

The Development Fund's

Code of Ethics and Policy Against Misuse



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1 Introduction

Purpose

The Development Fund's "Code of Ethics and Policy Against Misuse" (The Code) is intended to assist and guide us in behaving with integrity and in making ethically sound decisions, while acting competently and responsibly within all areas of The Development Fund's work globally. The Guidelines are not exhaustive and must be supplemented with personal judgment and respect for others in one's work for The Development Fund.

The Code helps to safeguard against misuse of authority in all ways. The Code reminds us to treat beneficiaries and stakeholders with respect, guides how we behave towards each other and how we manage tangible and financial resources.

All cooperation and work taking place under the auspices of The Development Fund shall be imbued with respect for human rights, for the laws, culture and religion of other countries, and with zero tolerance for corruption and abuse of power, including sexual abuse.

The host country's laws, culture and religion shall be respected, to the extent that this does not conflict with international standards of human rights.

Scope

The Code applies to our employees and others who in various contexts represent the organisation. All Development Fund personnel are ambassadors of the organisation and must act as such.

Employees must be conscious of the fact that they may be considered representatives of The Development Fund even outside working hours and in private situations. The same goes for guests one brings along on journeys, volunteers and suppliers of services.

All employees shall follow the articles of their employment contracts and job descriptions, and of handbooks for staff.

Challenging contexts

In conflict situations like war, internal disorder, and various states of emergency, the employees may run risks which should not be underestimated. Employees should therefore exercise the moderation and discipline called for by the prevailing circumstances.

2 Partnership and cooperation

Partners are defined as organisations and other collaborators with which The Development Fund has binding cooperation of a certain financial scope, or cooperation that for other reasons is important for the organisation's purpose. The Development Fund is committed to strive for inclusive and open relations with all its partners, and to maintain well-organized and well-understood collaborative arrangements, distinguished by mutual respect and tolerance. Employees must be conscious that The Development Fund often is the financially stronger party in these relations, and that this may influence cooperation and power relations, and thus also the potential for abuse of power.

Before establishing new partners or collaborators, The Development Fund performs an integrity assessment of the potential partner/collaborator. The Development Fund partners with organisations that know the challenges and opportunities in a geographically or thematic area, have shared goals with us and fit within our objectives. We engage in partnership with organisations that work to combat disempowerment and focus on building long-lasting capacity among the programme participants. We do not enter into partnership with organisations that violate international norms or whose work, vision and activities may undermine the overall goals The Development Fund are working for.

3 Equal opportunity

At The Development Fund, we are committed to providing an equal opportunity workplace, where hiring and development are based on competence, experience, achievements and potential of each individual. We take the different starting points into account to ensure a fair outcome for all (equity). We do not allow discrimination where an individual or a group of individuals are considered less eligible based on their national origin, union membership, ethnicity, race, religion, age, gender (including pregnancy), sexual orientation, gender identity, marital status, veteran status, HIV status, mental or physical ability, etc., without this list being considered exhaustive. In accordance with local laws or international standards, special measures of protection, assistance, and advancement may be provided to disadvantaged groups.

4 Behaviour towards members of the community

Employees are expected to:

- Behave respectfully towards all employees of the partner organisation regardless of their position, sex, age and religion.
- Not intervene in partner organisations' internal affairs without the consent of the partner organisation. Exceptions are cases of misconduct, misuse of funds and other issues which are antagonistic to the basic values of the partnership.
- Show respect for the religious beliefs, customs and habits of the population, and conduct himself/herself accordingly.
- Behave respectfully towards people of the local population regardless of their position, sex, age and religion.
- Take photos discreetly and not without the consent of specific persons being portrayed.
- Use alcohol moderately.
- Seek advice and information on local customs regarding dressing and behaviour, dress and behave in a manner appropriate to the assignment and avoid giving any impression of having military status.
- Make no use of prostitutes. Prostitution is widespread in destitute countries where there is social need. It is in direct contravention of The Development Fund's values to take advantage of this situation.
- Observe strictly local laws and regulations, including those governing security, traffic regulations, and currency exchange.
- Not make use of, or at any time have in his/her possession any weapons. The exception is a knife as a regular travel kit.
- Not use any illegal drug by the country's or Norwegian law, nor involve in situations where such drugs are being used. Exceptions are personal use of medicines prescribed by doctors.

5 Behaviour towards colleagues

All employees and teams of staff are expected to:

- Apply the attitude through their daily work that all staff-members are equally important.
- Apply an attitude of constructive, matter-oriented discussion on any issue being brought up by any other staff.
- Contribute to the resolving of conflicts between staff members with an open, honest and fair attitude.
- Be ready to give understanding and support to any other staff in need

of such care.

- Respect and stay loyal towards decisions made through regular organisational practice in the organisation, including rules and responsibilities of the participation of employees.
- Abstain from undertaking any public, professional or commercial activities other than those connected with the assignment unless prior permission from the Secretary-General of The Development Fund.
- Keep their office well informed of his/her movements and not leave the country of assignment or take local leave without permission from the Secretary-General/Country Director or Head of Department.
- Refrain from publishing articles or research findings related to the mission without prior clearance from one's superior.

6 Improper behaviour and sexual harassment

The Development Fund aspires to be an attractive organisation to work for and cooperate with. This demands that all employees and partners are informed that The Development Fund does not accept improper behaviour or sexual harassment of any kind.

The Norwegian Equality and Anti-Discrimination Act defines sexual harassment as follows:

“Harassment” means acts, omissions or statements that have the purpose or effect of being offensive, frightening, hostile, degrading or humiliating.

“Sexual harassment” means any form of unwanted sexual attention that has the purpose or effect of being offensive, frightening, hostile, degrading, humiliating or troublesome.

Harassment may be a gesture, or it may be verbal, physical, visual, or written. Instead of isolated behaviour, harassment is an escalation of repetitive and pervasive conduct. However, don't ignore isolated behaviour that makes you feel uncomfortable.

The Development Fund has employees in Norway and in the program countries in which the organisation works, and in addition cooperates with consultants and local organisations. In The Development Fund it is expected that everyone will be met with respect and will not experience harassment of any kind. Asymmetrical power relations may represent a

challenge for organisations such as The Development Fund and our cooperation partners, where access to money and influence due, for example, to age or position may open opportunities for improper behaviour. It is incumbent, in particular, on the management and employees of The Development Fund to contribute to a culture where everyone can thrive, and to stimulate good attitudes among our cooperation partners.

7 Drugs and alcohol

You shall not be under the influence of intoxicating substances during working hours, while on The Development Fund premises, while conducting business on The Development Fund's behalf, or at any social events sponsored by The Development Fund outside regular working hours. However, reasonable amounts of alcohol may be served when local custom and the occasion make it appropriate. The strictest interpretation shall be the basis for evaluating what is reasonable and appropriate. This exception will never allow you to drive, operate machinery or conduct business on The Development Fund's behalf while under the influence. This applies even for intoxicating substances prescribed by a doctor. While drinking, you must not encourage others to drink, behave in a manner that places you or The Development Fund in an unfavourable light, places anyone in jeopardy, or causes discomfort or offense.

8 Potential conflicts of interest and gifts

Personal interest

It is important that everyone is aware of the fact that private relations and circumstances must be kept separate from the organisation. This applies particularly to recruitment, procurement and distribution of funds.

Employees shall fulfil their duties in a spirit of loyalty to the values, purpose and decisions of The Development Fund. Employment outside The Development Fund shall be cleared with one's immediate superior.

Gifts received from outside the Development Fund

In the event that individual staff members receive gifts from partners as expressions of good cooperation and partnership, the individual is responsible for not accepting gifts and/or services that may be perceived as attempts at bribery or reward for favours or decisions.

Valuable gifts received by employees in connection with their work are considered the property of The Development Fund.

Gifts to partner organisations or beneficiaries

Gifts to partner organisations shall be kept on a modest level. Individual staff are responsible for ensuring that the cost level of gifts is not perceived as extravagant or as bribes or palm greasing. Gifts to third parties must be approved by the Head of Department or Country Representative in advance.

9 Misuse of tangible and financial resources

This part of the Code integrates the Development Fund's Anti-Corruption Policy.

Zero tolerance

The Development Fund's practices zero tolerance for misuse of tangible and financial resources. This translates into the expectation that employees:

- Practice zero tolerance towards any form of misuse of the organisations' funds and tangible assets.
- When on contract or engaged on a mission for The Development Fund, in all countries, show necessary discretion and caution to political or military matters in countries where the Development Fund operates. This applies to official and private communications, including conversations, telephone calls, radio messages, e-mails and other electronic communication and letters.
- Act with loyalty to The Development Fund's Code, policies, guidelines and contractual obligation.

Advocating Development Fund's standpoint

The Development Fund will actively promote its anti-corruption policy and related documents to all employees, partners, donors and suppliers. The Development Fund will actively present and discuss this policy in relevant forums The Development Fund takes part in.

The Development Fund's cooperating partners are expected to have similar policies approved and in use.

Formal commitment in writing

Every employee shall commit to this anti-corruption policy through signing on confirmation pertaining to the Code, thereby confirming that he/she has read and understood it.

The signed declaration will be kept in the personnel folder of each staff member.

Training

New employees of all The Development Fund offices will be given training in existing anti-corruption policies and practices during their inception phase.

Existing employees of all The Development Fund offices will be given refresher courses every two years.

Partners are expected to offer such training to all employees. The Development Fund will plan to provide partners capacity building in anti-corruption and training on a regular basis.

Mainstreaming anti-corruption in management procedures

The Development Fund management must ensure the development of systems, structures, practices and culture that promotes trust and eliminates corruption.

Anti-corruption work will be mainstreamed in all management procedures.

10 Raising concerns and complaints

If you, as an employee of The Development Fund or as , have concerns about situations that may constitute a breach of The Code, you are strongly encouraged to report these concerns. Anyone affected by our work or the projects we support are also encouraged to raise concerns, including (but not limited to):

- Consultants and others directly involved in the organisation
- Our partner organisations
- Institutional/individual donors
- Supporters and stakeholders

The following are suggested channels for informing The Development Fund of known or suspected breach of The Code of Ethics and Policy Against Misuse, which encompasses misuse of authority in any way:

- Speak to an employee of The Development Fund
- Write to the email address of an employee of The Development Fund
- Submit information into the suggestion box at the Development Fund office in a programme country
- Write a letter and send in the post to The Development Fund

- Use the electronic mechanism accessed through this link:

[Raising concerns and complaints at The Development Fund](#)

More guidance is provided in Annex 1: Concerns and Complaints Raising Policy.

11 Investigation

In any situation where there are grounds for suspicion of misconduct, The Development Fund shall immediately take action in order to uncover the facts and whether misconduct has occurred.

The Development Fund may decide to halt the financial support while investigations are ongoing and shall notify any other donors to the affected programme or project.

Actions will be coordinated with other donors to the extent this is possible.

Key principles regarding investigations:

- The purpose of conducting an investigation is to gather evidence and facts to establish whether suspicions or allegations are true, and whether any proven incidents are isolated or more widespread.
- All investigations should be impartial, thorough, timely and confidential. Any relevant persons investigated will be considered innocent until proven guilty.
- Investigators should be objective and unbiassed, thorough, able to maintain confidentiality, competent in investigative techniques, empowered with sufficient seniority and confidence, honest persons of integrity, and independent of any possible subsequent disciplinary process.
- Investigations may be done internally by The Development Fund's own staff or be carried out by a professional third party, if the above criteria cannot be secured among staff.
- The Development Fund will report to the national law enforcement authorities in all cases where breach of law is suspected, unless there are concerns regarding human rights.
- During any investigation specific staff members may be suspended or distanced in an effective way from the areas under investigation.
- A formal documented investigation report should be submitted to The

Development Fund according to the timing agreed, which outlines the findings, facts and conclusions of the case.

- The investigation report should make recommendations about weaknesses.

12 Consequences of misconduct

Apparent disregard for the Code will be investigated objectively and appropriate sanctions applied.

In the event of contravention of the Code of ethics, The Development Fund shall have access to legal redress. The employee may be given verbal and/or written warning; the employee's job description and/or position may be changed; the employee may be given notice of dismissal, or the contract terminated. Should e.g. the employee cause damage to a motor vehicle under the influence of alcohol or drugs, the employee shall be fully liable for damages. Should an employee use any Development Fund property improperly, he/she may be held responsible for damages incurred.

13 Review and updates

This Code will be subject to a review on an annual basis. A review may result in improvements, or it may conclude that no changes are necessary. If a revision of the Code is deemed necessary and executed, all employees will sign the updated version.

14 Annexes

Annex 1: Concerns and Complaints Raising Policy