

10. Code of Ethics for NAD International Department

1. Introduction

This Code of Ethics for the staff of NAD International Department is based on the approved vision, values, constitution and guiding principles (Norges Handikapforbunds prinsippprogram, rammeplan, lover og forskrifter) as agreed upon by the bi-annual NAD general meeting. The code has been approved by the board of NAD. NAD also adheres to the Atlas Alliance Code of Ethics as approved by the Atlas Alliance board.

This specific Code of Ethics reflects the particular needs and diversity of conditions and aspirations within our organisation. It is within this understanding that NAD International Department has – through a process involving the entire staff – developed the following Code of Ethics to guide its staff in their day-to-day work, interactions and decision-making.

The members of NAD International Department are committed to uphold high standards of integrity and accountability, to act according to the core values and guiding principles of NAD, and to promote these standards and principles. NAD International Department is aware that it has a special role to play in promoting the organisation and its ideals to other stakeholders.

2. Scope of the NAD International Department Code of Ethics

The practical guidelines have been developed for NAD International Department employees. Representatives of the board, and other NAD staff on assignments for NAD's international development work, are expected to follow the guidelines. Those working with NAD as paid consultants or volunteers are expected to observe the spirit of this Code insofar as it is relevant to their activities.

3. General principles of NAD International Department

Vision

NAD is working for an inclusive society where no one is discriminated against because of their genetic heritage or biological make-up, their culture, faith or values. Tolerance for human variation encourages a richly diverse community where everyone is equal. An 'inclusive society for all' is one in which there are no man-made barriers excluding certain people from active participation.

Development goal

Equality and full participation for all disabled people.

Handbook: Routines and Guidelines (June 2016 Version)

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Our guiding principles

As the staff of NAD International Department, we are committed to respecting the following principles:

1. We undertake to work with all individuals and groups, with for-profit and not-for-profit corporations and organisations, and with governments and international bodies committed to the fight against discrimination of disabled people, but we are subject only to the policies and priorities set by our governing bodies.
2. We undertake to be open, honest, and accountable in our relationships with everyone we work with and with each other. We endeavor to perform our duties honestly, faithfully and efficiently, respecting the rights of our colleagues and stakeholders.
3. We undertake to be politically non-partisan and non-sectarian in our work.
4. We will condemn fraud and corruption rigorously wherever solid grounds for suspicion have been identified.
5. We strive to make decisions which are based on sound, objective and professional analysis
6. We will only accept funding that does not compromise our ability to address issues freely, thoroughly, and objectively.
7. We commit to providing accurate and timely reports of our activities to our stakeholders.
8. We will respect and encourage the respect for fundamental human rights and freedoms.
9. We will take into account the sensitivities of people's customs, habits and religious beliefs, and avoid any behaviour that is not appropriate in a particular cultural context.
10. We will never:¹
 - a. engage in any sexual relationship with children (persons under the age of 18) regardless of the age of majority or age of consent locally)
 - b. engage in either sexual exploitation or abuse of any target group (men, women and children). This includes sexual relationships when the relationship is based on inherently unequal power dynamics
 - c. exchange money, employment, goods or services for sex, including sexual favours. All forms of humiliating, degrading or exploitative behaviour are prohibited.
 - d. abuse our position to either withhold assistance or give preferential treatment in order to solicit sexual favours.

4. Staff relations

1. We will treat each other with respect and consideration
2. We will communicate and consult with each other openly and collegially and in a manner that assists each of us to fulfil our duties and responsibilities faithfully and efficiently.

¹ Please also see Section 5 'Handling sexual abuse allegations'.

3. We will respect the privacy and private lives of our colleagues when dealing with personal information.
4. We undertake to ensure adequate consultation with any staff member before making any decision which may impact upon that staff member.

5. Conflict of interest

In our work, conflict may arise between our personal interests and the interest of NAD or other stakeholders. We will disclose such conflict and resolve it in a transparent manner in the interest of NAD.

6. Non-preferential treatment of family and friends regarding staff recruitment

We are committed to fair, objective, and impartial recruitment, hiring and procurement procedures, In particular:

1. Appointments to all positions will be made on merit and only after due consideration of all applications received following internal and external announcements.
2. Family members, friends and organisations with whom we or our families or friends are associated, will not be accorded preferential treatment.
3. We will not hire or contract members of our immediate family (that is a spouse, parent, child or sibling) without specific authorisation by the General Secretary.

7. Gifts and entertainment

There is a variety of customs concerning the giving and receiving of gifts in different cultures. As the acceptance of a gift may appear to create an obligation, we will avoid giving or accepting gifts, favours and gratuities in connection with official duties, as required by the following policy:

We will not accept, directly or indirectly, any discount, gift, entertainment (invitations to dinner, cultural events, tourist visits, etc) or favours (referred to as gifts) that may influence or be perceived to influence the exercise of our function, or the performance of our duties or our judgement.

This also implies that NAD does not give any gifts or gratuities related to marriages, burials, education, and political campaigns, etc, to partner employees or affiliates to partners.

8. Travel and NAD's property

1. Official travel undertaken by us will be directly related to the work of the organisation, and will be undertaken only when necessary. Only incurred travel expenses will be reimbursed. Only economy airfare will be paid, unless otherwise approved by the head of the department.
2. We will ensure that NAD's resources will be used effectively. Assets under our control will be used for no purpose other than for the advancement of NAD's objectives.

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3. When private travel is added onto NAD-related travel, we will notify our supervisor before the trip and will meet any extra costs that this may entail.

9. Private activities

1. We will not engage in any activity or transactions or acquire any position or function, whether paid or unpaid, that is incompatible with or detracts from the proper performance of our duties, and that may bring NAD as a whole into disrepute.
2. We will arrange our private affairs so as not to engage in any activity that might impair the credibility of NAD by giving the impression that NAD is fostering individuals, public or private institutions whose behaviour is perceived as not being in accordance with NAD's values.
3. We will not use NAD's business relationships to solicit or obtain favours or improper benefits in private life.
4. We will not allow our affiliations and/or activities (political, religious, etc.) to unduly influence or interfere with the neutrality that is the hallmark of NAD.

10. Remuneration

Where we receive any remuneration for public speaking, writing for a publication or a media appearance, and NAD organisational information is involved or the appearance is a result of the individual's employment or association with NAD, then the remuneration will be paid directly to NAD. However, the head of department may decide to forward such honorarium, partly or entirely to the respective staff member.

11. Post-employment

We will not allow our actions and decisions in the course of our work to be improperly influenced by the prospect of future employment with others.

12. Confidentiality and transparency

1. We will treat information obtained in the service of NAD with confidentiality, when its nature calls for it or when this is explicitly requested, and will not use any such information or materials to further a private interest. This obligation continues after the staff's separation from NAD.
2. We will be as open as possible about all decisions and actions we take, taking into account the above-mentioned needs for confidentiality.

13. Financial transparency

1. We will provide and publish annual audited financial reports in easily accessible form.
2. We will publish annually our sources of funding and account accurately and promptly to donors in accordance with the terms of their grants.

14. Financial independence²

1. We will not accept funds that might impair the independence of the organisation to pursue its mission.
2. To this end, NAD will accept resources only from donors who agree with our values and objectives.
3. We will not accept resources granted under condition or structured such that NAD
 - a. refrains from independent action,
 - b. pursues activities inconsistent with its mission, or
 - c. refrains from pursuing activities consistent with its mission.

Implementation

1. Getting familiar with the Code

- a. NAD International Department management will actively encourage an internal dialogue on ethics, provide guidance for staff, and ensure that internal systems, policies and procedures are consistent with this Code.
- b. Copies of the Code will be provided to each staff member and on our web site.
- c. The Code will be annexed to all contracts of employment and assignments.
- d. There will be an annual review of compliance with the Code and evaluation of its impact on the culture of integrity at the department. The review will be integrated in the annual action plan of the International Department and conducted under the overview of the HR-section of NAD.
- e. Periodic meetings with all NAD International Department members will provide a forum for discussion and review of the impact of the code.
- f. A focal point for the Code of Ethics will be pointed out in the International Department. The focal point is responsible for collecting information on the implementation of the Code and presenting this during the annual review. All employees shall ensure that all confidential information, including reports of breaches of these standards by colleagues, obtained from target groups or colleagues, is channeled correctly and handled with utmost confidentiality.

2. Raising an issue/whistleblower protection³

- a. Any concerns about an interpretation, application or suspected violation of the Code that staff or other stakeholders are not comfortable raising directly with staff concerned should be brought to the attention of senior management. According to the Norwegian Working Environment Act, the employee may also report to NAD's safety delegate (NAD employees in Norway). For detailed reporting routines, see NAD Human Resource Handbook in the portal.

² Please also see Section 4, 'Anti-corruption'.

³ Please also see Section 4, 'Anti-corruption'.

- b. No one shall be discriminated against or disciplined or reprimanded for reporting concerns or requesting guidance concerning the NAD Code of Ethics.

3. Reacting to a breach

- a. Any breach of the Code of Ethics will result in disciplinary action in accordance with the respective NAD terms, conditions and guidelines.
- b. The General Secretary will decide upon the appropriate reaction to the reported breaches.
- c. False accusations on any action, purposely made by a staff member, are seen as a breach of the Code of Ethics and will be subject to disciplinary action at the discretion of the employer.

Amendments

Amendments to the Code shall be discussed with all stakeholders and must be approved by the board of NAD.