



CODE OF CONDUCT

FOR ASSIGNMENTS ON BEHALF OF *THE ATLAS ALLIANCE*

Atlas' vision

A society for all without human made barriers

Atlas' identity

The Atlas Alliance is a Norwegian development foundation of people with disabilities, founded in 1981. The member organizations are membership based advocacy organisations of, for and by disabled people, with long experience nationally and internationally in strengthening the rights of people with disabilities and tuberculosis.

ATLAS' CODE OF CONDUCT

The Code of Conduct applies to all Staff at all times during their relation with, or assignments for, the Atlas Alliance (and therefore includes relations with, and specific assignments for, any of the organizations of the alliance).

“Staff” in this Code thus refers to all member organizations’ employees, executive board members, consultants, volunteers, secretariat staff and all individuals working in the name of the Atlas Alliance.

Staff is responsible for ensuring that they have read and understood the Code of Conduct and have a duty to report any breaches to this Code to their respective Atlas organization, which in turn is responsible for reporting to the Executive Director of the Atlas Alliance Secretariat. All reports and concerns raised will be properly considered and treated with discretion.

Violations of this Code are subject to disciplinary measures where needed and appropriate.

All staff shall...:

...strive for the highest ethical standard, not just the minimum required, to meet legal or procedural requirements.

...comply with the rules, regulations, policies and applicable laws of the country in which they are present unless these are in conflict with universal human rights.

- ...respect all persons equally - without any distinction based on nationality, race, gender, sexuality, level of disability, religious beliefs, class or political opinions.
- ...take into account the sensitivities of people's customs, habits and religious beliefs and avoid any behavior that is not appropriate in a particular cultural context.
- ...abstain from all acts which could be considered as harassment, abuse, discrimination or exploitation. This applies to all people of all ages, but especially to the most vulnerable, such as children or people exposed to stigma, including those living with TB and/or HIV or people with disabilities.

Integrity

- ...conduct all official duties with integrity, free from any dishonesty or corruption, including not engaging in any act of favoritism, nepotism or bribery. This includes unfair treatment of a person or group on the basis of prejudice, support or favor shown to friends and family, offer or consideration of any improper personal benefit.
- ...not accept, from any external source without authorization, any honor, gift, remuneration, favors or economic benefit which is more than a "token gift". Any potential conflict of interest with a supplier, service provider, project partner or business partner (such as family relations or shareholding) must be disclosed.
- ...report to your respective Atlas organization when you suspect fraud, corruption or dishonest behavior. The Atlas organization is responsible for reporting to the Executive Director of the Atlas Alliance Secretariat.
- ...at all times be subject to Norwegian legislation against corruption. See § 276 below for full legislative details.

Sexual abuse and exploitation

- ...not commit any act of "sexual exploitation" which is any actual or attempted abuse of a position of vulnerability or differential power or trust for sexual purposes.
- ...not commit any act of "sexual abuse" which is the actual or threatened physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.

- ...not commit any “sexual violence” which is any sexual act, attempt to obtain a sexual act, unwanted sexual comments or advances, or acts to traffic a person’s sexuality.
- ...not engage in any sexual activity with persons under the age of 18 years, regardless of the age of majority or consent locally (mistaken belief of a child’s age is not a defense). Sexual activity includes all forms of activity and abuse of a sexual nature, with or without physical contact and whether or not either party is aware of such abuse.
- ...not exchange money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior. This prohibition extends to any use of sex trade workers.
- ...not produce, procure, distribute or use pornographic material.

Protection of information

- ...exercise the utmost discretion in regard to all matters of official business and handle all confidential and sensitive information with the greatest care.
- ...not disclose sensitive information of/from individuals we serve where there is a risk of adverse consequences of the individuals if their identities/information is revealed.

Security

Staff must behave in a way that will not jeopardize his or her security.

- ...use local drivers when possible
- ...not drive a vehicle under the influence of any alcohol or mind altering substance. Staff should at no time use, nor have any drugs in their possession.
- ...comply with local traffic laws and regulations at all times.
- ...avoid driving outside towns after dark.

The Norwegian Criminal Law on Corruption - from Ch 26 Fraud, Betrayal of Trust and Corruption (§ 270-280) (the text is adapted from www.lovdato.no)

Corruption includes anyone who for themselves, or others, accept offers of or themselves offer unwarranted advantage as part of their position or assignment. This includes positions and assignments abroad. The punishment for corruption is fines or imprisonment for up to 3 years, the same holds for accomplices. Severe corruption can be punished up to 10 years imprisonment, the same holds for accomplices.

Anyone who for themselves or others demand, receive or accept an offer of unwarranted advantage to affect the performance of his/her position or assignment,

will be punished. The punishment includes fines and imprisonment for up to 3 years. An accomplice is punished likewise.

I confirm that I have read and understood the Atlas Alliance's code of conduct as stated above, and I hereby agree to comply with the code of conduct.

Place, Date:
