for sexual services.

3. Openness

Norcode's administration of its tasks shall be characterised by openness, transparency and access, so that contributors, members, partners and any other interested parties may familiarise themselves with Norcode's activities, and thus gain insight into how Norcode performs its tasks. This will also ensure that any breaches of good administrative practice can be uncovered.

Norcode shall actively inform relevant international and national institutions about its activities.

4. Loyalty and freedom of expression

Norcode's staff members are obliged to comply with the legal rules and ethical guidelines applicable to Norcode's activities. This does not constitute a duty to follow orders to do something illegal or unethical.

Norcode is aware of the rules relating to notification pursuant to the provisions of the Working Environment Act, which establish that an employee has a right to notify, i.e. to blow the whistle on inappropriate conditions within the enterprise. Notification must take place in a proper manner, i.e. efforts should be made to raise the matter internally before notification takes place.

5. Trust

Norcode's staff members shall not act in a manner that may weaken confidence in their impartiality.

Staff members of Norcode may not have extra or side interests, hold board memberships or accept other paid assignments that are incompatible with Norcode's legitimate interests, or that may weaken confidence in the organisation. Staff members must be open about extra or side interests, etc. that may be relevant to the performance of their duties.

6. Corruption

Norcode will fight corruption in every sense and take all necessary precautions to avoid any kind of corruption to interfere in its activities and projects. Corruption undermines the building and strengthening of cultural infrastructure, and Norcode will show clearly how organizations can maintain their responsibility and promote a serious and responsible code of conduct for the organizations in question.

Norcode's staff members shall not, either on their own behalf or on behalf of others, accept (or make preparations for accepting), gifts, trips, hotel stays, food and drink, discounts, bonuses, loans or other payments or advantages that may, or that are intended by the giver to, affect the recipient's actions and attitudes in the performance of his/her duties.

Norcode's staff members may not use their position to secure for themselves or for others any unwarranted advantages. This also applies in cases in which such advantages will not affect the performance of their duties.

Gifts whose value is commensurate to local politeness norms will generally be permitted.

Norcode's staff members shall not, in the course of performing their duties, give or offer gifts or other advantages that are intended to, or that may, affect the recipient's performance of his/her duties.

7. Professional independence and objectivity

Norcode's staff members shall always base the performance of their duties on their professional knowledge and their professional judgement.

Adopted at board meeting 3, 29 August 2011