

STRATEGY
PROCESS
PLAN
POLICY
▶ **GUIDELINE**
PROCEDURE

ETHICAL GUIDELINES

Guiding principles for Save the Children Sweden staff and persons commissioned by Save the Children Sweden

Approved by: Secretary-General
Date: 2005-10-24, last revision 2014-03-20
Responsible for revision: Deputy Secretary-General & HR Director
Responsible for follow-up: HR Director/Internal Audit
Applies to: Staff and family members accompanying expatriates
Valid until: Ongoing

Ethical Guidelines

Introduction

Accepting to work for Save the Children Sweden, in Sweden or in another country, means accepting a special responsibility for safeguarding human rights in general and children's rights in particular. Save the Children Sweden's (foundational) values are based on the UN Convention on the Rights of the Child¹ and the Universal Declaration of Human Rights. They are founded on the conviction that

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

In this document Save the Children Sweden has identified guidance that will direct us in our task. The guidelines concern everyone, regardless of position, assignment or duty station, and they are valid for everyone acting on behalf of Save the Children Sweden - staff, consultants and interns. The same applies to family members over the age of 18 years of age accompanying staff posted abroad. In their practical implementation the guidelines will contribute to strengthening the confidence in Save the Children Sweden as a reliable actor for the rights of the child.

The starting point is rights

Save the Children Sweden is a rights based organisation. Those who work for Save the Children Sweden endorse the concept of human rights in general and particularly children's rights. We respect those rights in all our positions, decisions and actions.

Save the Children Sweden always sides with the child. We work in Sweden and other countries with different political, religious, cultural and economic systems, and at various levels of the society. This places great demands on building a shared view and understanding, both internally and in our co-operation with local partners in order to achieve the best possible result. Therefore it is important to keep a constructive dialogue alive, with continual training courses to secure and develop this common outlook and understanding.

With this common rights perspective we seek to set a good example and in the best way conduct credible work for children's rights. We consider of outmost importance to ensure that all resources are used in an appropriate and effective way, be it personal or economic resources, and that they are used for the means they are designated for.

The responsibility of Save the Children Sweden

Save the Children's management shall be responsible for ensuring dialogue, discussion, seminars and trainings are carried out continuously to ensure the guidelines are adhered to. Furthermore, the management is responsible for maintaining a work environment which encourages critical questions and constructive proposals whereby the guidelines may be further developed. The organization's managers must lead by example in adhering to the guidelines.

¹ Ratified by all countries except USA.

The guidelines of Save the Children Sweden consist of eight guiding principles

1. Non-discrimination

No kind of discrimination is accepted in Save the Children Sweden. We defend the rights of everyone, regardless of gender, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation or age.

2. To protect personal integrity

Within Save the Children Sweden everyone should have the right to physical and mental integrity protected. We do not accept bullying and harassment of any kind.

3. To ensure good administration

Save the Children Sweden is funded by donors and public funds. Save the Children Sweden's main purpose is to provide vulnerable children maximum access to their rights. Therefore Save the Children Sweden has far-reaching obligations, to donors as well as recipients, to reach promised results. Consequently it is a great responsibility to secure that the means and the working time are spent in the most effective way and for the intended aims. All costs that are not directly related to the efforts to improve the lives of children must be very moderate or kept at an absolute minimum.

4. To work against corruption

In all aspects of our work, Save the Children Sweden counteracts corruption, bribes, misuse of a privileged position and partiality. Clear rules, sound administrative procedures and a transparent decision processes should be the basis for our actions.

5. To safeguard and disseminate the rights

In any profession within Save the Children the child's rights are fully respected and in all contexts. Save the Children shall be a workplace free from all kinds of exploitation of children. This is valid for all programme activities. In addition to these Ethical Guidelines, a Child Safeguarding Policy has been developed by the global movement of Save the Children. It is our hope that the same basic values and principles are fully respected and may guide the private life of all staff members.

6. Not abuse positions of power

A basic principle for Save the Children Sweden is that undue services or benefits are not accepted. Nor may a position of power be used to give persons or organisations benefits to which they have no right, or to exploit subservient people.

7. To have a good and open working climate

Within Save the Children Sweden we strive to attain a good working climate. An open and clear dialogue will benefit the quality of our efforts and promote the common goals. Together we create a place of work based on teamwork, trust, and mutual respect for each other. We support, motivate and encourage each other so that every contribution may lead to the best possible results.

8. To safeguard security and mitigate risks

Within Save the Children we realize that the personal safety and security is a prerequisite in order to work effectively and in a sustainable manner for the rights of the child. We have a common responsibility towards each other to safeguard each and everyone's personal security and wellbeing. By consistently abiding by Save the Children's security regulations we contribute to increased security awareness and thereby a reduction in reduced risks.

In the event of compliance failures

Within Save the Children Sweden we are eager to give immediate support and guidance when there are doubts about compliance with the guidelines. Managers have a special responsibility to follow up problems and complaints with a sensitive ear and constructive proposals, and when necessary in individual cases clarify the problems and suggest possible solutions.

If someone working for Save the Children Sweden should ever be suspected of a crime according to the national laws in the country where he/she is employed and/or is staying in, Save the Children Sweden will approach the relevant authorities.

I have this day, in writing taken note of these guidelines as an employee/consultant/intern/family member over 18 years of age (referring to expatriate postings)/other (highlight applicable option):

..... Position

Signature

..... Date

Name in block letters