

# ICLD - Swedish International Centre for Local Democracy, Code of Conduct for the ICLD and its partners

## Introduction

The purpose 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 countries. Activities include research and development cooperation, training, and partnership between Swedish public stakeholders (primarily municipalities), and their counterparts in partner countries.

Every year, several hundreds of people are directly involved in the ICLD's activities. For cooperation to run smoothly, all participants are required to work for solidarity, and mutual 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 requires personal responsibility. Partners represent not only their organisations but also their country and ICLD.

This Code of Conduct applies to everyone who carries out work on behalf of ICLD: staff, experts, consultants and other people involved in different ICLD programmes, hereafter called associated personnel.

All associated personnel involved in ICLD work must be acquainted with, and adhere to, this Code of Conduct. It is provided as an annex to contracts; as a part of consultant and expert agreements.

Anyone who observes a deviation from these guidelines is encouraged to report it to the any of the ICLD staff or the dedicated whistleblower function on the ICLD webpage.

<https://icld.se/en/this-is-icld>

The ICLD's Board adopted this Code of Conduct on 24 February 2010 and the ICLD management team, updated it on 12 July 2022.

In line with the ICLD core values, we strive for that all associated personnel:

- Demonstrate a commitment to open, equitable and fair treatment of all individuals they encounter;
- Demonstrate transparency and mutual respect in relation to all individuals they encounter;
- Act with honesty and integrity;
- Are accountable for their actions.

## Guidelines

### Abuse of position of power

During your work, you will meet 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 is so, you must never make improper use of your position of power as a representative of the ICLD. Neither may you use your position of power to dispense advantages or exploit the vulnerability of any target group or allow any person/s to be put into compromising situations.

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 exploitation, harassment

Sexual exploitation and sexual harassment go directly against ICLD's core values. Sexual exploitation, sexual harassment of any kind, including inappropriate sexual language, is not tolerated. Any breach of conduct may be grounds for sanctions.

At a minimum, all associated personnel must:

- Never sexually exploit or harass a person. Sexual harassment means unwanted conduct based on sex, or unwanted conduct of a sexual nature, that violates the person or reputation of the individual.
- Never engage in any sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally.
- Never engage in the buying of sexual services. Neither is visiting porn clubs, strip clubs and similar venues tolerated.
- You may not use the technical equipment such as computers, smartphones, simcards etc. that are funded by the ICLD to view or spread pornographic material. Keep in mind what is considered pornographic material depends on where you are. Use common sense so that you don't insult anybody.

### Discrimination

Equity/Inclusion is one of ICLD's core values and an integral part of its programmes. Discrimination in any form will not be tolerated, and a breach may be grounds for sanctions. At a minimum all associated personnel must:

- Never discriminate against any individual person or group, irrespective of gender, age, ethnic origin, religion, sexual orientation, social status, political views or physical ability, either among any international staff, local employees or among the population in the region.

### Corruption

Transparency is one of ICLD's core values and an integral part of its programmes. Corrupt behavior and taking and/or giving bribes will not be tolerated and a breach may be grounds for sanctions. 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 in that country.

At a minimum, all associated personnel must:

- Never 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.
- Never use the position of ICLD to influence or gain undue benefits or advantage for themselves or others. All associated personnel are expected to behave transparently and in a way that sets a good example for other colleagues, partners and associates.

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)*

To limit the risk that any ICLD employees has a secondary occupation that negatively can affect the operations within ICLD, all employees will inform the employer of such employment in writing, regardless of when or what type of employment that would be – also any form of self-employment. This info will be documented in Visma Lön.

### **Alcohol and illicit drugs**

You must not use alcohol in a way that affects your performance and safety or the performance and safety of your colleagues, or that negatively impacts the reputation of the operations of the ICLD or the organisation you represent. Driving a vehicle after consuming alcohol is totally prohibited. All forms of dealings with and handling of illicit drugs is not acceptable.

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

Place and date:

Signature:

Name in typescript or block capitals: