

ICLD

Swedish International Centre for Local Democracy

Code of Conduct

for the Swedish International Centre for Local Democracy and its partners

Introduction

The remit of the Swedish International Centre for Local Democracy (ICLD) is to support local democratic development by various means through cooperative ventures in a range of low- and medium-income countries. Activities include research and development cooperation, education and training, and partnership between Swedish public stakeholders (primarily municipalities), on the one hand, and their counterparts in partner countries on the other. Every year, hundreds of people in these countries and Sweden are directly involved in the Centre's activities.

For cooperation to run smoothly, all participants are required to work for solidarity and mutual interpersonal trust and respect. It is important to consider how our conduct in different contexts can be perceived.

Participating in any of the ICLD's activities entails a major responsibility. Stakeholders represent not only the ICLD but also Sweden and Sweden's international commitments.

This Code of Conduct applies to everyone who carries out work on behalf of the ICLD: staff, experts, consultants and other people involved in the Municipal Partnership Programme.

All these individuals must be well versed in the Code of Conduct. It is provided as an annex to employment contracts; in conjunction with other agreements with consultants and experts; and in Municipal Partnership contexts.

Anyone who observes a deviation from these guidelines must report it to the ICLD's Secretary-General or administrative manager, who will take appropriate measures.

The ICLD's Board of Directors adopted this Code of Conduct on 24 February 2010 and updated it on 24 April 2014.

Guidelines

Abuse of position of power

In the course of your work abroad, you will come into contact with many people who are, or who perceive themselves to be, in a position of dependence on you.

Irrespective of whether the person concerned is genuinely in a position of dependence on you or merely feels that this so, you must never make improper use of your position of power as an international representative. Neither may you use your position of power to dispense advantages other than those that would normally have been received. Your behaviour and

manner of engaging with others must be such that no perception that you demand or expect various services to be performed, and/or benefits to be given, can ever arise.

Sexual relationships with people who are, or may be perceived as being, in positions of dependence on you are markedly inappropriate and must be rigorously avoided, since through such relationships you risk placing the other person in a situation with adverse consequences, both in the course of the relationship and in the future..

Discrimination

You must not discriminate against any individual person or group, irrespective of gender, age, ethnic origin, religion, sexual preference, political outlook or disability, either among any international staff or local employees or among the population in the region. Neither may you discriminate against anyone on the basis of his or her social status or nationality.

Discrimination is regulated by Swedish legislation.

Corruption

You must not get involved in corruption by giving or receiving bribes, in the form of either money or other benefits that would serve the purpose of giving you advantages in relation to others. In many countries, bribery is a common phenomenon. When you are offered a gift or other benefit you must be very careful considering the legislation on corruption and bribery.

The following provision is contained in an agreement between the Swedish International Development Cooperation Agency (Sida) and the ICLD:

The ICLD must explicitly forbid its staff, organisations in receipt of grants and their employees, and also consultants in projects and programmes funded by Sida, to receive or allow themselves to be promised, and to request, provide, promise or offer, any bribe or other improper reward, remuneration, compensation, gain or benefit of any kind that may constitute illegal or improper behaviour. (Unofficial translation)

Bribery and corruption are regulated by Swedish legislation.

Organised crime

You must avoid all forms of contact with organised crime. This involves being aware of organised criminal activities and their ramifications when you change money, choose a home or select a restaurant to visit, and in numerous other everyday situations.

Regarding trafficking in human beings, you must be aware not only that such trafficking takes place with the intention of sexual exploitation but that it also exists with respect to areas like domestic and gardening help.

Receiving stolen goods, which often occurs in conjunction with trading on the black market, is regulated by Swedish legislation.

Paying for sex

Purchase of sexual services during your work abroad is not permitted.

Here, 'purchase of sexual services' means not only buying sexual services from prostitutes, visits to brothels etc. It also refers to 'private assistance' in the form of paying bills, rent, school fees and so on in exchange for sexual services.

Neither is visiting porn clubs, strip clubs and similar venues allowed. This may involve supporting crime, such as the sex trade and other criminal activities.

Commercial sex is regulated by Swedish legislation.

Sexual assault

All forms of sexual assault are absolutely prohibited, as are all forms of sexual contact with children, i.e. people aged below 18 years.

Sexual assault against children is regulated by Swedish legislation.

Sexual harassment

No one should need to be subjected to sexual harassment. 'Sexual harassment means such unwanted conduct based on sex, or unwanted conduct of a sexual nature, that violates the integrity of the employee at work' (Swedish Equal Opportunities Act, Section 6).

Sexual harassment is regulated by Swedish legislation.

Pornography

You must keep your workplace free from all pornographic material.

Neither may you use the technical equipment, computers etc. that your organisation provides to view or spread pornographic material. All dealings with materials characterised by child pornography are totally prohibited outside the workplace as well. Accommodation at 'clean' ('porn-free') hotels only, as far as possible, must be booked.

Child pornography, including both possession and dissemination, is regulated by Swedish legislation.

Alcohol

You must adopt a restrictive attitude towards alcohol and alcohol consumption.

While on duty, you are permitted to consume alcohol only in exceptional cases: at public dinners and similar festivities. On these occasions, it is particularly important for consumption to take place on a very small scale. During your leisure time, too, you should consume alcohol only in moderation.

Driving a vehicle after consuming alcohol is totally prohibited.

Combining alcohol with driving is regulated by Swedish legislation.

Substances classified as narcotic

All forms of dealings with and handling of substances classified as narcotic are prohibited.

Dealings with substances classified as narcotic are regulated by Swedish legislation.

The undersigned has studied the above Code of Conduct and undertakes to follow the guidelines in working for the ICLD.

Date:

Signature:

Name in typescript or block capitals: