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▶ **GUIDELINE**  
PROCEDURE

# CODE OF CONDUCT FOR VOLUNTARY WORK

Established by: National Board  
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Responsible for follow-up: National Board  
Applies to: The Member Movement



Rädda Barnen

## Introduction

Working for Save the Children, paid or voluntary, in Sweden or in another country, entails a special responsibility to protect human rights in general and the rights of the child in particular. Save the Children's values are based on the Convention on the Rights of the Child and the UN Universal Declaration of Human Rights and are founded on the belief that

- all people have equal value
- children have specific rights
- everyone has a responsibility.

This document is aimed specifically at the member movement but is based on the same principles that apply to all parts of the movement. We are Save the Children, and we will act in an exemplary and credible manner in our work for children's rights.

The purpose of the guidelines is to support Save the Children's local associations, district associations and their elected representatives, as well as members, the national board and others active in creating good conditions for financial management and safeguarding Save the Children's trust capital. They also aim to create security for the children they meet, for individual members, and for the organization. The guidelines convey what is Save the Children's minimum level and are a tool for associations to evaluate their procedures and structures.

## The starting point is human rights

Save the Children is a human rights organization. All of us who act in the name of Save the Children support human rights in general and children's rights in particular. We respect these rights in our positions, actions and deeds. Save the Children is on the side of children. Based on the rights, we will act in an exemplary manner and conduct credible children's rights work in the best possible way. We are committed to ensuring that all resources, human and financial, are always used correctly and effectively and for the purposes for which they are intended.

Save the Children protects the rights of all, regardless of gender, ethnicity, religion or other beliefs, disability, sexual orientation, transgender identity or expression and age. Save the Children's contexts should be open with a welcoming climate and a democratic approach. This strengthens our work and gets more people involved.



Save the Children's guidelines for voluntary work consist of eight guiding principles:

### 1. Taking a clear stand for children's rights

We must be courageous in fighting for the rights of the child and on behalf of the child. The rights of the child must be fully respected in all contexts. Taking a clear stand commits us and can mean exposing ourselves to criticism and resistance.

### 2. Safeguarding children's and adults' right to privacy, and treating them with respect, kindness and humility

It is important that in our work we contribute to an open, trusting climate characterized by respect for the individual. At Save the Children we do not tolerate discrimination of any kind. We protect everyone's rights, regardless of gender, ethnicity, religion or other beliefs, disability, sexual orientation, transgender identity or expression and age.

We will always protect the child's privacy and we will be careful when engaging adults in activities where the adult has direct contact with children - whether in voluntary or paid work. We ensure that all activities are carried out in accordance with Save the Children's Policy against Child Abuse and Exploitation - Safer Together, and Save the Children's Policy for Protection against Sexual Abuse and Sexual Exploitation.

### 3. To comply with Save the Children's statutes, mission statement, guidelines and policies

For those who receive an assignment from Save the Children in a local association, a district association or in Save the Children's national association, it is important to know, have access to and follow basic documents.

### 4. Following Save the Children's values in cooperation with other organizations

All cooperation requires the ability and willingness to compromise, but it is also important to be clear about what can and cannot be compromised. The starting point is that we must safeguard Save the Children's values as expressed in the statutes and governing documents. Every partnership is unique and requires familiarity with your own operations and an awareness of what Save the Children wants to achieve with a partnership with other organizations. We only enter into partnerships with organizations whose values and activities are in harmony with our own.

### 5. Protecting good governance

Save the Children's resources come from donors and public funds. Save the Children's main mission is to give vulnerable children maximum access to their rights. We will use our funds for that work and minimize costs for administration and peripheral costs.



Money should be handled in a safe and responsible manner, and it is fundamental to Save the Children that we do not accept any form of corruption, bribery or bias.

Clear rules, administrative procedures and transparent decision-making processes should guide our actions.

## 6. Contributing to the creation of a good working environment and transparent decision-making processes

Voluntary work is based on a personal commitment. An open, welcoming climate and a democratic way of working both help to strengthen the organization and to encourage more people to get involved in our activities. It is fundamental to Save the Children that we do not use our position for personal gain.

## 7. Safeguarding the good name and reputation of Save the Children

Save the Children is a democratic grassroots organization with many members, activists and donors who provide good anchoring in Swedish society. Our main asset is our trust capital. It is crucial for the organization that we manage it in the best way. We must ensure that our activities are safe and secure for the children who benefit from them. We must be loyal to Save the Children and if we suspect a crime is taking place in the organization, we must report it to the police.

### Extract from criminal record and credit check

To be eligible for election to a board, an extract from the criminal record must be presented to the Chairman of the Nomination Committee. Persons standing for election as chairman, vice-chairman and treasurer must also present a credit report. Other board members must show that at the time of the election they are not in personal bankruptcy or banned from trading. This can be done by means of a credit report or an extract from the Companies Registration Office.

Anyone who has direct contact with children under the auspices of Save the Children must also present a criminal record. The individual requests an extract and presents it to the chairman of the board or the person responsible for the activity.

### In case of non-compliance

At Save the Children, we are keen to be able to provide support and guidance as soon as possible in cases where doubts arise about compliance with the guidelines. Save the Children's elected representatives have a special responsibility to responsively and constructively follow up on issues and reported shortcomings and, if necessary, in individual cases clarify problems and suggest possible solutions. Incidents and risks should be reported to:

<https://rapportera.rb.se>

If someone within the organization is suspected of a crime, Save the Children will contact the relevant authorities.



# COMMITMENT TO FOLLOW THE CODE OF CONDUCT FOR VOLUNTEER WORK IN SAVE THE CHILDREN

decided by the National Board March 2025

The Code of Conduct for Volunteer Work with Save the Children provide guiding principles for Save the Children's active members. Working for Save the Children, in Sweden or in another country, entails a special responsibility to protect human rights in general and children's rights in particular.

The Code of Conduct for Volunteer Work with Save the Children have been created to provide security both for the children we work with and for, individual members, active people in our activities and for the organization. The code are common to everyone who works voluntarily in Save the Children and provide guidance on how both the organization and active members should behave in different situations.

The Code of Conduct will help strengthen confidence in Save the Children as a credible actor for children's rights.

I have this day read The Code of Conduct for Volunteer Work with Save the Children and the associated guidance and agree with them.

\_\_\_\_\_ den \_\_\_\_\_  
(place) (date)

\_\_\_\_\_ \_\_\_\_\_  
(signature) (name clarification)

\_\_\_\_\_  
Name of the Local, District or National Association in whose activities I am involved.

After signing, the commitment must be presented to the chairman of the board responsible for the activity or to the person responsible for the activity in question. The individual member is responsible for keeping the signed document. The commitment is available on the member pages.