



**Nordisk Folkecenter**  
for Vedvarende Energi

Nordic Folkecenter for Renewable Energy

# CODE OF CONDUCT

*We will show the way.*

Nordic Folkecenter for Renewable Energy





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## The values push in the right direction

Nordic Folkecenter for Renewable Energy (hereafter Nordic Folkecenter) works for the green transition and renewable energy. It is stated in the statute, and all tasks, large and small, can be traced back to the purpose statement:

The center's purpose is to promote information and knowledge dissemination as well as development tasks around renewable energy and rational energy utilization in Denmark and internationally with a particular focus on production and employment in craft and small industry.

The work with this aim must take place on the basis of appropriate and well-considered policies, which form the basis of the Nordic Folkecenter's ethical guidelines. We are proud of these guidelines and comply with them in our daily work and activities.

Based on these guidelines, which apply to the Nordic Folkecenter's management, board, advisory board, and employees, we have built a reputable NGO that works to show the way towards a sustainable world.

Our values and this Code of Conduct indicate how we do things right - but that does not exempt us from thinking for ourselves in the many facets of everyday life. There are always gray areas when decisions have to be made, and the Code of Conduct is not overriding - it is a guide to how we basically work at the Nordic Folkecenter.

**We want to show the way and we must be trustworthy.**

**We ensure this by being honest and thorough.**

Nordic Folkecenter's Code of Conduct is based on our values. These values guide our actions in daily life, and they oblige us to act with a maximum ethical focus, as well as to run the Nordic Folkecenter in a responsible and sustainable way.

### **Who is covered by the Code of Conduct?**

All employees, board, management, volunteers and trainees at Nordic Folkecenter - regardless of status and function. The Code of Conduct therefore applies to full-time employees, interns, part-time employees, contract employees, temporary employees, flexi-jobbers and volunteers associated with the Nordic Folkecenter.

If you are a manager, you have a special responsibility to take the lead and act in accordance with this Code of Conduct.



The Code of Conduct has a high priority and breach of this will result in corrective or disciplinary action being taken, which may lead to, but is not limited to, termination of your employment.

The guidelines and policies in this Code of Conduct also apply to our partners and external persons associated with the Nordic Folkecenter.

Our collaborations are crucial to carrying out our work - and therefore we want suppliers, partners, associations, organisations, individuals and companies with whom we collaborate to follow relevant parts of this Code of Conduct.

Certain parts of this Code of Conduct will be written into any partner contracts, so that Nordic Folkecenter can take the correct measures in our work.

### **Compliance with legislation**

We make sure to comply with legislative requirements in connection with our projects and in our work. Custom or local practices must **never** take precedence over legislative requirements, national or international.

### **Make the right decisions**

If you can answer “no” to one of the following questions, you must stop immediately, stop working with the project/partner and inform your manager about the matter.

1. Is it legal?
2. Is it consistent with our values, policies, procedures and Code of Conduct?
3. Would I be able to easily and ethically explain the action to my manager, colleague or a family member?
4. Will I be able to defend the action if it was on the front page of the newspaper or shared on social media?

If you can answer "not quite sure", you must approach your manager and ask for guidance.

If you can answer "yes", you can safely continue the work.

### **Question or complaint?**

Should you have any questions or complaints about this Code of Conduct, please contact the working environment representative at the Nordic Folkecenter (listed on the Nordic Folkecenter's website).



## **EDI statement (Equality, Diversity and Inclusion)**

*Equality, Diversity & Inclusion (EDI) statement for Nordic Folkecenter for Renewable Energy (hereafter Nordic Folkecenter).*

### **Organization**

Nordic Folkecenter is a non-profit institution, which is managed on a daily basis by a board that acts on a voluntary basis. The members of the board are representatives from industry, municipalities, academia and from Nordic Folkecenter's Support Group and are appointed by election. More details about the board, its composition and function can be found in the Nordic Folkecenter's statute.

The board appoints a director who is responsible for the activities of Nordic Folkecenter on a daily basis. Nordic Folkecenter undertakes to support equality in all aspects of its business, to the greatest extent possible. The employees of Nordic Folkecenter represent a skilled and diverse workforce.

### **Execution of the EDI statement**

Nordic Folkecenter recognizes the non-binary nature of gender and selects its employees solely on the basis of competences.

#### *Recruitment, selection process and flexibility at work*

When recruiting new employees, Nordic Folkecenter will:

- Seek to recruit from as broad a talent pool as possible and will actively ensure that its recruitment is inclusive;
- Not directly or indirectly discriminate against any applicant or candidate for employment in relation to gender, race, political views, sexual orientation or religion;
- Select candidates based on qualifications – ensure that the candidate with the talent, skills, competencies and experience best suited to the position is selected;
- Ensure transparency in employment procedures;

In announcing vacancies in the organization, Nordic Folkecenter will:

- Ensure that job descriptions and advertisements do not directly or indirectly exclude any potential applicant or contain unnecessary requirements that would unfairly exclude an applicant;



- Ensure that advertisements reach every interested candidate without regard to gender, race, political views, sexual orientation or religion;

In the selection process, Nordic Folkecenter will:

- Ensure that the responsible personnel are informed about the agreed principles of equality and diversity;
- Use an agreed and objective system for assessing candidates;

In day-to-day operations, Nordic Folkecenter will:

- Allow flexible working hours to provide a better work-life balance for all genders; flexible working hours should be agreed in advance with the team to ensure that Nordic Folkecenter's work output is not compromised and to ensure that other colleagues can cover the tasks without suffering inconvenience;
- Allow remote work;
- Ensure that wages are not gender-discriminatory: wages will be job-related and not gender-related.
- Ensure that any career progression and/or new positions within the team are properly advertised amongst the team as gender neutral positions (ie anyone with the desired qualifications can apply);

### *Education & Organizational Development*

- Nordic Folkecenter encourages professional development and training of its employees. Every employee has equal access to education and development opportunities regardless of race, political views, sexual orientation or religion;

### *Addressing the issue of bias, harassment, bullying and discrimination*

Nordic Folkecenter understands that some situations can lead to misunderstandings, unconscious biases and unwanted discrimination, especially when organizations have different generations working; behavior that was once accepted may be offensive to younger representatives, ultimately leading to hidden or visible conflicts.

If an employee is exposed to harassment, bias, bullying or discrimination, or observes that colleagues are being subjected to this, the employee can contact the working environment representative (listed on the Nordic Folkecenter's website), who is obliged to handle the inquiry.



We take inquiries about harassment, discrimination, biases, bullying etc. seriously and they are treated with confidentiality. Every inquiry will be investigated thoroughly and followed up with the necessary steps.

As the parties involved may experience the situation and the reasons for this differently, we will basically hear all parties' version of the case before we decide on the further course of action.

### *Sanctions*

Harassment, bullying, bias, discrimination may result in employment law consequences in the form of a warning, termination or, depending on the circumstances, dismissal.

The sanction will be assessed by senior management and possibly the board in each individual case based on the specific circumstances of the case.



## **Policy on Prevention and Management of Sexual Harassment (PHSEA)**

### **Statement of purpose**

At Nordic Folkecenter, we place great value on well-being. The workplace must be a safe and good place. We treat each other with respect and therefore consider sexual harassment unacceptable. There is zero tolerance.

### **A shared responsibility**

We have a shared responsibility to ensure that harassment does not take place. We must respect that everyone does not have the same boundaries, and employees are encouraged to be aware of how they speak to colleagues. It is considered particularly serious if a manager exposes a colleague or an employee to sexual harassment.

If an employee is subjected to sexual harassment, or experiences that a colleague is, we encourage you to draw attention to it.

### **What is sexual harassment?**

Sexual harassment occurs when any form of unwanted verbal, non-verbal or physical behavior with sexual undertones is displayed with the purpose or effect of violating a person's dignity, in particular by creating a threatening, hostile, degrading, humiliating or unpleasant climate.

Sexual harassment can, for example, be:

- Unwanted touching
- Requests for sexual intercourse
- Silly jokes
- Unauthorized inquiries about sexual topics
- Other unwanted sexual allusions via e-mail, SMS, pictures, etc.

### **Implementation of the PHSEA Policy**

If an employee is exposed to sexual harassment, or observes that colleagues are being subjected to sexual harassment, the employee can contact the working environment representative (listed on Nordic Folkecenter's website), who has the duty to handle the inquiry.





*How do we handle inquiries about sexual harassment?*

We take inquiries about sexual harassment seriously and treat them with confidentiality. Every inquiry will be investigated thoroughly and followed up with the necessary actions. As the parties involved may experience the situation and the reasons for this differently, we will basically hear all parties' version of the case before we decide on the further course of action.

*Sanctions*

Exercising sexual harassment could lead to employment law consequences in the form of a warning, termination or, depending on the circumstances, expulsion. The sanction will be assessed in each individual case based on the specific circumstances of the case.



## **Anti-Child Labour Policy**

Nordic Folkecenter has zero tolerance towards child labour internally as well as with suppliers, business partners, partners in projects or programs and others with whom we collaborate.

Nordic Folkecenter condemns forced labor and child labour, and will not cooperate with companies, associations or organizations that use child labor or forced labour.

Nordic Folkecenter supports and respects the international human rights that are written down in The International Bill of Human Rights as well as the rights that the UN has enshrined in the conventions of The International Labor Organization (ILO).

All employees and business partners must know and accept the anti-child labor policy and enforce the principle of zero tolerance towards child labour and forced labour.

### **Implementation of anti-child labour policy**

Implementation of the anti-child labour policy is based on three elements: prevention, notification and follow-up and sanctions.

#### *Prevention*

Partner contracts: All partner contracts must contain an anti-child labour clause.

The partners also undertake to ensure that funds, assets or resources transferred to them from Nordic Folkecenter are not made available or otherwise benefit persons, organisations, suppliers, groups or other entities that use child labour or forced labour - e.g. in connection with local collaborations or the distribution of grants.

Screening: Nordic Folkecenter takes responsibility for screening its partnerships in projects, to ensure that the partners do not use child labour or forced labour. The partners are encouraged in the contracts to do the same with their internal as well as external collaborations.

As partnerships often involve transfers of funds, the screening is important to prevent the unintentional financing of child labour and forced labour. The screening is carried out by the project manager in the given project.

Procurement: When purchasing goods or services to a value of over DKK 100,000, it is checked that the supplier does not use child labour or forced labour.



### *Notification and follow-up*

All employees and partners are obliged to immediately notify their superior, contact person or project manager at Nordic Folkecenter if they become aware that employees, business partners, partners in projects or the program or others we collaborate with are involved in child labour or forced labour.

Nordic Folkecenter's top management and board of directors assume responsibility for reporting to relevant authorities and donors.

### *Sanctions*

In the event of reasonable suspicion that funds, assets or resources have been used for child labour or forced labour, this results in sanctions:

- Termination of contract with the relevant person(s), groups or entities
- Repayment of funds
- Possibly reporting to relevant authorities

Any decision on sanctions is made by Nordic Folkecenter's top management and board after consultation with persons and authorities that are relevant in the given situation - including partners or donors.



## Policy on anti-corruption

This policy provides guidance on how Nordic Folkecenter employees must react when faced with corruption and corrupt behaviour, and at the same time sets out guidelines for the work of preventing, reporting and sanctioning corruption.

### What is corruption?

Corruption is defined as abuse of entrusted power for one's own gain. Corruption is best known as bribery, fraud, embezzlement or extortion.

But corruption does not have to mean money changing hands; it may also include the performance of services to gain benefits such as affirmative action, special protection, extra service, or shorter processing times.

### Code of conduct

All Nordic Folkecenter's employees and partners must respect and promote the principles below. The principles are based on the definition of corruption.

#### *Conflicts of interest*

Conflicts of interest arise in situations where an employee has a private interest that could potentially affect or appear to affect the impartial and objective performance of the employee's official duties.

Private interests include benefits for oneself or one's family, relatives, friends and persons or organizations with which one has or has had professional or political affiliation.

*Nordic Folkecenter's employees must avoid conflicts – real or potential – between personal interests and the interests of Nordic Folkecenter*

#### *Bribery*

Bribery is offering, giving (active bribery), receiving, soliciting or accepting (passive bribery) something of value for the purpose of influencing the actions of an employee in the performance of his or her public and statutory duties.

Bribery is punishable under the Danish Penal Code.

*Nordic Folkecenter will not give or accept any kind of bribe*



### *Blackmail*

Extortion occurs when an employee illegally demands or receives money or property through the use of intimidation.

Blackmail can include threats of physical or material harm, threats to accuse a person of a crime/illegality, or threats to reveal embarrassing information.

Blackmail is punishable under the Danish Penal Code.

*Nordic Folkecenter's employees must not influence persons or bodies by abusing their public position, or by using force or threats.*

### *Fraud*

Fraud is the use of deception in order to obtain an advantage, to avoid an obligation or to be responsible for the loss of another. This involves being dishonest, misleading, or fraudulent, defrauding or acting under false pretenses.

Fraud is punishable under Danish criminal law.

*Employees at Nordic Folkecenter must not use misrepresentation, cheating or breach of trust to obtain an unfair or dishonest advantage.*

### *Embezzlement*

Embezzlement is the wrongful appropriation or misuse of property or funds which have been lawfully entrusted to a person in authority by virtue of that person's position.

Embezzlement is punishable under Danish Penal Code.

*Nordic Folkecenter's employees must not improperly appropriate or otherwise misuse property or funds entrusted to them.*

### *Gifts*

Corruption in connection with gifts covers cases where a gift or other financial good is offered, given, requested, or received with the expectation of receiving a favour in return.

Gifts and hospitality can in themselves be an expression of corrupt behaviour. It may be used as a means to promote corruption, or it may be perceived by others as corruption. Gifts may include cash or assets given as gifts.

Hospitality can include meals, hotel stays, flights, entertainment or sporting events.



As a starting point, employees should not receive gifts or other benefits in connection with their work.

However, smaller gifts can be accepted in certain cases. This applies in connection with events of a personal nature such as birthdays, anniversaries, farewells or the like.

The concept of gift does not include services that can be perceived as a fee for a task performed – e.g. receiving a few bottles of wine for a presentation. The concept of gift also does not include benefits that are given internally at the workplace.

*Employees at Nordic Folkecenter may not, directly or indirectly, give, request or receive gifts or other advantages that could be perceived as an attempt to influence the performance of functions, tasks or judgement.*

#### *Nepotism and favouritism*

Nepotism is cases where family and friends are favoured and treated advantageously because of the close personal relationships rather than a professional and objective assessment of their abilities and qualities.

*Nordic Folkecenter's employees must not favour friends, family or other close relationships in connection with employment, purchases, delivery of financial and technical assistance or other situations.*

## **Implementation of the anti-corruption policy**

Implementation of the policy has four main elements: prevention, follow-up and monitoring, transparency and sanctions.

#### *Preventive measures*

Partner contracts: All partner contracts must contain an anti-corruption clause; as well as the consequences if the clause is broken.

Code of conduct for employees: All employees at Nordic Folkecenter are bound by this policy, which obliges zero tolerance towards corruption.

#### *Follow-up and monitoring*

Reporting cases of corruption: All employees are required to immediately notify their superiors of any evidence of or any suspicion of a breach of one or more of the anti-corruption principles. This applies regardless of whether the matter concerns other employees, business partners and partners in programs or projects.



Likewise, all employees are required to notify their superiors of a potential or actual conflict of interest; including if gifts are given or received that can be perceived as an attempt to influence the performance of an employee's or partner's functions, tasks or judgement.

If any form of bribery has been used, this is reported to the employee's superior.

#### *Transparency and reporting*

Nordic Folkecenter presents evidence of and reasonably justified suspicions of corruption to the Danish authorities and the Danish state, from which Nordic Folkecenter receives its financial law grant. If other grants are included in the case, the fund organization in question will also be informed.

Nordic Folkecenter's top management and board assess whether the evidence is sufficient and the suspicion is reasonably justified.

#### *Sanctions*

Depending on the specific assessment, sanctions upon proof of and reasonably justified suspicion of corruption involve:

- Repayment of funds
- Contractual consequences, including any termination of contract
- Disciplinary measures in relation to employees, including any dismissal or expulsion
- Notification of the authorities of other countries
- Police report
- Other legal steps such as the decision to bring civil proceedings.

Nordic Folkecenter's top management and board of directors take decisions on sanctions after consultation with persons and authorities that are relevant in the given situation; and involves, for example, a partner, accountant, lawyer, professional legal system or other authorities.



## Policy on Anti-Terrorism

Nordic Folkecenter for Renewable Energy (hereafter Nordic Folkecenter) works in countries where there may be persons, groups or entities that have terrorist-related purposes.

Nordic Folkecenter has zero tolerance towards terrorism among employees, business partners, partners in projects or programs and others with whom we collaborate.

Nordic Folkecenter undertakes to ensure that funds, resources and assets are not made available to or otherwise benefit persons, groups or entities that are on the UN's or the EU's terrorist lists. This obligation applies both in partnerships, employment, business and in all other collaborations.

All employees and business partners must know and accept the anti-terrorism policy and enforce the principle of zero tolerance towards terrorism,

### Implementation of the anti-terrorist policy

Implementation of the anti-terrorist policy is based on three elements: prevention, notification and follow-up and sanctions.

#### *Prevention*

Partner contracts: All partner contracts must contain an anti-terror clause, where the parties assure that they are not on the UN or EU terror lists.

The partners also undertake to ensure that funds, assets or resources that are transferred to them are not made available or otherwise benefit persons, groups or other entities that are on the UN and EU terrorist lists - e.g. in connection with local collaborations or distribution of grants. The partners are also, like Nordic Folkecenter, obliged by this policy to keep up to date with the terrorist lists.

Screening: Nordic Folkecenter takes responsibility for screening its partnerships in projects, by ensuring that the partners are not on the UN and EU terror lists. The partners are encouraged in the contracts to do the same with their internal as well as external collaborations.

Since partnerships often involve transfers of funds, the screening is important to prevent the inadvertent financing of terrorist-related purposes. The screening is carried out by the project manager in the given project.

Procurement: When purchasing goods or services to a value of over DKK 100,000, it is checked that the supplier is not on the UN or EU terror lists.





### *Notification and follow-up*

All employees and partners are obliged to immediately notify their superior, contact person or project manager at Nordic Folkecenter if they become aware that employees, business partners, partners in projects or the program or others we collaborate with are on the UN or EU terror list. Nordic Folkecenter's top management and board of directors assume responsibility for reporting to relevant authorities and donors.

### *Sanctions*

In the event of reasonable suspicion that funds, assets or resources have been made available to persons, groups or entities listed as terrorists, this results in sanctions:

- Termination of contract with the relevant person(s), groups or entities
- Repayment of funds
- Reporting to relevant authorities

Any decision on sanctions is made by Nordic Folkecenter's top management and board after consultation with persons and bodies that are relevant in the given situation - including partners or donors.