Svenska kyrkan
KYRKOKANSLIET

DOCUMENT			DIARY NUMBER
Act Church of Sweden Code of Conduct			Ks 2024:1208
DECISION MAKER	DECISION DATE	VALID FROM	LAST UPDATED
Church Board's International Council	19 september 2024	19 september 2024	11 september 2025
UPPRÄTTAT AV	RESPPONSIBLE DEPARTMENT		DOCUMENT TYPE
Director of Act Church of Sweden, Erik Lysén and HR Manager, Lotta Bodin	International Department		Code of Conduct

Act Church of Sweden's Code of Conduct

About the Code of Conduct

Purpose and Context

Act Church of Sweden is the Church of Sweden's work with international mission and diaconia and thus constitutes its international aid and development work. Act Church of Sweden is part of the ACT Alliance, which means a commitment to also uphold the standards set by the Alliance.

The main purpose of this Code of Conduct is to clarify the requirements for behaviour in Act Church of Sweden's work. The signatories of the Code of Conduct shall always respect and promote fundamental human rights without discrimination and contribute to an environment that prevents misconduct and promotes the application of the Code of Conduct. Managers at all levels have a particular responsibility to support and develop systems that maintain this environment.

The Code of Conduct aims to protect the signatories of the Code and the individuals they meet, as well as to protect the reputation of Act Church of Sweden. Act Church of Sweden's partners are contractually required to have their own code of conduct and a system for monitoring it.

Act Church of Sweden's Code of Conduct complements the Church of Sweden's Code of Conduct for the national level and other governing documents.

Target group

The Code of Conduct applies when one represents Act Church of Sweden, and it applies to those employed at the national level, as well as trustees elected to the Church Board. It also applies to persons appointed to different missions under the Church Board (holders of duties of trust) and other persons that are included in groups/delegations that have been appointed by the Church Board or on delegation from the Church Board. The Code of Conduct also applies to other persons who have signed it.

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Communication
Act Church of Sweden's leadership has a responsibility to ensure that signatories of the Code of Conduct have knowledge about it and that it is well known how it can be applied in the different contexts Act Church of Sweden operates. Staff working abroad are responsible for ensuring that the accompanying person has knowledge about this Code of Conduct.

Follow-up
The Church Office will monitor the Code of Conduct regularly and ensure that guidance and training needs are identified.

Updates
The Church Board's International Council shall review the relevance of the Code of Conduct once during its term of office.
The Church Office is responsible for providing the Church Board's International Council the basis for the decision that is needed for any updates.

Governing documents that cease to apply
The Code of Conduct for Act Church of Sweden's international work, decided 2016-09-26, last updated 2016-12-01.

Authorisation
5 § a Instruction for the Church Board's international council.

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Code of Conduct

Alcohol and other drugs
Alcohol and drugs are prohibited during work hours. Use of alcohol and drugs can compromise safety, work quality and individuals' health. It is also not permitted to use the organisation's resources to provide alcohol during parties and dinners; however, there are exceptions for certain formal representation events.

Collection of pictures and information
In terms of collecting information and pictures, a specified template shall be used to ensure that informed consent is obtained.

Corruption
It is not permitted to act in a way that could be perceived as corruption, such as abuse of trust or power. This includes never accepting gifts or benefits that could negatively influence the performance of work-related tasks or missions. Favours, trips, entertainment, material items, among other things, are considered gifts. Smaller tokens of appreciation and gifts may be accepted if given openly and is without the intent to influence behaviour or decisions.

Circumstances that may give rise to conflicts of interest, such as close friendship with individuals in groups/organisations receiving support from Act Church of Sweden, shall be reported to an immediate supervisor or employer.

Close relations
The line manager shall be informed if there is a close relationship with another employee within Act Church of Sweden or with an employee of partner organisation within the ACT Alliance. The line manager shall be informed if a close relationship is established with an individual from a group/organisation that is receiving support from Act Church of Sweden.

Sexual exploitation and sexual assault
It is not permitted to exploit anyone sexually, commit sexual assault or sexually harass any individual. It is also not permitted to offer money, employment, products or services in exchange for sex.

It is not permitted to take advantage of your position by withholding funds from Act Church of Sweden, or to treat someone in a positive way, in exchange for sexual acts, gifts, any form of payment or benefit.

It is not permitted to have sexual relations, which can be perceived as sexually exploiting, with members of crisis-affected population groups, with regard to their increased vulnerability and what they are exposed to.

Protection of children
Signatories of the Code of Conduct must never act or accept a situation that could put a child at risk of harassment or exploitation. Behaviour and actions that are forbidden include, but are

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not limited to, using inappropriate language or behaviour when interacting with a child; verbally or physically bullying or harassing a child; physical punishment; engaging in activities involving child pornography, grooming and online sexual exploitation.

Safety
Travel and work activities shall be planned in a way that prioritises safety. Signatories of the Code of Conduct must be aware of their own and others' safety and act in a way that minimises the loss of life, loss of health, and other assets When handling information and IT equipment, information and IT security must always be taken into account.

Harassment and Discrimination
Human rights must be respected and promoted, which means treating everyone equally regardless of ethnicity, special needs, gender, gender identity or expression, religion or beliefs, sexual orientation and age. Discrimination and harassment are strictly prohibited.

Weapons
As representatives of the Church of Sweden's international work, it is not permitted to use or carry weapons or ammunition. The definition of 'weapon' is governed by Swedish legislation.

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Mismanagement and reporting of violations

Any breach of the Code of Conduct constitutes a form of a misconduct and may lead to repercussions. Suspected or confirmed violations of this Code of Conduct must be reported. Signatories of the Code of Conduct must collaborate with any investigation of a reported violation.

A complaint may be submitted via e-mail, letter or telephone, as well as directly to the designated CRM contact person.

I hereby certify that I have reviewed and understand the contents of this Code of Conduct and agree to report any violations thereof.

Date:

Name:

Key words and definitions

Accompanying persons means a person who is a spouse, registered partner or cohabiting partner, as cohabiting is defined by law.

Children are persons that are minor, i.e. under the age of 18.

Corruption is the misuse of trust, power or position for undue personal gain.

Discrimination is the exclusion of, attitude or action towards, an individual based on their social status, ethnic background, skin colour, religion, or religion or other belief, sex, sexual identity or expression, sexual orientation, age, civil status, nationality, political belonging or special needs.

Exploitation is any actual or attempted exploitation of someone's vulnerability, dependent position, or trust by threatening negative consequences.

Grooming is the action of attempting to form a relationship with a child or young person, with the intention of sexually assaulting them or inducing them to commit an illegal act.

Harassment is undesired verbal or non-verbal behaviour that violates a person's dignity. It can also include subjecting someone to offensive treatment based on characteristics such as ethnicity, disability, gender, gender identity or expression, religion or beliefs, sexual orientation or age.

Informed consent is a consent, sometimes written, to participate. Consent is always based on clear and detailed information about what participation entails.

Sexual assault is any actual or threatened, physical sexual act, including unwanted sexual contact, carried by force, coercion or exploitation of a person.

Sexual exploitation is an actual or attempted exploitation of someone's vulnerability, dependency, or trust for sexual purposes. This includes inappropriate touch by force or coercion

Sexual harassment is a behaviour of a sexual nature that violate someone's dignity.

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