

DOKUMENTNAMN			SIDA
Code of Conduct – the National Level of the Church of Sweden			1(3)
BESLUTFATTARE	BESLUTSDATUM	DIARIENUMMER	ANSVARIG AVD
The Church Board	June 14, 2016	Ks 2016/0503	ÄBGS
DOKUMENTANSVARIG	DOKUMENTTYP	GÄLLER FRÅN DATUM	SENAST UPPDATERAD
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## Code of Conduct

### The National Level of Church of Sweden

#### 1. Introduction

##### **Purpose and scope**

Church of Sweden is guided by two fundamental principles in all aspects of its work: the principle of human dignity and the concept of stewardship. These principles emphasize the intrinsic worth of all human beings, and that we all, as custodians of God's gifts, bear a responsibility toward one another, toward future generations, and toward the Creation itself. These ideas permeate through all contemporary laws and international covenants to preserve the welfare of human beings and the environment, and they are the foundation on which this Code of Conduct is based.

The Code of Conduct (hereinafter referred to as the Code) is a fundamental document, setting the standard for ethical and sustainable practices and defining in general terms how the Church of Sweden defines sustainability, the issues that are material to our work, and how staff, contractors and those who represent the Church of Sweden are expected to act and behave. The Code integrates three dimensions of sustainability: economic, environmental and social<sup>1</sup>. The Code also makes reference to more detailed policy documents and guidelines in certain areas. All policy documents are available on the Church of Sweden's intranet: <http://internswww.svenskakyrkan.se/kyrkokansliet/policyer-och-riktlinjer>.

##### **Target group**

The Code summarizes what is expected of members of the Church Board and the organs/groups/delegations which the Church Board appoints. The Code also summarizes what is expected of staff and contractors working for Church of Sweden national level.

##### **Communication and follow-up**

The policy is available through the Central Church Office's intranet and is sent by letter to elected officers and contractors. Its contents are also discussed in introductory training and annual review meetings with staff. Elected officers and contractors sign a pledge to observe the Code at the start of their term of service. The Secretary-General has a responsibility to

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<sup>1</sup> Social sustainability has to do with issues relating to human rights and employees' rights. Ecological sustainability relates to various kinds of environmental impacts and the use of natural resources. Economic sustainability implies a sound and efficient use of resources and includes safeguards to prevent corruption.

ensure that any needs for guidance and training are filled. Suspected breaches of the Code are to be reported to the individual's immediate superior, Head of Human Resources or to the unit that has employed the person in question. Complaints shall be investigated. Substantiated breaches can lead to disciplinary action, from a warning up to and including dismissal.

#### **Updating**

At least once during each term of office, the Church Board shall determine whether the Code is in need of revision. The Secretary-General shall provide the Board with the information needed in order to update the Code if necessary.

## **2. General requirements**

All staff, contractors and elected officers shall obey Swedish law. When abroad, the provisions of Swedish law should guide their actions; while they also shall act in accordance with the law of the country in question. If the Code is of a higher standard than local laws, the terms set out in the Code, which reflect the values the Church of Sweden strives to promote both in Sweden and internationally, shall take precedence. The Code conforms to both Swedish law and international conventions in the areas of human rights, the environment and anti-corruption.

## **3. Social sustainability**

The Church of Sweden works to promote recognition of the equal worth and dignity of all human beings. Consequently, it is central that staff respect human rights. This implies recognition of staff's rights in the workplace. The Church of Sweden does not accept child or forced labor or any form of discrimination, harassment or other abusive behavior. Under no circumstances may staff, elected officers or contractors abuse a position of power or influence.

The national level of the Church of Sweden strives to be an attractive employer, to current and prospective staff alike. The Church of Sweden strives therefore to offer its staff a positive working environment, fair treatment, diversity, and continual opportunities to enhance their competencies. Union membership and employees' rights will be fully respected, and collective agreements apply to all staff.

The purchase of sex or sexual services is forbidden, and staff shall keep their workplaces and technical equipment free of pornographic content.

For more detailed guidance see:

- Policy on working environment
- Policy for fair treatment
- Policy on gender equality
- Policy on hiring (on favoritism)
- Policy on salaries
- Policy on alcohol and drug use

## 4. Environmental sustainability

Respect for the environment and efficient use of resources shall permeate throughout the work of the Church of Sweden at the national level. Environmental considerations shall form an integral part of all planning, with a view to making steady progress toward goals that are updated on a regular basis. For more detailed guidance see:

- Policy on the environment
- Policy on travel (section 2.2 includes environmental considerations)

## 5. Economic sustainability

Economic resources shall be maintained and used in an efficient and responsible manner. Staff, elected officers and others acting on behalf of the Church of Sweden may never make improper use of their power or influence. Zero tolerance applies to all forms of corruption, whether in the form of improper exchanges of money, goods or privilege. The work of the Church of Sweden shall be managed, and decisions shall be taken, on a fact-based and rational basis. The precautionary principle shall be applied in order to avoid conflicts of interest. For more detailed guidance, see:

- Policy on anti-corruption
- Guidelines for representation and gifts
- Financial policy and ethical guidelines
- Purchasing policy and Code of Conduct for Suppliers to Church of Sweden

## 6. Other codes

Elected members of the Central Board and organs/groups/delegations appointed by the Church Board, the Secretary-General, managers directly subordinate to the Secretary-General, and staff working for or representing the Church of Sweden's international work shall also observe the provisions of the *Code of Conduct on misconduct and ensuring child safeguarding for the International work*, as well as other requirements set out by ACT Alliance and the Core Humanitarian Standard (CHS). The Secretary-General may instruct that additional persons must abide by these codes and requirements.

For further information, see:

<http://actalliance.org/about/standards-and-policies/>

<http://www.corehumanitarianstandard.org>