



## CODE OF CONDUCT

For assignments on behalf of  
The Norwegian Human Rights Fund (NHRF)

### **About the NHRF:**

**Vision:** Our goal is that marginalised and vulnerable individuals and other groups who experience human rights violations and injustices are able to claim their rights and have them fulfilled.

**Values:** The Norwegian Human Rights Fund (NHRF)'s values are courage, flexibility and solidarity.

#### **Mandate:**

The Norwegian Human Rights Fund (NHRF) works to protect and promote human rights internationally through direct support to organisations working in the first line of defence for human rights.

The NHRF aims to be a flexible, courageous and global actor that provides direct support to local organisations working for the rights of vulnerable and marginalised individuals and groups. In many cases, the NHRF supports affected communities and people on the ground in mobilising and taking the lead in the struggle for their rights.

The NHRF supports local initiatives and actors who know the local structures and work where human rights violations take place. In addition, the NHRF supports professional human rights actors' work for the protection of the rights of vulnerable and marginalised individuals and groups through initiatives such as legal assistance, advocacy work, documentation, and rights education. The NHRF's funding scheme mainly involves the allocation of comparatively small grants to be utilised within a limited time frame. The NHRF has its own guidelines for grant allocation.

### **NHRF CODE OF CONDUCT:**

The Code of Conduct applies to all Staff at all times during their relationship with, or assignments for, the NHRF.

"Staff" in this Code thus refers to employees, consultants, interns, volunteers, secretariat staff and all individuals working or acting in the name of the NHRF.

Staff is responsible for ensuring that they have read and understood the Code of Conduct and have a duty to report any breaches to this Code to the Executive Director of the NHRF Secretariat or other members of the management group. All reports and concerns raised will be properly considered and treated with discretion.

While enjoying every right, privilege and protection under the employment contract, breach of this Code would attract disciplinary measures where needed and appropriate.

### **All staff shall:**

- strive for the highest ethical standard to meet legal or procedural requirements.
- comply with the rules, regulations, policies and applicable laws of the country in which they are present. If rules, regulations, policies and applicable laws of the country in which they are planning to travel to are in conflict with universal human rights, staff should discuss this and how to conduct oneself, with their line manager during the travel planning.
- respect all persons equally - without any distinction based on nationality, race, gender, sexuality, level of disability, religious beliefs, class or political opinions.
- take into account the sensitivities of people's customs, habits and religious beliefs and avoid any behaviour that is not appropriate in a particular cultural context.
- abstain from all acts which could be considered as harassment, abuse, discrimination or exploitation.

### **Integrity:**

- conduct all official duties with integrity, free from any dishonesty or corruption, including not engaging in any act of favouritism, nepotism or bribery. This includes unfair treatment of a person or group on the basis of prejudice, support or favour shown to friends and family, offer or consideration of any improper personal benefit.
- not accept, from any external source without authorization, any honour, gift, remuneration, favours or economic benefit which is more than a "token gift".
- not allow any opportunity for any conflict of interest. Any potential conflict of interest with a supplier, service provider, project partner or business partner (such as family relations or shareholding) must be disclosed to the line manager or other members of the management group.
- report to the line manager or other members of the management group when fraud, corruption or dishonest behaviour is suspected.
- at all times be subject to Norwegian legislation against corruption.

### **Sexual abuse and exploitation:**

- not commit any act of "sexual exploitation" which is any actual or attempted abuse of a position of vulnerability or differential power or trust for sexual purposes.
- not commit any act of "sexual abuse" which is the actual or threatened physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.

- not commit any “sexual violence” which is any sexual act without consent, attempt to obtain a sexual act without consent, unwanted sexual comments or advances, or acts to traffic a person.
- not engage in any sexual activity with persons under the age of 18 years, regardless of the age of majority or consent locally. Mistaken belief of a child’s age is not a defense. Sexual activity includes all forms of activity and abuse of a sexual nature, with or without physical contact and whether or not either party is aware of such abuse. While this principle in most cases will be absolute, factors like whether a relationship is preexisting, the level of age disparity and whether it involves people from affected populations, will be part of considerations of such relationships, and are always to be discussed with line manager.
- not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This prohibition extends to any use of sex trade workers.

### **Protection of information:**

- exercise the utmost discretion in regard to all matters of official communications and tasks and handle all confidential and sensitive information with the greatest care.
- not disclose sensitive information of/from individuals we serve where there is a risk of adverse consequences of the individuals if their identities/information is revealed.

### **Security:**

On official travels, staff must behave in a way that will not jeopardize his or her security. They shall:

- use local drivers when possible.
- not drive a vehicle under the influence of any alcohol or mind altering substance. Staff should at no time use, nor have any illegal drugs in their possession.
- comply with local traffic laws and regulations at all times.

**I confirm that I have read and understood the NHRF’s Code of Conduct as stated above, and I hereby agree to comply with the Code of Conduct.**

Place, date:

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Signature:

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