

Røde Kors

Ethical and confidentiality agreement for volunteers and employees in the Norwegian Red Cross

1. Aims and principles

The Red Cross is a volunteer humanitarian organisation which operates in accordance with the Geneva Convention and the seven fundamental principles of the International Red Cross and Red Crescent movement. *Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.*

These regulations apply to all employees of the Red Cross, including volunteers, representatives and staff. Employees of the Red Cross must abide by the aims and principles of the organisation, and act in accordance with the interests of the Red Cross, as well as its laws, ethical rules and other accepted guidelines.

Employees must always abide by national laws when acting on behalf of the Red Cross. Employees may not behave in any way which could be detrimental to the reputation of the Red Cross, or damage its interests.

2. Respect for your fellow man

The actions we take must be for the benefit of those whom we intend to help. Employees of the Red Cross shall respect all people equally without bias or discrimination. No-one may bully, threaten, mistreat, discriminate against or abuse another person, or do anything which could be interpreted as such.

Employees of the Red Cross shall think and behave in an environmentally sustainable manner.

3. Financial responsibility

The Red Cross shall operate in such a way that members, the authorities and public opinion can be confident that the organisation's financial resources are being used in best pursuit of the aims of the organisation. Responsibility must be shown concerning the administration of financial resources, and all Red Cross assets shall be treated with great care.

4. Personal integrity

Personal integrity shall be shown in all work, without dishonesty, fraudulent action or corruption. Employees shall refrain from any actions which could be perceived as favouritism, acts of friendship or corruption.

No-one shall make personal gain through the resources of the Red Cross, be this economic resources, property, or other assets. Nor shall being a member of the Red Cross be used to for personal gain in the form of gifts or services from others. Employees may not receive personal gifts or services which exceed the value of NOK 500.

All Red Cross property and equipment, including ID cards and logos, shall be returned on completion of any work for the Red Cross.

5. Purchasing and business connections

No person may financially commit the Red Cross unless they are fully authorised to do so. Employees involved in the purchase of goods and services for the Red Cross shall keep themselves informed of the applicable regulations for purchasing. All purchasing shall be made in line with the interests and aims of the Red Cross.

Employees shall inform the Red Cross about each and every potential conflict of interest with a supplier or business partner (for example a family relationship or share ownership). No person shall make decisions concerning purchasing from their own business or from the businesses of close friends or family members.

No person shall use Red Cross purchasing agreements or discount arrangements for their private use, except in circumstances where the agreement has been entered into with the aim of gaining discounts for employees or members of the Red Cross. Nor shall any person make private orders from suppliers with whom the employee has contact in his/her role as a representative of the Red Cross in any case where this might be seen to obscure roles and interests.

6. Political neutrality

Employees may not publicly express opinions or take part in activities which could negatively impact upon the impartiality, neutrality or independence of the Red Cross. This applies to work undertaken for the Red Cross, or which can be perceived as being undertaken on behalf of the Red Cross. This provision is not intended to prevent employees from otherwise being politically active.

7. Protection of the emblem and of information

Employees shall respect the emblems of the Red Cross, the Red Crescent and the Red Crystal, and only use them in accordance with applicable regulations. Employees may wear the emblem whilst in service. Outside service the emblem shall only be worn in small dimensions, for example as a pin or logo. Any misuse of the emblems should be reported.

All confidential and sensitive information shall be treated with extreme care. Employees have a duty to prevent confidential information gained through work with the Red Cross from falling into the hands of unauthorised persons. This confidentiality obligation remains valid even after work is completed. Breach of this confidentiality obligation can incur liability to pay compensation and criminal responsibility.

Information (including written information, photographs, video recordings etc.) produced in connection with work for the Red Cross may not be published in other contexts without express, prior permission from the Red Cross.

8. Safety

Employees shall abide by applicable safety regulations and requirements in all activities. It is not permitted to keep firearms, ammunition or other weapon-like objects of any kind in Red Cross vehicles or property (including premises, vehicles and residences made available to the Red Cross for its employees). Longyearbyen Red Cross is exempt from this regulation.

Employees in the service of the Red Cross may not be under the influence of intoxicants (including alcohol). Moderate amounts of alcohol can be permitted in certain circumstances where this is appropriate. Particular care should be taken, and consumption should not be combined with activities incompatible with the use of alcohol.

9. Ban on sexual exploitation

Employees of the Red Cross may not practice any form of sexual exploitation.

It is forbidden to produce, provide, distribute or use pornographic material on the premises of the Red Cross, or in/on Red Cross equipment. This includes reading of/surfing for pornographic websites or messageboards, or sending pornographic e-mails.

10. Personal responsibility

Red Cross managers shall endeavour to build an organisation which promotes the principles and aims of the Red Cross. It is the responsibility of managers at all levels to go through the ethical regulations of the Red Cross with current and new employees, and to ensure that these regulations are adhered to in daily operations.

Circumstances within the organisation which arouse concern should be taken up with the direct manager, or other managers if this is more appropriate. If necessary, employees can also alert the Red Cross through internal and external arrangements for this.

Employees of the Red Cross have a personal responsibility to abide by these ethical regulations. Breach of these ethical regulations can have serious consequences for the employment relationship. Breach of the regulations by representatives and volunteers can lead to disciplinary action in accordance with Red Cross regulations.

CONFIRMATION

I,....., hereby confirm that I have read and understood the content of this ethical and confidentiality agreement for volunteers and employees of the Red Cross.

I am aware of my duty to prevent confidential information gained through work with the Red Cross coming into the hands of unauthorised persons, and that this confidentiality obligation remains valid after the work has been completed.

_____ - place and date -

_____ - signature -