

CODE OF CONDUCT

1. Introduction

FOKUS' vision is of a society based on parity and equality, where women's human rights are respected and protected, and where everyone can participate on a level playing field, regardless of gender.

FOKUS' objective is to be a member-based skills and resource centre. Through promotional work and development cooperation, the organisation is expanding its international involvement in and efforts for women's human rights and social participation.

FOKUS aspires to promote universal respect for human rights in general, and women's human rights in particular. All of FOKUS' efforts are also intended to support the UN Convention: *The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)*, *the Plan of Action from the UN's World Conference on Women in Beijing* and the UN's Sustainable Development goals. All activities performed by or under the auspices of FOKUS shall serve this purpose.

All those who represent FOKUS shall act in compliance with the organisation's core values: FOKUS shall be **accountable, independent, inclusive and brave**.

All of FOKUS' activities shall be compliant with its ethical guidelines, encompassed in this Code of Conduct and with the Anti-corruption Policy and Action Plan.

FOKUS adheres to ethical standards ensuing from *relevant UN and ILO conventions* (see Annex 1).

FOKUS prioritises the combating sexual exploitation, abuse, or harassment and commits to zero tolerance of inaction. The Code is clear on this; Guidelines for preventing and detecting SEAH are included as Annex 2.

Guidance on raising Concerns and Complaints is provided in Annex 3.

2. Scope and accountability

The purpose of this Code of Conduct is to guide individuals who represent FOKUS to perform their duties in an ethically responsible manner and in keeping with the standards and values that FOKUS lays down in its governance documents. The Code will also help ensure compliance with legislation and regulations that are relevant for FOKUS' activities.

While the guidelines provide a framework for what FOKUS considers to be responsible behaviour, they are not exhaustive. As a representative of FOKUS, you need to show good judgement, caution and care in your work for the organisation.

The Code of Conduct applies to everyone who represents FOKUS. This includes all employees, Board members and consultants. All employees, Board members and

consultants shall sign the Code of Conduct to demonstrate that they are familiar with the ethical guidelines. All Board members shall sign the Code of Conduct at the first Board meeting they attend. The Code is attached to employees' contracts of employment.

FOKUS' member organisations, as well as cooperating and implementing partners, that run development cooperation projects shall have their own ethical guidelines. The organisations themselves can decide whether they would prefer to use FOKUS' guidelines or develop their own, as long they are in keeping with the requirements in the guide provided by NORAD. No actions shall be taken that are at variance with the guidelines, nor should others be encouraged to take such actions. If you are in doubt about whether a particular activity is legal or ethically acceptable, ask your immediate superior in advance. It is important to discuss and mobilise the ethical FOKUS' guidelines regularly. Breaches of the Code can lead to in-house disciplinary measures, termination of employment or, in serious cases, to prosecution (see Annex 2).

3. Management of human resources

FOKUS shall be an organisation in which employees, Board members and individuals from the member organisations feel included, heard and informed. The organisation's decisions and administration are to be based on open, participatory and democratic processes.

FOKUS shall strive to ensure that all the work performed is of a high calibre, and that the necessary expertise is available in the organisation at all times.

FOKUS' human resources management shall be in compliance with current labour legislation, and comply with all health, safety and environmental requirements for employees and volunteers alike.

4. Behaviour based on mutual respect

FOKUS' representatives shall perform their duties and behave with due respect towards colleagues. FOKUS does not accept behaviour that colleagues or others with whom we are in contact might perceive as threatening or derogatory. FOKUS' representatives shall behave considerately and respectfully in respect of colleagues and partners, and show respect for cultural, religious and social conditions.

FOKUS' representatives shall be aware of the balances of power that play out as part of development cooperation relations, and of any privileges that ensue from gender, nationality, ethnicity or other factors. All those who represent FOKUS shall be professional in their relations with employees and volunteers in implementing partner organisations and others with whom they come into contact as a representative of FOKUS.

You are prohibited from buying or receiving sexual services while on business trips.

FOKUS has no tolerance for sexual exploitation, abuse and harassment (SEAH).

Sexual acts involving children (people under the age of 18) shall not occur, regardless of whether or not the sexual age of consent is lower in the country you are in or local laws are different. Believing the child to be older is not an acceptable argument, for example.

Report suspicions of sexual exploitation, abuse and harassment immediately; Annex 2 provides further guidance.

Those engaged in humanitarian work are required to create and maintain an environment that prevents sexual exploitation, abuse and harassment, and which is compliant with FOKUS' Code of Conduct. Leaders at every level have a particular responsibility to ensure that this is done.

5. Equal treatment

FOKUS emphasises the importance of having an inclusive working culture. Everyone is unique and valuable and shall be respected for their individual skills and abilities. No form of bullying, harassment or discrimination is ever acceptable, regardless of whether it is based on gender, religion, national or ethnic origin, cultural background, social affiliation, disability, sexual orientation, marital status, age or political opinion.

All employees shall be treated equally. When personnel-related decisions are taken, only relevant qualifications such as individual suitability, education, experience, performance and other professional criteria shall be taken into account.

6. Sexual Exploitation, Abuse and Harassment

FOKUS rejects all forms of improper behaviour, sexual exploitation, abuse, or harassment and commits to zero tolerance of inaction.

The following definitions apply:

- *Sexual exploitation*: any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including profiting monetarily, socially or politically from the sexual exploitation of another
- *Sexual abuse*: the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions
- *Sexual harassment*: any form of unwanted sexual attention that has the purpose or effect of being offensive, frightening, hostile, degrading, humiliating or troublesome

All indications of the occurrence SEAH shall trigger careful and quick action to:

- Stop harm continuing
- Conduct investigation properly
- Report to relevant authorities

The rights, needs and wishes of the alleged victim will always be treated with highest priority.

FOKUS defines "zero tolerance" as acting on every allegation fairly and reasonably with due regard for procedural fairness. Zero tolerance does not mean zero incidents but ensures that FOKUS makes a defined effort to provide a comfortable and confidential way for victims and survivors to report and an appropriate response is put into action.

7. Intoxicants

No intoxicants are allowed at FOKUS. Accordingly, you shall neither indulge in nor be under the influence of intoxicants when working for the organisation.

However, limited amounts alcohol may be served on special occasions, as appropriate.

The intake of alcohol is not to be combined with driving a motor vehicle. Intoxicants shall not be used/served in a manner that can cast a shadow on the participants or their organisations/companies.

On work-related trips, employees and others who represent FOKUS shall abstain from using or possessing any and all illegal intoxicants. You shall also exercise caution when using legal intoxicants, e.g. alcohol, outside of working hours on any trips on which you represent FOKUS, both in Norway and abroad.

8. Prevention of money laundering, terrorist financing and financing of the proliferation of weapons of mass destruction LAFT/FPADM

FOKUS rejects money laundering, the financing of terrorism and the financing of the proliferation of weapons of mass destruction LA/FT/FPADM; therefore, it will not contract with any person who is linked to or suspected of engaging in such criminal conduct. To this end, FOKUS will establish manuals and procedures to prevent the conduct above.

Definitions

Money laundering: According to the United Nations (UNODC) *"Money laundering is a crime, which consists of giving an appearance of legitimate or lawful origin to assets - monetary or otherwise, which are products or "profits" of serious crimes such as illicit drug trafficking, human trafficking, corruption, kidnapping and others"*.

Terrorist Financing: According to GAFILAT *"Is any assistance, support or conspiracy, whether direct or indirect, to collect funds with the intention that they be used to commit a terrorist act; whether by an individual perpetrator or a terrorist organisation. They can be both licit and illicit funds."*

Financing of the Proliferation of Weapons of Mass Destruction or FPADM: Is any act that provides funds or uses financial services, in whole or in part, for the manufacture, acquisition, possession, development, export, transfer of material, fractionation, transport, transfer, deposit

or dual use for illegitimate purposes in contravention of national laws or international obligations, where the latter is applicable.

9. Conflicts of interest

FOKUS' representatives shall not seek to gain advantages for themselves, or for closely related parties, which are inappropriate or might otherwise not be in the best interest of FOKUS. You are to notify the management of FOKUS if immediate family or other closely related parties of a FOKUS representative are directly or indirectly associated with projects or programmes that receive funding from or through FOKUS or receive any type of financial gain related to FOKUS' activities.

You are not to take part in or try to influence decisions, if doing so could lead to, or be perceived as, a conflict of interest. Such conflicts of interest may involve a personal interest in a matter, financial or otherwise, either directly or through closely related parties.

FOKUS employees:

- May belong to affiliated organisations, but shall not hold office or occupy positions of trust
- Shall not be a member of a project committee or other body that bears project responsibility in affiliated organisations
- Shall not be a programme adviser for programmes/projects that are administrated by affiliated organisations, where the programme adviser him/herself is a member or where closely related parties hold leading positions

If you become aware of a potential conflict of interest, report it to your immediate superior right away. Conflicts of interest are not always obvious, so if you are in doubt, consult a superior. Board members shall consult the Chair of the Board.

10. Bribes, gifts and advantages

FOKUS' representatives shall not offer, promise or provide inappropriate advantages to others to get them to do or not to do something in connection with their professional duties. This applies regardless of whether the advantage is offered directly or through an intermediary.

Gifts or other benefits to external business associates shall be in keeping with locally accepted customs and practices. Gifts and other benefits shall be of modest value, shall not be given frequently and shall be given only when the time and place are appropriate. You are not allowed to accept money or other advantages that can influence, or be perceived as influencing, your integrity or independence.

Consultants are prohibited from accepting gifts of goods or services. Practical difficulties may necessitate temporary assistance to a consultant from an individual or organisation in partnership or other relationship with FOKUS. Such a situation shall be reported to the contact person at FOKUS as soon as practicable.

If you as an employee are offered or have received gifts or benefits other than ordinary token courtesy gifts, notify your immediate superior right away.

11. Competing activities

FOKUS' representatives shall be loyal to FOKUS. While you are still an employee of FOKUS, you shall not own, operate, give significant help to or accept employment from another undertaking which directly or indirectly competes with or undermines FOKUS' work or operations.

If you are in doubt, consult one of your superiors. Board members shall consult the Chair of the Board.

12. Fundraising

At FOKUS, fund-raising shall be performed in accordance with the current ethical guidelines laid down by the Norwegian Control Committee for Fundraising (www.innsamlingskontrollen.no).

13. Data processing

FOKUS shall process personal data that has been collected in accordance with the Personal Data Act. Personal data shall only be stored if the user actively gives permission for the data to be disclosed. Registered information shall be processed in a strictly confidential manner and pursuant to §8 of the Personal Data Act, and it shall only be used for the following purposes:

- To satisfy signed agreements
- To satisfy the organisation's legal obligations pursuant to the Income Tax Act and the Norwegian Accounting Act
- For activities pertaining to information about and fund-raising for FOKUS

Upon written request, individuals can find out what personal data FOKUS has registered, and how they are used.

FOKUS shall not disclose personal data to others. Unnecessary information shall be deleted when storage is no longer required for the original purpose.

14. Procurement of goods and services

FOKUS' procurement of goods and services shall be compliant with the guidelines laid down by the Initiative for Ethical Trade, see Annex 1.

15. Accounts and reporting routines

FOKUS' accounting and reporting routines shall at all times be compliant with relevant legislation, accounting standards for not-for-profit organisations and decisions taken at the meetings of the Council of Representatives. The accounts shall not contain erroneous or intentionally misleading items. In reasonable detail, they shall provide a justifiable and accurate impression of FOKUS' assets, liabilities, revenues and expenditures. Transactions shall not intentionally be classified incorrectly, whether this applies to an account, department/project or accounting period.

The periodic reports to FOKUS' Board and the meeting of its Council of Representatives shall render visible the use of funding relative to FOKUS' objectives, adopted plans and budget, thus contributing to the effective utilisation of the funding that has been raised.

16. Protection of assets and archives

Assets and archives that belong to FOKUS will be used and stored with discretion and respect, and they will be safeguarded from destruction and misuse. You are not allowed to use FOKUS' time, equipment or materials for purposes not directly related to FOKUS' activities or without the permission of your immediate superior. The same applies to removing or borrowing FOKUS' assets without permission. The organisation's computers or other technical equipment shall not be used to watch, download, or distribute pornography or illicit material.

17. Confidential information – Duty of Confidentiality

FOKUS' general principle of transparency and insight shall not be an impediment to the expedient protection of information that is important for the organisation's activities and for personal safety. All those who work at or for FOKUS shall exercise a special duty of care with a view to information to which you are privy through your work, and which you understand, or should understand, should not fall into the hands of outsiders because they might harm the organisation and/or the people FOKUS strives to help.

18. Basic principles

This document explains basic principles, standards and procedures that are normative for those who represent FOKUS. The document does not grant any rights for contacts, partners, vendors or other individuals or units.

To capture individual recognition of, and encourage allegiance to, the Code of Conduct

I hereby confirm that I have read and understood FOKUS' Code of Ethics and acknowledge that should I contravene any of the stated instructions, conditions or requirements, I may be subject to sanctions.

Name, date, place

Annex 1:

IEHS GUIDELINES FOR ETHICAL TRADE (adopted by the Board of FOKUS on 22 June 2017)

The IEHS guidelines for ethical trade are based on key UN and ILO conventions and documents. The content of the IEHS guidelines specifies minimum and not maximum standards. National legislation shall be adhered to. Where the guidelines and national legislation and regulations address the same topic, the highest standard shall apply.

1. Compulsory labour/slave labour (ILO conventions nos. 29 and 105)

There shall be no form of forced labour, slave labour or work performed involuntarily. Workers must not turn over a deposit or identity papers to an employer, and they shall be free to terminate their employment with a reasonable term of notice.

2. Trade unionism and collective bargaining (ILO conventions nos. 87, 98 and 135 and 154)

2.1 Workers shall without exception have the right to join or set up trade unions of their own choice, and to bargain collectively.

2.2 The employer shall not discriminate against trade union representatives, or prevent them from performing trade union work.

2.3 If these rights are limited by statute, the employer shall pave the way for, and not in any case prevent, parallel mechanisms for free and independent organisation and negotiations.

3. Child labour (UN Convention on the rights of the child, ILO Conventions Nos. 138, 182 and 79, ILO recommendation no. 146)

3.1 Children under the age of 18 shall not perform work that can put their health or safety at risk, including working at night.

3.2 Children under the age of 15 (14 or 16 in certain countries) shall not perform work that can be detrimental to their education.

3.3 New recruitment of child labour at variance with the above-mentioned conventions is unacceptable. If such child labour is already taking place, efforts shall be made to phase it out promptly. Meanwhile, efforts shall be made to ensure that the children are given an opportunity for subsistence and education until the children are no longer of mandatory school age.

4. Discrimination (ILO Conventions Nos. 100 and 111 and the UN Convention on the Elimination of All Forms of Discrimination against Women)

4.1 There shall be no discrimination in the world of work based on ethnicity, religion, age, disability, gender, marital status, sexual orientation, trade union membership or political affiliation.

4.2 Protective measures shall be established against sexual harassment, threatening, abusive or exploitative behaviour and against discrimination or termination without good cause, e.g. matrimony, pregnancy, parental status or status as infected with HIV.

5. Brutal treatment

5.1 Physical abuse or punishment, or threats of physical abuse shall be prohibited. The same applies to sexual or other abuse, and different types of humiliation.

6. Health, safety and the environment (ILO convention no. 155 and ILO recommendation no. 164)

6.1 Efforts shall be made to provide a safe and healthy working environment for employees. Necessary measures shall be taken to prevent and minimise accidents and health hazards as a result of, or related to factors in the workplace.

6.2 Workers are to have regular, documented training in health and safety. Health and safety training shall be repeated for new employees.

6.3 Workers are to have access to clean sanitary facilities and clean drinking water. If relevant, the employer shall also arrange for access to facilities for safe food storage.

6.4 If the employer provides accommodations, they shall be clean, safe, adequately ventilated and offer access to clean sanitary facilities and clean drinking water.

7. Wages (ILO convention no. 131)

7.1 Workers shall be paid wages that are at least commensurate with national minimum wages or industry standards, and always enough to cover basic needs.

7.2 Wage conditions and the payment of wages and salaries shall be established by agreement prior to the commencement of employment. The agreement shall be understandable for the employee.

7.3 Disciplinary reactions involving deductions in wages and salaries shall not be allowed.

8. Hours of work (ILO conventions nos. 1 and 14)

8.1 Working hours are to be in keeping with national legislation or industry standards, and not exceed working hours in compliance with current international conventions. It is recommended that the hours of work not exceed 48 hours per week (8 hours per day).

8.2 Workers shall have at least one day off each week.

8.3 Overtime shall be limited. A maximum of 12 hours per week is recommended.

8.4 Workers shall always be paid a supplement for overtime, amounting to at least the minimum provided by law.

9. Standard employment

9.1 In compliance with international conventions and/or national legislation and regulations for standard employment, obligations to workers shall not be circumvented by using temporary employment (such as contract, casual and day labour), subcontractors or other working arrangements.

9.2 All employees are entitled to employment contracts in a language they understand.

9.3 Apprenticeship programmes shall be clearly defined with a view to length and content.

Factors outside the workplace

10. Marginalised demographic groups

10.1 The production, and the extraction of raw materials for their production, shall not contribute to destroying the resource and income base for marginalised demographic

groups, e.g. in the case of the confiscation of vast land areas or other natural resources upon which these demographic groups depend.

11. The environment

11.1 Environmental measures are assessed throughout the entire production and distribution chain, from raw material production to retail sales. Efforts shall be made to protect local, regional and global environmental aspects. The local community at the production site shall not be subject to predation, or damaged by pollution.

11.2 National and international environmental legislation and regulations shall be complied with.

11.3 Relevant discharge permits shall be obtained where so required.

11.4 Hazardous chemicals and other substances shall be managed properly.

Annex 2

Guidelines for prevention and detection of sexual exploitation, sexual abuse or harassment

FOKUS' key principles:

1. Prioritise victims and survivors of SEAH
2. Prioritize transparency and accountability
3. Be a reliable, respected, and active partner in combating SEAH

Combating SEAH requires ownership, leadership, participation of the entire workforce, transparency, and a learning mindset at the individual and organisational levels. Addressing sexual misconduct effectively will positively impact broader organisational change that will address other forms of misconduct and emerging cultural, structural, and behavioural challenges.

Prevention

Preventative measures include:

- Integrate the risks of SEAH occurring in the FOKUS and project risk matrices and pertinent actions to manage identified risks
- Work on increasing awareness in all parts of the program chain: beneficiaries, communities, cooperating and implementing partners, and other FOKUS stakeholders
- Embed a rights-based approach as an underlying motivation to combating SEAH

Detection

Effective detection requires:

- Patient work building trust in all communication channels and relationships
- Extra focus on high-risk situations and contexts
- Consideration of SEAH risks in Monitoring and Evaluation initiatives
- Concerns and complaints raising channels that are easy to access and lead to action
- Access to experts on investigating and combating SEAH

Long-lasting improvements

Long term solutions require:

- Learning from investigations
- Listening to program participants, cooperating organisations and partner staff and FOKUS personnel

Demonstration that FOKUS has Zero Tolerance of Inaction.

Annex 3

Raising Concerns and Complaints (Whistleblowing)

<p>What does this relate to?</p>	<p>Reporting concerns and complaints one may observe or evidence when the observations relate to breach of this Code of Conduct or potentially illegal activity.</p>
<p>Who can raise concerns?</p>	<p>As a point of departure, the guidelines apply to all FOKUS employees, including interns and consultants, the Board, member organisations and partners in the South. Outsiders without affiliation with FOKUS are also welcome to issue warnings about any censurable conditions. The guidelines apply to such whistle-blowers insofar as appropriate.</p>
<p>To whom should I voice my concern?</p>	<p>As a general rule, you should notify your immediate superior or someone in a position higher up the hierarchy. You can also notify in-house management indirectly through your union representative, safety delegate or a colleague.</p> <p>You also always have the right to notify supervisory authorities or other government authorities (e.g. the Norwegian Labour Inspection Authority, the Norwegian Data Protection Authority, the police, etc.).</p> <p>Individuals and groups with concerns and concerns have the possibility to inform FOKUS' main donors directly: https://www.norad.no/en/front/about-norad/Report-a-concern/</p>
<p>Notification requirement! What am I required to raise concerns about and who am I required to notify?</p>	<ul style="list-style-type: none"> • You have a duty to immediately inform your employer and safety delegate and, as need be, other employees about faults or defects that could endanger life or health, unless you yourself can rectify the matter. • You have a duty to inform your employer or safety delegate about harassment, bullying and discrimination in the workplace. • You have a duty to notify your employer if an employee is hurt on the job or contracts a disease

	<p>which you believe is due to work or conditions at the workplace.</p> <ul style="list-style-type: none"> You have a duty to notify your employer of circumstances that can cause the employer, employees or others to sustain losses or harm, cf. the ethical guidelines.
<p>Do I have a special notification obligation as a safety representative?</p>	<p>Safety representatives have a special notification obligation pursuant to the Working Environment Act. If a safety representative becomes aware of matters that could cause an accident or endanger health, the safety representative shall immediately notify the local employees on site and the employer. If the report has not been acted upon within a reasonable period of time, the safety delegate shall inform the Working Environment Committee or the Norwegian Labour Inspection Authority.</p>
<p>What should the notification include?</p>	<p>A notification should include:</p> <ul style="list-style-type: none"> Full name (Can be anonymous) Whistleblower's place of work (Can be anonymous) Date of report Time interval, or date and time of the observation A concrete description of what was observed Place where the event/incident has occurred Other witnesses Any knowledge of previous issues with the same person(s).
<p>Can I notify the media? (public notification)</p>	<p>§100 of the Constitution of Norway on freedom of expression gives you the right to speak your mind frankly in the general public discourse, including the right to express critical opinions on matters involving your place of work. The non-statutory duty to act in good faith nonetheless requires that you cannot harm an employer's interests or operations by making negative comments in public if they are not legitimate. The requirement that you must proceed in a justifiable manner normally implies that notification of censurable conditions is done through the undertaking's internal reporting channels and then to public inspection authorities. The requirement of reliability shall be more stringent in respect of public notification, e.g. notification to the media, blogging, websites, emails to multiple recipients outside the undertaking and other communications channels with a large, open circle of recipients.</p>

<p>Which principles apply to the processing of cases of complaints and concerns?</p>	<ul style="list-style-type: none"> • All concerns and complaints shall be processed immediately • Anonymity is possible • Anonymous sources can be just as valuable as open sources • The different methods of notification shall be valued equally • Confidential treatment • It should be possible to use the warning system without fearing reprisals • The whistle-blower shall be given feedback within a reasonable period of time (provided the whistle-blower is not anonymous)
<p>Who processes the notification? Administrative procedure?</p>	<p>The employer must make a concrete assessment of who is to be involved in the further processing of the case and which measures are to be implemented, depending on what type of case it is, and to whom the notification applies.</p> <p>The case shall be filed/logged and otherwise processed in compliance the regulations that apply at any given time.</p>
<p>Will I receive any feedback?</p>	<p>The raiser of concerns and complaints shall, if not anonymous, get a confirmation of receipt of the notification. Otherwise, the question of insight will be governed by the Freedom of Information Act, the Public Administration Act, the Personal Data Act, etc.</p>
<p>Are there limitations that apply to notification?</p>	<p>Rules regarding the duty of professional secrecy, defamation, etc. apply regardless of the right to raise concerns pursuant to the Working Environment Act.</p>
<p>Am I taking a risk by raising concerns?</p>	<p>Reprisals against an employee who raises concerns are prohibited.</p>
<p>Consideration for the party that is the subject of the concerns</p>	<p>In the cases in which the employer decides to prosecute the case, the party that is the subject of the concerns shall, as a point of departure, be notified and informed about what information has been provided. By so doing, the party in question will have an opportunity to present his/her version of the case. Once the case has been processed, the party in question shall be notified immediately, regardless of the outcome of the processing.</p>

<p>Motives for raising concerns and complaints</p>	<p>The willingness to take all concerns and complaints seriously is dependent on the motives behind the concern or complaint being in the interest of FOKUS' core values.</p> <p>Raisers of concerns or complaints for reasons of personal gain while causing harm to others and going against FOKUS' core values will be subject to possible sanctions.</p>
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<p>How do I raise a concern?</p>	<p>You can raise a concern in writing or verbally, e.g. by telephone, letter, personal appearance (face to face), or by email:</p> <p>alert@fokusvinner.no</p>
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