



Code of Conduct

for all employees of PMU

Adopted by PMU's management team on September, 18 2018

Introduction

At PMU we are all responsible for upholding and encouraging an ethical and professional standard of behaviour. We respect the foundational values of the organization¹ and the people we meet in the line of our work for PMU.

Purpose

The Code of Conduct describes the responsibility of PMU staff, as employees of Pingst/PMU. The purpose of the Code of Conduct is to give guidance in and encourage an increased ethical responsibility in our work, as well as towards churches, international partners and the people with whom PMU cooperates. Its purpose is also to give tools regarding how to report any lack of compliance with the Code. Based on the commitment of PMU to preventing fraud, corruption and abuse of power as well as sexual exploitation and harassment, the Code of Conduct seeks to protect both staff and people with whom PMU cooperates

Scope

The Code of Conduct applies to all personnel within PMU staff, at the head office and the regional offices, as well as during travels on behalf of PMU. During travels, PMU staff are representatives of PMU and must respect the Code of Conduct during both work hours and leisure, as well as when being active in official channels of communication, including social media. In regards to employees stationed abroad, their family members should be well acquainted with the Code of Conduct and its content. The Code also applies to consultants performing work for PMU in Sweden and abroad.

Employees of local partners, as well as representatives of Swedish churches, represent PMU only if there has been a clear agreement to this effect for a specific mission.

Basis for, and compliance with, the Code of Conduct

The management of PMU is responsible for informing staff about this Code of Conduct, but it is the responsibility of each member of staff to read, understand and comply with the contents of the Code. If any member of staff is uncertain as to the meaning of the contents of the Code, this member should discuss it with their immediate superior. The Code of Conduct applies until further notice.

The Code of Conduct is part of PMU's contract of employment and the Pingst ffs Handbook for staff

¹ Project Manual of PMU, chapter 1, pages 9-10 (version 2012-09-03)

stationed abroad. The Code of Conduct is published on PMU's website: <https://pmu.se/ansvar/>

The Code of Conduct covers the following four areas, which are described in more detail below:

1. Integrity and responsibility
2. Inappropriate behaviour
3. Disciplinary measures
4. Reporting and complaints

1. Integrity and responsibility

The work and reputation of PMU in regards to all its areas of operation rely greatly on the efforts and behaviour of its staff. The behaviour of a member of staff towards others should be based on respect and a promotion of human rights.

Members of staff are often seen to have a privileged position and those with whom PMU cooperates may see themselves in a dependent role with regards to PMU staff. We must be aware of this and take this into consideration in our work and our meetings with others

Members of staff are also representatives of the Swedish Pentecostal Movement.

2. Inappropriate behaviour

PMU will regard the unacceptable acts described below as misconduct or gross negligence. Generally, all forms of abuse of power will be considered as gross misconduct.

2.1 Violation of laws, rules and regulations

- a) Violation of applicable Swedish, national/international laws or other agreements.
- b) Non-compliance with PMU policies and guidelines.²

2.2 Abuse of power

Abuse of power is defined as violations, abuse of position or influence as well as decision making for personal gain, or that of another person. Abuse of power includes e.g. favouritism³⁴, nepotism⁵, corruption⁶, bribes and all other forms of exploitation, also sexual exploitation.

PMU practices a zero tolerance approach regarding abuse of power. Such acts will be dealt with in accordance with what is outlined under heading 3: *Disciplinary actions and consequences*.

The following acts are categorized as abuse of power:

- a) Any act that can be considered as harassment, bullying, discrimination, racism or an illegitimate use of authority.
- b) Any arbitrary conduct making PMU legally, economically or morally responsible.

² Policies and guidelines: (Applicable policies and guidelines are found on: <https://pmu.se/ansvar/>)

⁴ This is a mechanism of abuse of power that consists of "privatization" and is a strongly biased distribution of common resources, regardless of how these have been collected originally.

⁵ Leaders and members of staff who give preferential treatment to their own friends and family members, regardless of their qualifications and without any judicial proceedings.

⁶ By corruption, PMU refers to the abuse, by individuals or groups, of entrusted power or position for undue gain. Corruption is a complex issue that includes bribes, embezzlement, fraud, partiality, nepotism, swindle or extortion.

- c) Theft, embezzlement of funds or unauthorized use of PMU property or staff.
- d) All forms of exploitation and assault, including sexual exploitation and abuse according to the definition of "Secretary General's Bulletin" on Special Measures for protection from sexual exploitation and sexual abuses (ST/SGB/2003/13).
- e) Compensation in the form of money, labour, products or services for sexual or in other ways humiliating, degrading or exploitative acts. PMU considers the purchase of sexual services as a form of exploitation and it is therefore treated as a gross abuse of power.

2.3 Disregarding of security measures

- a) Non-compliance with security measures mandated by PMU and possibly also those of local partners. See further: *Krisberedskap och Säkerhetsföreskrifter*⁷.
- b) Use or possession of weapons or ammunition of any kind while in service.
- c) Use of narcotics and other illegal substances.

2.4 Wrongful representation

- a) Making public statements of a political or military nature in the name of the organization.
- b) Handing over evidence or information or witnessing in a court of law, without prior consent from the director of PMU⁸.
- c) Wrongful use of the PMU logo. See policy regarding PMU Logo.
- d) Publishing documents, articles or research findings related to a cooperation partner or project without prior consent from the director of PMU.
- e) Actions or neglect that could discredit PMU. *NB, this does not apply to actions of alerting relevant authorities to gross negligence or wrongful actions of PMU as an organization.*
- e) Failure to show respect for customs, habits or religious convictions.
- f) Accepting or performing tasks or services that may enter into conflict with ordinary service to PMU without prior consent from the director of PMU.
The use of alcohol while in service. In case of service abroad, this applies also outside of working hours, as it does for those who are travelling as part of their service.

2.5 Negligence or theft

- a) Negligent handling of PMU property, including negligence at preparation and accounting of PMU funds.
- b) Theft of any kind.

2.6 Defamation or distortion

Making any form of deliberately false or malevolent statement, or false accusation of another member of staff or a third party.

2.7 Corrupt behaviour

- a) Neglecting to inform about, or show full transparency regarding a potential conflict of interest in relation to a supplier, or business partner (including close family ties, shareholding or similar)
- b) Receiving or giving personal gifts which could be regarded as a bribe. A gift given according to local custom can normally be received and considered a gift to PMU. Handling or making decisions on an issue that concerns yourself or a close relative, or partially favouring a person or a group.

⁷ See documents on the server of PMU R:\PMU\PMU\Personal\Uppförandekod\Uppförandekod_ver 20180918

⁸ In the event of a person being obligated by law to give evidence or other information, this person must immediately inform the Director of the organization.

2.8 Confidentiality

To reveal confidential information that was received while a PMU employee. The IT policy⁹ of Pingst must be complied with, as well as guide lines concerning the handling of personal data.¹⁰

2.9 Social media

The manner in which social media is used or handled must not be in conflict with the values of PMU and its Code of Conduct, even if it is done in the sphere of private life, since this may affect the image of PMU as an organization. In regards to the safety of our local cooperation partners, special caution must be observed, also in order to reduce traceability via social media. See policy of PMU in matters of the press and social media.

3. Disciplinary actions and consequences

Procedural measures

When there is a substantiated suspicion of wrongdoing by a member of staff, the director of PMU may take the employee out of service, retaining full pay, until further decision has been made on this matter. The director of PMU must ensure that the head of the concerned department initiates relevant inquiries and measures as soon as possible. In the event of non-compliance with this Code of Conduct, before any disciplinary action is taken, the member of staff is to receive a written statement of the suspicions and be given ten working days to respond to the allegations. This period can be extended to a month, subject to a written request.

Possible consequences for members of staff

Non-compliance with the Code of Conduct may lead to disciplinary and/or legal consequences and ultimately to the termination of the contract of employment.

Interns and other PMU representatives

In case of a substantiated suspicions of wrongdoings by representatives of PMU who are not members of staff, PMU may terminate the mission of the representatives after a consultation with the congregation in question, employer or similar authority, and will then give a full report to the party or parties representing the person concerned.

Request of compensation

PMU reserves the right to demand reasonable compensation for damage or costs associated with the non-compliance of the Code of Conduct by a member of staff, including, when applicable, the cost of the PMU employee's return trip to Sweden or place of residence.

Civil or criminal liability

Measures taken according to these disciplinary procedures do not preclude further administrative measures or liabilities under civil or criminal law.

⁹ See documents on the server of PMU R:\Gemensam\Riktlinjer\IT policy - Ver2018

¹⁰ See documents on the server of PMU R:\Gemensam\Riktlinjer\Riktlinjer för personuppgifter e-post 20181112

4. Reporting and complaints

Reporting of suspicions

A member of staff who suspects non-compliance with the Code of Conduct is to report these suspicions as soon as possible to the head of department or to the director of PMU, if this is considered more appropriate. The right to anonymity is to be respected in regards to all parties and suspicions are to be reported only to a head of department or to the director. PMU has the obligation to protect the identity of the person reporting suspicions. If need be, the head of department or the director may be assisted by an HR officer and a union representative may assist the member of staff.

A member of staff that wished to report a matter where a head of department or senior member is involved, is to report this to the nearest head of the organization. A member of staff may also turn to an HR officer for advice and support. This also applies in case the member of staff feels that senior staff has not handled the matter in a correct manner.

Any member of staff who deliberately makes false accusations regarding another member of staff's non-compliance with the Code of Conduct may be subject to disciplinary measures after a decision by his or her employer.

Complaints Response Mechanism regarding non-compliance of the Code of Conduct

If Swedish partner churches, local cooperation partners or other cooperating organizations, donor organizations or individuals find that PMU staff do not comply with this Code of Conduct, they should report this to the director of PMU. Non-compliance with the Code of Conduct may also be reported anonymously via PMU's system for handling complaints, Complaints and Response Mechanism – CRM, which is published on PMU's website: <https://pmu.se/klagomal>

Place and date

Name

Signature

Signature of employer's representative
