



Code of Conduct

Adherence to this Code is essential to maintaining the trust of our stakeholders and delivering on our mission.

Scope

This Code applies to:

- All employees, trainees, and volunteers of the Barnahus Network.
- Steering Group members.
- External partners, contractors, and consultants acting on behalf of the Barnahus Network.

Professional Integrity

All individuals are expected to conduct themselves with integrity, transparency, and professionalism in their interactions with colleagues, partners, beneficiaries, and stakeholders. This includes:

- Performing duties honestly and ethically.
- Avoiding conflicts of interest and declaring any potential or perceived conflicts to the Secretary General, else a member of the Steering Group.
- Ensuring all communications and representations made on behalf of the Barnahus Network are accurate and truthful.
- Protecting any confidential information they accessed or handled during their engagement with the Network, even after the termination of their relationship with the Barnahus Network.

Compliance with Laws and Regulations

Compliance expected with:

- Local and international laws applicable to the organisation's operations.
- Internal policies of the Network.
- Externally funded projects may be subject to additional rules as decided by the donor and regulated through contracts.

Work environment

We support a healthy work environment by:

- Treating each other with dignity, respect, and fairness, without engaging in or tolerating any form of harassment, bullying, or discrimination.
- Respecting diverse opinions, backgrounds, and perspectives, promoting collaboration and constructive dialogue.

- Respecting privacy and personal boundaries, especially in remote work settings.

Remote work

Remote work does not imply availability outside of agreed-upon hours unless explicitly agreed and compensated.

Due to the nature of remote work, extra precaution is required to:

- Reduce or eliminate the risk of disclosing or using confidential information for personal gain or to harm the organisation.
- Ensure sensitive data, including personal data of beneficiaries, employees, and partners, is handled in accordance with the **Data Protection and Confidentiality Policy**.

Conflict of interest

All individuals must avoid situations where their personal interests' conflict with the interests of the Barnahus Network. This includes:

- Not accepting gifts, favours, or hospitality from external parties that could be perceived as attempts to influence decision-making.
- Declaring any potential conflicts of interest to the Secretary General or the Steering Group.
- Refrain from activities that might compromise their impartiality, independence, or the reputation of the Barnahus Network.

Use of Resources

Resources provided by the Barnahus Network, including financial resources, equipment, and intellectual property, must be used responsibly and only for authorised purposes. This includes:

- Ensuring that funds, donations, and grants are used in accordance with donor agreements and project goals.
- Protecting the organisation's property and not using it for personal gain.
- Avoiding misuse of resources, including time, materials, and services.

Health and Safety

All individuals are responsible for promoting a safe working environment by:

- Complying with the Health and Safety Policy and any applicable safety procedures.
- Reporting unsafe conditions, practices, or accidents immediately to the relevant authority.
- Maintaining a safe and healthy workspace, whether working remotely or in an office setting.

Whistleblower Protection

Any individual within the scope of this code of conduct who becomes aware of illegal or unethical behaviour of an individual within the scope of this code of conduct, is encouraged to report it in accordance with the Barnahus Network's Whistleblower Policy.

These reports will be treated with urgency and confidentiality, and all safeguarding concerns will follow the outlined procedures.

- No retaliation is taken against individuals who report concerns in good faith.
- All reports of misconduct are investigated promptly and confidentially.

Accountability

All individuals are expected to:

- Be accountable for their actions and decisions.
- Take responsibility for upholding the values and policies of the Barnahus Network.
- Engage in open and honest communication with colleagues, supervisors, and external stakeholders.

Violations of the Code of Conduct

Any breach of this Code of Conduct may result in disciplinary action, including termination of employment or contract, suspension from the Steering Group, or legal action, depending on the severity of the violation. External partners and contractors may have their contracts terminated if they fail to comply with this Code.

Cross references

Personnel Handbook:

- **Section 4: Organisation and Tasks of the Barnahus Network:** Defines organisational values, expectations, and employee behaviour.
- **Section 16: Discipline:** Outlines consequences for violations of the Code of Conduct.
- **Section 5: Appraisal and Development:** Encourages performance aligned with the Code of Conduct.

