

Code of Conduct

The fundamental values of Union to Union are based on the UN Universal Declaration of Human Rights. These constitute the foundation of our trade union development work. The equal value and rights of all human beings, equality, solidarity, democracy and sustainable development are fundamental values that guide the activities of Union to Union.

By encouraging the respect for trade union rights as well as the other human rights, Union to Union supports democracy and equality, a fair global allocation of power and resources and poverty reduction.

Union to Union's support shall contribute to the development of independent, democratic and equal trade union organisations, with the capacity to represent the interests of their members and work for democracy, human rights, respect for international law, an equitable distribution of resources and sustainable development.

The text above is from the statutes of *Union to Union*, adopted May 7th 2015

Responsibility

The director is responsible for keeping the code updated and implemented in the organisation. An annual review of the code is conducted by Union to Union's board which may decide on changes based on input from Union to Union staff and partners. The Code of Conduct was adopted by the board of *Union to Union* on December 1st 2015 and has been revised annually, latest March 16, 2018.

Main points of the guidelines

The code aims to prevent the abuse of power, discrimination, corruption, organised crime, purchasing of sex, sexual exploitation, sexual abuse, prostitution, alcohol and drugs.

Target group

The code of conduct applies to all activities conducted by *Union to Union*. The organization's employees, including trainees as well as elected officials, partners and contracted consultants, shall apply it. Every employee, elected official, partner and contracted consultant is responsible for practicing the code in their work/mission. This includes being attentive and taking action to prevent breaches of the code of conduct as well as reporting breaches to the director of *Union to Union*, should they occur.

Purpose

Representatives from the Swedish trade union movement have a good reputation within the international community and are known for carrying out high quality work during international missions. It is of utmost importance that the credibility of the Swedish trade

union movement is maintained internationally, not the least to ensure the quality of the international trade union solidarity work. Therefore *Union to Union*'s board has approved this Code of Conduct. It reflects the fundamental values of the trade union movement and provides guidelines regarding how to behave in the line of work both at home and abroad when acting as a representative for a Swedish trade union organisation with support from *Union to Union*.

General common values

As a representative of the trade union movement you have a responsibility to represent the core values of trade unionism as well as the UN Universal Declaration of Human Rights and the ILO's Declaration on Fundamental Principles and Rights at Work. It is important that you behave in a way that contributes to maintain this good reputation when visiting another country. As a representative of the trade union movement, you represent not only your own organisation but are considered by also as a delegate for Sweden, the international trade union movement and the international community.

Keeping the above in mind, it is expected that you by no means shall take advantage of your position and always behave correctly against everyone, also with regards to social media, and regardless of gender, transgender identity or expression, ethnic affiliation, religion or other belief, disability, sexual orientation or age. Social position and nationality should also be respected. When you are on an international assignment you are a guest in another country and should therefore respect the land, people, culture and environment. You should avoid such political, religious, economic and other activities, which are not consistent with the trade union values outlined above. An inappropriate behaviour may mean violate other people and their rights. You also risk undermining your own as well as your organisation's credibility towards the population, local authorities, other international staff and/or organisations.

Safety

In many situations your behaviour may affect your safety. When you are on an international assignment you are "always visible", regardless if you are on duty or not. Reflect on how your attitude and your actions may be perceived and what the consequences might be. Safety awareness should be given priority in the choice of i.e. transport, hotels, etc. An inappropriate choice may put your own as well as other person's safety at risk. Keep in mind that your organisation at home should know where you travel, where you live and the details of your program. This is extra important in particularly risky environments/fragile states as well as during a longer stay. In such instances it may be a good idea to register your stay with the Swedish representation in the country:

<http://www.swedenabroad.com/svensklistan>

Commitments

Employees, elected officials, partners and contracted consultants shall counteract:

- ***Abuse of power***
During your international assignment you will be in contact with many people who are or perceive themselves to be dependent on you. Whether the dependency is real or not, you must never use your position of power as a representative improperly, nor provide benefits to others that they would normally not have. You should behave and interact with others in a way that cannot be perceived as requiring or expecting different services or benefits in return. Sexual relations with persons who are or may be dependent on you is inappropriate and should be avoided.
- ***Discrimination***
You should not discriminate against any individual or group, regardless of gender, transgender identity or expression, ethnic affiliation, religion or other belief, disability, sexual orientation and age. Social position and nationality should also be respected. This applies to local staff, elected officials as well the general population. Discrimination is regulated under Swedish law.
- ***Corruption***
You may not contribute to corruption by giving or receiving bribes, either in the form of money or other benefits. In many countries bribery occurs frequently. The document "A guide for suspected corruption" by The Swedish International Development Cooperation Agency, Sida, is adequate in these contexts. *Union to Union* rejects all use of bribery and one of the purposes of our work is to fight corruption. For this reason it is required by all employees, elected officials, partners and contracted consultants that they, as far as it is possible and without causing them unnecessary suffering, should reject bribes and corruption.. Swedish law regulates bribery and corruption. Further information can be found in *Union to Union's* Anti-Corruption Policy.
- ***Organised crime***
You should avoid any contact with organised crime. This includes being aware of organised crime and its consequences when you exchange money, choose housing, hotels and restaurants as well as a variety of other everyday situations. Furthermore, as far as possible (with help from the local partners) choose hotel, restaurant and other suppliers that operate under a collective agreement. Regarding human trafficking, you should be aware that this exists not only in the sex trade but also in

the context of for example domestic- and gardening services.

- ***Purchasing of sex***

Purchasing of sex is not permitted, either at home or during the international assignment. Purchasing of sex does not only refer to “cash purchases” of sexual services from prostitutes, brothel visits etc, but also “private aid” in the form of payments of bills, rents, school fees and so on in exchange for sex. Visits to pornography-, striptease- and similar clubs are not permitted since it can imply support to crime such as trafficking and other criminal activity. Swedish law regulates purchasing of sexual services.

- ***Sexual assault***

All types of sexual abuse are prohibited, as are all form of sexual contacts with children. Every person under 18 years is, according to the UN Convention on the Rights of the child, considered being a child. Sexual abuse of children is regulated under Swedish law.

- ***Sexual and gender-based harassment***

No person shall be subjected to sexual or gender-based harassment. Harassment on the basis of gender refers to a behaviour that violates a person’s dignity, and is associated with the person’s gender. Sexual harassment refers to behaviour of a sexual nature that violates a person’s dignity.

- ***Pornography***

You may not use technical equipment, computers etc., provided by your organisation to view or distribute pornographic material. All connection with child pornography is forbidden also outside the service/mission. The possession and distribution of child pornography is regulated by Swedish law.

- ***Alcohol***

Union to Union has a zero tolerance for use and consumption of all types of alcohol during working hours, since the consumption of alcohol is an obstacle to development and a health risk. This means that employees of *Union to Union* say no to alcohol when we are on duty, including for example at official dinners and representation. The support (including partners own contribution) from *Union to Union* may never be used to pay for alcoholic beverages. Elected officials, partners and contracted consultants are also encouraged to apply zero tolerance toward alcohol. Special caution should be observed when it comes to safety and alcohol, particularly with regard to drivers’ intake and the influence of alcohol. Driving under the influence of alcohol is regulated under Swedish law. *Union to Union* has a specific guideline for handling abuse and rehabilitation for office staff.

- ***Narcotic drugs***

All forms of dealing with and handling of narcotic drugs is prohibited, unless it is done within the framework of the mission and therefore is a part of the service, for example in health care or drug enforcement, or are medical prescriptions for personal use. Involvement with narcotic drugs is regulated under Swedish law.

Implementing the Code of Conduct

Violations of this code of conduct can lead to internal disciplinary actions, affect existing agreements/consultancy contracts with *Union to Union*, and in some cases to prosecution. Anyone who becomes aware of violations of the code is called upon to inform the director of *Union to Union* as soon as possible after the breach has come to her/his notice.

Within the framework of a mission financed by *Union to Union* you will often find yourself in a country or a region that is in need of support from the international community in order to build a society where human rights are respected and people can live in safety. Regardless of whether the need for support is due from natural disaster or poverty it is not only the country and the infrastructure that has been damaged. The population is also likely to be affected by living under precarious conditions during a shorter or longer period. Their trust in social structures, authorities, laws and regulations may have been affected negatively. By always behaving correctly toward people you meet you can contribute to restore the confidence in and respect for society