



Swedish Committee  
for Afghanistan

# Code of Conduct

VALID AS OF 2017-05-04

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Approved by Anna-Karin Johansson  
Secretary General, SCA

## About this Code of Conduct

The Code of Conduct is a guideline on the personal and professional behavior of all board members, employees, interns and volunteers of the Swedish Committee of Afghanistan. This Code of Conduct is based on the core values of SCA, as they are expressed in the SCA Policy. As such, it is of the highest order and should be regarded as crucial for the ability of SCA to give people power over their development and their lives.

The code provides a shared standard for performing duties and behaving towards colleagues as well as external parties. To achieve our vision and contribute to SCA's quality of performance and reputation, all staff must uphold and act according to the principles outlined herein.

Failure to adhere to the SCA Code of Conduct may result in disciplinary action according to what is specified in regulations such as Staff Handbook, Financial Rules and Regulations, employment contracts and policies.

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*It is the duty of any Board Member, employee, intern and volunteer to be aware of and follow this code, as well as all other SCA regulations, manuals and policies – this responsibility lies with no one else.*

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## Code of conduct

1. We treat people equally, regardless of gender, faith, ethnicity or disability. We do not discriminate our stereotype our colleagues, target groups partners or others, according to what we might believe.
2. We are all responsible to contribute to a good working climate. Differences in opinion are accepted and expected, but we will always be polite and respectful towards our colleagues, both in their presence and in their absence.
3. We remain impartial and respectful towards external parties. As staff members, we are ambassadors for SCA and never take sides in conflicts, nor express support for factions or parties in society while acting as SCA staff.
4. We do not spread rumours nor in any other way act to undermine the trust and respect among our colleagues. However, this does not under any circumstances exempt us from our obligation to report violations or misconduct such as corruption or harassment of myself or others. Any such report should be made soon, respectfully and through available mechanisms according to instructions.
5. We are aware of and follow SCA policies, rules and regulations. If we are ever in doubt, we consult colleagues or line managers.

6. We are responsible to share our knowledge, experiences and views and participate actively in discussion. We can all contribute. We respect the areas of responsibility and mandates within SCA as they are expressed in the order of delegation and job descriptions. Consequently, we also respect the decisions made by whoever is mandated to decide and do not obstruct or try to circumvent what has been decided.
7. We are aware of and respect that SCA funds and other assets are to be used only for the benefit of our target groups. We are accountable for that it is never used for the personal gain of ourselves, colleagues, friends, relatives or other unintended parties.
8. Corruption is a breach of fundamental values of SCA. It is not only a violation of rules, it also results in the human rights of children, women and men not being fulfilled. Therefore, we will act against all forms of corruption and never offer, promise, give nor accept any bribes. We will never accept inappropriate gifts offered as a result of our connection to SCA.
9. We do not resort to nepotism or favour the position of our friends or relatives. SCA recruits based on merit and without discrimination, why we will be professional and set our own affiliations aside. We realise that our relations, past professional experiences and families may give rise to conflict of interest. We will deal honestly and with complete transparency to resolve any conflict of interest which may arise.
10. We avoid unnecessary risk to the safety, health and welfare of both ourselves and others, including partner organizations and target groups. We will never pressure or expect colleagues to disregard security instructions due to stress or demands of performance.
11. We ensure that our behaviour is not exploitative or abusive in any way. We never engage in any form of abuse or sexual exploitation of any person of any gender or age.
12. We do not work under influence of alcohol, nor use or be in possession of illegal substances on SCA premises, vehicles or accommodation.
13. We do not use computers or any other technical equipment provided by SCA to view, save or spread pornographic material.
14. We understand that we are subject to national law and will comply to both law and local regulations.