

CODE OF CONDUCT

Approved by the board 250407

Introduction

Clowns without Borders Sweden is a children's rights organization whose mission is to spread laughter, hope and dreams in children who live in extreme vulnerability. Clowns without Borders Sweden work is based on the UN Convention on the Rights of the Child. All work carried out by Clowns without Borders Sweden must be imbued with respect for, and promotion of, children's rights.

Clowns without Borders Sweden code of conduct collects principles that should guide employees, elected officials and volunteers in their mission. As an active member of Clowns without Borders Sweden, you have a responsibility to know and follow the statutes, basic principles and guidelines set up by the organization.

By being a good representative, you contribute to creating trust, confidence and respect among the people you meet as well as for Clowns without Borders Sweden as a whole.

The board and general secretary of Clowns without Borders Sweden are responsible for ensuring that all concerned are aware of the code of conduct and that the principles are continuously followed up, evaluated and developed. We encourage constructive views and dialogue in this regard.

Clowns without Borders Sweden must always focus on the individual and their unique potential. We are always careful to avoid treat or talk about people as victims. Your conduct towards others must be based on respect for their integrity, culture and lifestyle. This is particularly important when dealing with people in vulnerable situations.

As a representative of Clowns without Borders Sweden, you must carefully read through and take the code of conduct to heart. You will of course follow national and international laws and regulations that apply in the contexts in which you operate, as well as the policies, rules and guidelines that Clowns Without Borders has developed. As to not harm Clowns without Borders Sweden, its representatives or any third party with whom we work. Violation of the code may lead to expulsion from the organization.

The board evaluates and adopts the policy every year.

Ten basic principles

1. Treat everyone with respect and dignity

Clowns without Borders Sweden has zero tolerance for all forms of discrimination and harassment. As a representative of Clowns without Borders Sweden, you must always treat all people with respect and must not treat or discriminate against any person or group based on gender, ethnic origin or nationality, religion or other belief, sexual orientation, gender identity and expression, disability, age, political opinion or position in general.

2. Stand up for Clowns without Borders Sweden values

Clowns without Borders Sweden is a non-partisan organization, but that does not prevent you from being connected to other ideological organizations alongside your involvement in Clowns without Borders Sweden. However, as a member of Clowns without Borders Sweden, you cannot be active in organizations or contexts that directly oppose Clowns without Borders Sweden values.

3. Dissociate from harassment, exploitation, violence and abuse of power
Clowns without Borders Sweden has zero tolerance regarding abuse, harassment, purchase of sexual services, violence and violations, both in the workplace and in business.

On some assignments with Clowns without Borders Sweden, people you work with may be, or perceive themselves to be, dependent on you. Basic to Clowns without Borders Sweden is that you must never take advantage of this. Improper favors, benefits, special treatment or favoritism must never occur.

[See also Clowns without Borders Sweden Child protection policy and action plan against sexual harassment and abuse.](#)

4. Manage resources correctly

Clowns without Borders Sweden resources stem from private donors, companies and grants. We have a great responsibility to ensure that these resources are used correctly. We care about having a clear transparency and about how all resources, personal, financial and material, are used. All resources and working time must therefore always be used responsibly and for the purpose for which they are intended.

[See also Clowns without Borders Sweden Funding, Fundraising and Investment Policy.](#)

5. Countering corruption and fraud

Clowns without Borders Sweden must in all contexts oppose corruption, bribery, abuse of position and bias. Clear rules, administrative routines and transparent decision-making processes form the basis of our actions. You may not give or receive gifts or benefits to individuals or groups in exchange for services or cooperation. If people or groups want to show you their appreciation (in the form of, for example, flowers, chocolate or other small memorial gifts), the value must not exceed SEK 200. You must never accept gifts of money.

6. Alcohol and drug-free at work

Employees and volunteers at Clowns without Borders Sweden must always act as good role models during assignments with the organization and remember that they are the organization's external representatives, for both the target group and partners. It is therefore never permitted to consume alcohol/drugs, be under the influence or hungover in connection with activities with the Clowns without Borders Sweden target group. Employees and volunteers must bear in mind that they can meet target groups outside of the activity as well and must also be seen as good role models.

Alcohol/drugs must therefore never be consumed while bearing clothing etc. with the organization's logo in public contexts. Clowns without Borders Sweden never pay for alcohol and this includes representation.

7. Manage communication and information

On assignments with Clowns without Borders Sweden, you may encounter sensitive information about individuals or situations. Clowns without Borders Sweden approach is to always protect privacy and security and not disclose information that may be sensitive. As a private person, you have the right to freely express your opinions on various issues, but you may not speak in the media or in official contexts as a representative of Clowns without

Borders Sweden in matters that are outside your area of responsibility, this is to ensure that the correct information is conveyed and to not risk endangering the safety or relationships of individuals, groups or the organization. In matters related to Clowns without Borders Sweden overall activities, you must contact the office communicator who assesses who should speak. The Clowns without Borders Sweden general secretary acts as the official spokesperson for the organization and ultimately decides who will appear on current issues.

[See also Clowns without Borders Sweden Communication Policy](#)

8. Security

Clowns without Borders Sweden often work in complex areas and give people's safety a high priority. You are obliged to take note of, respect and follow the safety regulations that apply to your assignment. You are also obliged to follow the instructions issued by the chairman, the general secretary or the project manager in an emergency.

[See also Clowns without Borders Sweden safety protocol.](#)

9. Climate and environmental considerations

Clowns without Borders Sweden is an environmental and climate aware organization. Our endeavor is to minimize the environmental impact and set a good example by recycling, replacing unnecessary trips with digital communication, and traveling collectively. We also take environmental considerations into account when purchasing materials or when we need to print brochures and other information material.

[See also Clowns without Borders Sweden Environmental Policy.](#)

10. Work environment

Clowns without Borders Sweden working climate is permeated by openness, positivity, desire, security and respect. We encourage, support and see opportunities in each other. We cherish each other's commitment, and everyone enjoys their work. We are all involved in creating a joyful and creative work climate.

In case of violation of the code

Clowns without Borders Sweden has a so-called whistleblower policy to protect the organization's ethics and professionalism. The whistleblower policy also facilitates the reporting of irregularities and guarantees that you who report can remain anonymous. If you see something that you perceive to be illegal or in violation of the law or the Clowns Without Borders Sweden Code of Conduct or other guidelines, please report it.

You should contact the general secretary or the chairman in the first instance. They are required to take appropriate action to deal with the matters they have become aware of. If irregularities concern the general secretary or chairman, you can turn to a member of the board that you trust.

As soon as the report has been made, an initial investigation will be carried out, after which a decision will be made on how the matter should be further handled. Within a week after the report has been made, you will receive feedback confirming that the report has been received and how the case will be handled.

Responsibility

The Clowns without Borders Sweden board is responsible for determining and updating the policies that the organization needs. The board assigns the general secretary to ensure the implementation of these policies in the day-to-day work within the organization by developing guidelines and routines.

The policy is revised at least every two years and adopted by the board.

Related documents

- [Child protection policy](#)
- [Incident report for crimes against Clowns without Borders Swedens' child protection policy](#)
- [Action plan against sexual harassment](#)
- [Incident report for suspicion of crime, sexual harassment and abuse](#)
- [Security protocol](#)
- [Funding, fundraising and capital investment policy](#)
- [Communication policy](#)
- [Environmental and sustainability policy](#)
- [Whistleblower Policy](#)