

## Greenpeace Nordic Code of Conduct

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## Introduction

The integrity and reputation of Greenpeace Nordic depends on the ability of its people to uphold and promote the highest standards of ethical and professional conduct.

This Code of Conduct clarifies what we can expect from each other and what our organisation expects of us in terms of **acceptable behaviour**. It is designed to provide guidelines on what is and is not permissible within daily work or volunteering assignments. It sets out common basic principles and rules or standards, which alleviate doubt and give precise instructions for the conduct. These expectations are also laid out in the employment contract and the related policies of the organisation.

This Code of Conduct **applies to all Greenpeace Nordic people** - Board members, salaried staff, interns, volunteers and freelancers/contractors under the direction of (deployed by) Greenpeace Nordic - and extends to activities and transactions in all countries in which Greenpeace operates permanently, periodically and occasionally.

We all have a **shared responsibility** for encouraging, advocating and promoting the code of conduct. We also have a role in implementing, monitoring and enforcing its standards. Managers have a special responsibility to lead by example, and to support and develop systems that promote and preserve the integrity of our organisation. All people in Greenpeace Nordic should report to their managers or volunteer coordinators, or other stakeholders in the Integrity System, as per this code of conduct or the Nordic Protocol for Handling Suspected Integrity Violations, any concerns or suspicions regarding any activities that are in conflict with this code of conduct and which may compromise the integrity of the organisation.

## Key principles and values

This code of conduct is based on the global key principles and values of Greenpeace. These key principles and values should act as a foundation to guide the actions of all Greenpeace people both inside and outside of the organisation. In addition to these key principles and values, the Nordic "Cultural Lenses" will also provide guidance for our code of conduct in Nordic.

### Key principles (external)

Greenpeace's work is based on a number of key principles. They are reflected in all our campaigns, and they guide whatever we do, wherever we do it:

#### **Personal Responsibility and Nonviolence**

We take personal responsibility for our actions, and we are committed to nonviolence. These principles are inspired by the Quaker concept of 'bearing witness', which is about taking action based on conscience – personal action based on personal responsibility. We are accountable for our actions, and everyone on a Greenpeace action is trained in nonviolent direct action.

#### **Independence**

We ensure our financial independence from political or commercial interests. We do not accept money from either companies or governments. And we mean any money. Individual contributions, together with foundations grants, are the only source of our funding. Our independence gives us the authority we need to effectively tackle power, and make real change happen.

### **Greenpeace has No Permanent Friends or Foes**

In exposing threats to the environment and finding solutions we have no permanent allies or adversaries. If your government or company is willing to change we will work with you to achieve your aims. Dither, backtrack or turn around and we will be back.

What matters aren't words, but actions, and, as far as we're concerned, there's only one standard in this: The environment has to benefit.

### **Promoting Solutions**

We seek solutions for, and promote open, informed debate about society's environmental choices. We don't work to manage environmental problems we work to eliminate them. That's why we developed our roadmap to save the seas through the establishment of marine reserves, and an Energy [R]evolution blueprint that points the way to a clean economy. It's not enough for us to point the finger; we develop, research and promote concrete steps towards a green and peaceful future for all of us.

### **Values (internal)**

The following values were adopted by the March 2009 Executive Directors Meeting as the key values which guide our internal code of conduct:

#### **Commitment and Professionalism**

Our commitment to our mission is our strength. It is combined with professionalism to reach our goals.

#### **Global Mindset**

Greenpeace culture supports the global nature of our organisation, our objectives and honours our diversity in the way we work as a global network.

#### **Trust and Respect**

Our culture aims to create mutual trust through transparency and accountability in our interactions.

#### **Value People**

Our culture attracts, inspires and empowers both employees and supporters to jointly achieve our common goals. We value our people and maximise the potential of each individual within the global framework. Responsibilities are based on the skills and potentials of people.

#### **Knowledge-sharing**

We stimulate knowledge sharing, mutual learning and open access to information.

#### **Goal Orientated**

We focus on outcome and work towards goals instead of on issues.

#### **Cutting Edge**

We encourage people to develop and empower them to take risks and learn from their mistakes.

## 1. General conduct

All Greenpeace Nordic People are responsible and must:

- 1.1 Act with honesty and integrity and conduct yourself in a professional and courteous manner.
- 1.2 Strive to maintain the highest ethical standards and conduct yourself in a manner that will be a credit to the vision and values of Greenpeace.
- 1.3 Act in the best interests of Greenpeace, separating personal opinions, activities, and affiliations from the performance of professional responsibilities.

## 2. Avoiding corruption

- 2.1 All Greenpeace Nordic People are responsible and must not engage in corruption under any circumstances.
  - 2.1.1 You must not accept money, goods or services, or demand money, goods or services from citizens or other parties, in return for services or influence.
  - 2.1.2 You will proactively guard against even the semblance of corruption.
  - 2.1.3 Extortion payments, the demand for money or goods under threat of personal risk, may be made, but must be reported through the methods outlined in the GPN Anti-Bribery and Corruption Policy.
  - 2.1.4 You will, only in exceptional cases, accept gifts, including facilities or third-party services, where refusing to accept would make the work impossible or impractical, and where there is no potential for it to be perceived as an act of bribery or corruption. When in doubt, you will consult with your line manager or your volunteer coordinator.
  - 2.1.5 You will accept lunches, dinners and receptions that are paid by third parties only if necessary for the work and where there is no potential for the activity being perceived as an act of bribery or corruption. When in doubt, you will consult with your line manager or your volunteer coordinator.
  - 2.1.6 You will accept visits involving travel and accommodation expenses paid by third parties only in exceptional cases. The invitation may only be accepted if the visit is in an official capacity, is demonstrably of great interest for the advancement of the objectives of the organisation, and where there is no potential for the activity being perceived as an act of bribery or corruption.
  - 2.1.7 If gifts or services are accepted in exceptional circumstances, full disclosure must be made. This disclosure must include: the nature of the gift or benefit, the source and date of receipt, the circumstances, estimated value, intended use, and whether (in the case of goods) it will be handed over to Greenpeace.

### 3. Impartiality and avoiding conflict of Interest

3.1 All Greenpeace Nordic People are responsible and will not act in a partial manner. That is, you will not use your position or influence to further the interests of you or affiliated parties in any way. Any form of favouritism is forbidden.

3.1.1 You will proactively avoid even the appearance of partiality; that is, of self-interest or favouritism.

3.1.2 To prevent the appearance of partiality, you will avoid, when possible, placing yourself in any situation where self-interest or those of affiliated parties are present.

3.2 All Greenpeace Nordic People are responsible and will always declare to their line manager, all paid or unpaid external activities that may have bearing on your employment or engagement with Greenpeace.

3.2.1 You will not engage in any secondary employment or other activities:

- where the public knowledge of this fact would adversely reflect upon Greenpeace's stated mission, or otherwise mislead the public (applicable to all Greenpeace Nordic People)
- that conflict or appear to conflict with your duties (applicable to salaried staff, board and contractors)
- that may use your knowledge of confidential information gained through your work at Greenpeace; and (applicable to all Greenpeace Nordic People)
- that will, or is likely to, negatively influence the performance of your work for Greenpeace. (applicable to salaried staff)

3.2.2 As salaried staff, you will not seek a nomination and/or run as a candidate, or serve as a senior office bearer for a political party while working for Greenpeace. Political engagement at lower level (eg. local) should also be reported to your line manager (see 3.2) for assessment.

3.2.3 You will not participate in any activity that might mislead or confuse the media or the public about whether you are representing another organization or group in your capacity as a Greenpeace employee or volunteer.

3.3 You will ask your line manager for permission or advice if unsure whether outside employment or other outside activities may affect or appear to affect the proper performance of your own job in Greenpeace Nordic.

3.4 You will report to your line manager or your volunteer coordinator when you knowingly have financial interests in contracts, sales, or other business transactions undertaken by Greenpeace, or have family members, friends or business associates with such interests.

## 4. Financial responsibility

4.1 All Greenpeace Nordic People are responsible and will ensure that you use Greenpeace funds and resources entrusted to you in a responsible manner. You will:

4.1.1 Account for all money and property in your care

4.1.2 Strive to ensure value for money in spending Greenpeace funds

4.1.3 Use salaried working hours as a resource of Greenpeace, responsibly and for the purpose they are intended

4.1.4 Follow policies, procedures and guidelines for managing and using these funds and resources

## 5. Use of organisational property, services and other resources

**All Greenpeace Nordic People are responsible and must ensure that:**

5.1 Organisational property, services and other resources belonging to Greenpeace will be used responsibly.

5.2 Personal use of equipment provided by Greenpeace will be within reason and must not impede an employee's productivity or work functions.

5.3 The private use of the Internet during office hours or while volunteering in Greenpeace is permitted as long as it is done responsibly and kept to an acceptable level.

5.3.1 Content that is pornographic or racist, may not be uploaded, downloaded, or disseminated.

5.3.2 Intellectual property laws must not be violated by uploading, downloading or disseminating any copyrighted material.

5.4 Software may only be installed on Greenpeace hardware with the approval of the IT unit.

5.5 Any use of Greenpeace Nordic's vehicles must comply with all relevant rules and regulations. Operators of vehicles take personal responsibility for compliance with all relevant rules and regulations including potential fines or other penalties for violations of these.

5.6 Reuse and repair has priority over new acquisitions. Organization property shall be sold, recycled, or disposed of in an environmentally friendly way if it does not make sense to use it any longer.

## 6. Environmental responsibility

- 6.1 You will actively support Greenpeace's goal of minimising the environmental impact of your work, in areas such as food and meat consumption, procurement, travel and vehicle use.
- 6.2 Where possible, you will seek to reduce the number of in-person meetings that involve travel.
  - 6.2.1 Where it is necessary to hold in-person meetings, you will strive to reduce the environmental impact of these meetings, including minimising the use of carbon intensive transportation, such as air travel.
- 6.3 You will assess the necessity of traveling for work, and seek to reduce the number of in-person meetings that involve travel in alignment with Greenpeace Nordic's meetings policy
  - 6.3.1 Preference will be given to safe public transport where possible.
- 6.4 You will follow and adhere to Greenpeace Nordics food and procurement policies in effect.

## 7. Working together

### All Greenpeace Nordic People are responsible and will:

- 7.1 Work cooperatively with your colleagues or fellow volunteers, your manager or volunteer coordinator and/or subordinates to achieve the objectives, targets and goals of the organization and commit to support each other in your work and to constructively resolve conflicts that may occur.
- 7.2 You will avoid to join conversations, gossip or actions with others that seek directly or indirectly to undermine or demean another colleague or fellow volunteer or their work.
- 7.3 Listen and consider others' opinions. While you may vocalize your own opinions with vigor and passion you will be considerate of other opinions. You adhere to decisions and directions once they have been taken and refrain from ongoing internal "campaigning".
- 7.4 Follow security instructions and procedures, and avoid behaviour that may expose yourself or any of your colleagues to unnecessary risk.

## 8. Preventing discrimination, harassment and victimization

### All Greenpeace Nordic People are responsible and must:

- 8.1 Not engage in discrimination of any form.
- 8.2 Not engage in any forms of *harassment* (including but not limited to *sexual harassment*), or *victimisation* in any form.



- 8.2.1 **Discrimination** in the workplace and the wider organisation is when an employee, job applicant, or a volunteer is directly or indirectly discriminated against on the grounds of gender, gender identity or expression, pregnancy, parental leave, carer duties, family relations, sexual orientation, age, religion or belief, political opinion, trade union activity, disability, health, language, race, skin color, national, social or ethnic origin, part-time work, fixed term employment, or other personal characteristics or combination of these characteristics. Discrimination can be both direct or indirect and an instruction to discriminate can also constitute discrimination.
- 8.2.2 **Harassment** is defined as behaviour or conduct that is unwanted or offensive, and that has the purpose or effect of violating someone's dignity or creating an intimidating, humiliating, hostile, degrading, uncomfortable or offensive environment, in a manner which is related to someone's gender, gender identity or expression, pregnancy, parental leave, carer duties, family relations, sexual orientation, religion or belief, political opinion, trade union activity, disability, health, language, race, skin color, national, social or ethnic origin, part-time work, fixed term employment, or other personal characteristics, or any combination of the above characteristics. Harassment may be persistent or an isolated incident, and can also include bullying and mobbing. Harassment can also be of a sexual nature (see 8.2.3.) When the unwanted behavior or conduct is not of a sexual nature, and not related to one of grounds for discrimination, it is instead categorised as *victimisation* (see 8.2.4).
- 8.2.3 **Sexual harassment** is defined as any form of verbal, non-verbal or physical conduct of a sexual nature whose purpose or effect is to violate the dignity of the person affected, or to create intimidating, hostile, or offensive work environment. Sexual harassment includes, but is not limited to undesired physical contact such as unnecessary touching, unwelcome and recurrent proposals or propositions, requests for sexual favors, unwanted display of pornographic images and texts, whistles, glances, or gestures that are offensive. Sexual harassment can also be punishable according to the penal code's rules on sexual violations in the relevant country.
- 8.2.4 **Victimisation** is defined as reprehensible or distinctly negative actions which are directed against one or several individuals in an offensive manner and can result in ill health or them being placed outside the workplace community. Often victimising behavior could per se have constituted harassment, but when it is not related to one of the discriminatory grounds (such as age, gender identity, ethnicity etc, as earlier described) it will instead constitute victimisation. These are behaviors that could also be categorised as psychological violence or social exclusion and could also be referred to as adult bullying or mobbing.

## 9. Use of Drugs and Alcohol

- 9.1 Buying, selling, possessing, storing or using illicit drugs while on Greenpeace premises or ships, while in Greenpeace vehicles, or while representing Greenpeace, is strictly forbidden.

- 9.2 Drinking alcoholic beverages while in a Greenpeace vehicle, or operating a Greenpeace vehicle, boat or ship under the influence of alcohol and/or drugs, is strictly forbidden.
- 9.3 Greenpeace People are expected to refrain from drinking alcoholic beverages while participating in internal Greenpeace Nordic events or activities that are declared as alcohol-free events or activities.
- 9.4 Being intoxicated (that is, being affected temporarily with diminished physical and mental control by means of alcoholic liquor, a drug or another substance), is strictly forbidden while representing Greenpeace or otherwise working in Greenpeace operations.

## 10. Information and confidentiality

### All Greenpeace Nordic people are responsible and will:

- 10.1 Not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their position or volunteer assignment, in either oral or written form, except when required by law or authorised by the organisation to do so.
- 10.2 Not use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.
- 10.3 If uncertain about whether or not information is regarded confidential, you will seek advice from your own manager or volunteer coordinator.

## 11. Compliance with this code of conduct

- 11.1 The Senior Management Team oversees compliance with the Code of Conduct. For the Volunteering Community, this is done by the Volunteer Unit.
- 11.2 You will regularly discuss with colleagues and within the volunteer community the practical functioning of the Code of Conduct, and the kind of risks that are encountered regarding violations of the Code.
- 11.3 If you doubt whether or not an action is a breach of the Code of Conduct, you are entitled to seek advice from your line manager, volunteer coordinator, or a person of trust.
- 11.4 If you believe that another Greenpeace Nordic person violates a rule of the Code, in the first instance you will discuss with the colleague in question to prevent the violation from happening and to allow the possibility for the colleague to report themselves.
  - 11.4.1 If the violation persists, or is not dealt with, or if this is not possible, you will report this violation preferably to your manager, your volunteer coordinator or a person of trust. If that is not possible, you will take it up the management hierarchy, including to the Senior Management Team and Executive Director.
  - 11.4.2 When this it is not possible to report this to your colleague or your supervisor, or volunteer coordinator, or in instances where you report the violation but it still

persists, you must follow the procedures outlined in the Protocol for Handling suspected Integrity Violations. You may also choose to use the Whistleblower Policy.

11.5 If there is a concrete suspicion that the Code is breached, Greenpeace may order an investigation. The integrity of any such investigations shall be respected by all staff members and volunteers.

11.6 If it has been established that the Code has been breached, Greenpeace may take disciplinary action.