

CODE OF CONDUCT





The guiding principles of all ICEIDA activities are the fight against poverty and the promotion of social and economic development. The core values of ICEIDA are **reliability, transparency, honesty, impartiality and integrity.**



ICEIDA respects the equal rights and equal status of men and women and promotes gender integration and equality in its work and policy-planning.

ICEIDA's goal is to ensure a secure, humane and stimulating working environment where due account is taken of the interests of the family.

Employees recognise that customs and practices differ from one country to another and pledge to show appropriate respect in all partner countries.

With the above in mind, each employee undertakes to abide by the following Code of Conduct to protect ICEIDA's reputation.



General Provisions

Article 1

Scope of Application

This Code of Conduct applies to the employees of ICEIDA abroad, including temporary employees, local employees, interns, consultants and contractors working for ICEIDA. The Code of Conduct also applies to employees at the ICEIDA head office when travelling abroad on behalf of the Agency and in Iceland as applicable.

The Code of Conduct is continuously valid, both at work as well as outside of working hours.

Employees shall be informed of this Code.



Interaction at the Workplace

Article 2

The Workplace

Employees should display professionalism in their work at all times. They should comply with all principles, rules and obligations applicable to the workplace, including those concerning interaction between employees. All employees should be treated equally, regardless of age, disability, race, marital status, gender, sexual orientation, colour of skin, religion, political or other beliefs, nationality, origin, possessions, descent or any other reasons.

Employees may not harass their co-workers or engage in gender-based or sexual harassment at the workplace. They may not abuse in any way their position towards a person who is dependent upon them, including their subordinate.



Obligations to Icelandic Authorities

Article 3

Implementing Instructions

Employees should comply with any legitimate instructions from their superior regarding their duties.

Employees should carry out their instructions impartially. Employees' personal views may not impede them in performing their duties or lead them to act in any way which contravenes legitimate instructions from Icelandic authorities.



Article 4

Decision-Making

Employees should exercise the authority entrusted to them responsibly and in the public interest, act fairly and with proportionality, and not apply it for their own gain.

When exercising their discretionary authority to select individuals, e.g. for recruitment, allocating grants or other benefits, or awarding contracts, employees shall take decisions on the basis of substantive criteria, such as merit and qualifications. No one may be discriminated against on the basis of non-substantive criteria, such as sex, race, sexual orientation or social circumstances.

Employees should, to the extent possible, ensure transparency in their decision-making.



Obligations to Foreign Authorities

Article 5 *Immunities*

Employees should be aware that immunities, or special privileges granted to them by the General Agreements with the partner countries, are not granted for their personal benefit but for the benefit of the Icelandic authorities. They should respect the laws and regulations of the partner country, as well as its traditions and customs.

Employees who enjoy immunities may not interfere in the internal affairs of the partner country, including by participating in political activities. They should show due respect to the authorities of the partner country. Immunities do not exempt them from fulfilling their personal obligations.



Financial Matters

Article 6

Financial Interests

Employees should ensure that their personal and financial interests, and those of their families and friends, do not conflict with their duties. They may not, for example, involve themselves in cases if the parties include members of their family, their friends, former spouse or children-in-law or if they themselves are parties.

Article 7

Gifts and Privileges

Employees should neither accept nor seek gifts or valuables from individuals, companies or other parties that are in any way related to their work if this can be construed as a consideration for a favour or special service. Christmas gifts or other courtesy gifts may be accepted, provided that their value is within reasonable limits. A superior should be consulted if there is doubt whether an employee may accept a particular gift.

The abovementioned also applies to privileges. If accepting a gift of greater value than SDR 100 cannot be avoided as a matter of courtesy, a superior should be consulted. Should the gift be accepted, it becomes the property of ICEIDA and should be rendered immediately and listed in the inventory of ICEIDA. Monetary gifts may never be accepted.



Article 8

Other Activities

A. In General

Employees may not be involved in the operation of or own a business if they stand to benefit as a result of their position in ICEIDA. If employees need to deal in an official capacity with any business in which they hold an interest they should immediately disclose the measure of that interest to their highest-ranking superior. This does not apply, however, to holdings of less than 10% in public limited companies.

Before accepting a paid position in the service of another party, taking a seat on the board of a business or institution or starting a business alongside their duties, employees must notify their highest-ranking superior thereof. They shall be informed within two weeks whether the aforementioned activity is considered compatible with their duties and whether they are authorised to engage in it.

b. In the Partner Country

Employees who have been granted immunities or special privileges by the General Agreements with the partner countries may not work or engage in business activities for their own profit in the partner country. Family members of employees may work or engage in employment-related activities if the rules in the partner country so permit, provided that their highest-ranking superior is notified before an employment contract is signed or operations begin.



Article 9

Insider Trading

If employees are in possession of insider information they may not buy or sell financial instruments, directly or indirectly, on their own behalf or on behalf of others. Employees may not provide third parties with insider information or use such information to advise third parties to buy or sell financial instruments or otherwise encourage their trade.

Article 10

Public Property

Employees should administer public funds responsibly, ensure that they are effectively used and not for other purposes than instructed or laid down by law.

Employees may not wilfully or by negligence cause waste, loss or damage to property, documents or assets of ICEIDA.



Article 11

Entertainment Expenses

Apart from Country Directors, ICEIDA employees abroad may not incur entertainment expenses on behalf of ICEIDA. If the employee considers it necessary to incur such expenses in relation to his work he should seek permission from the Country Director. Should the permission be granted the expenses are assigned to the Country office.

Entertainment expenses should only be incurred when necessary for ICEIDA's interests in connection with employees' duties, taking into account the customs and circumstances in the partner country. The cost should be reasonable and the entertainment should not go beyond what is appropriate. Alcohol should be served in moderation.

Article 12

Abuse of Position

Employees may not accept or pay bribes.

Employees may not give preferences to suppliers or promote transactions on behalf of ICEIDA by reason of non-substantive criteria such as family connections or other personal connections.



Personal Behaviour

Article 13 *Conduct*

As worthy representatives of Icelandic authorities, employees of ICEIDA should apply the highest standards of conduct at all times, both at work and outside of working hours.

Employees should discharge their functions with the utmost care and conscientiousness. They should be polite, helpful and display fairness in their work. They should refrain from any action, at work or outside it, that is inappropriate or brings their work or profession into disrepute or disgrace. Employees may not retrieve or disseminate illegal content, pornography or other materials that may harm the reputation of ICEIDA. Employees are required to provide the necessary assistance and guidance to those who seek their help.

Article 14 *Human Rights*

Employees should ensure that their conduct conforms to the human rights objectives of Icelandic authorities. Employees may not purchase or accept prostitution services.



Article 15

Conflict of Interest

Employees should avoid any conflict of interest in their work. They should alert their highest-ranking superior if the possibility of such conflicts should arise. This also applies when a change in an employee's circumstances could result in such possible conflict of interest.

Employees should observe rules concerning disqualification from a case by reason of kinship or for other reasons.

Employees may not use their position for private gain or to benefit others connected to them, irrespective of whether the benefit emerges immediately or at a later date, including after employment ceases.



Security Matters

Article 16 *Information*

Employees should make available to the public information on decisions and activities of ICEIDA, provided the information is not confidential by Icelandic law or a corresponding law in a partner country.

Article 17 *Confidentiality*

Employees should observe confidentiality with regard to all confidential matters they obtain knowledge of in the course of their duties. Employees may not seek confidential information which is not relevant to their duties. Employees may not use information obtained in the course of their duties, which has not been presented or made public, for their own gain or that of others, including financial gain, even if the information is not confidential. Employees should maintain confidentiality even after employment ceases.

Employees who express their views in public should indicate whether they do so in their own name or on behalf of ICEIDA, as the case may be.

Employees should ensure that confidential information is securely protected against unauthorised access.



Article 18

Security

Employees should make every effort to ensure the security of ICEIDA and its employees. They should comply with all rules and instructions regarding security matters, including contingency plans in the case of an emergency situation arising in the workplace.

In the event of an emergency situation in a partner country, employees should make every effort to ensure the safety of co-workers, Icelandic citizens, their families and property, including evacuation from danger zones.



Final Provisions

Article 19 *Infringements*

Employees who become aware of corruption or illegal or inappropriate conduct should inform their highest-ranking superior, head of personnel or Director General thereof. The highest-ranking superior should immediately notify the head of personnel or the Director General of such reports. Employees who accurately report such conduct in good faith shall not be penalised in any way.

Employees should report any well-founded suspicions of infringements of this Code of Conduct to their highest-ranking superior and/or head of personnel. They may request anonymity.

Employees accused of infringements may have access to all relevant documentation and be given an opportunity to comment. The highest-ranking superior or head of personnel should reach a decision within one month of receiving the report. If the matter is settled in writing, the parties should sign the findings. Employees have a right to attach their comments.

Penalties for infringements of this Code depend on the seriousness of the infringement. They can include a warning or dismissal according to Chapters IV and VI of the Government Employees Act, No. 70/1996.



Article 20

Publication and Entry into Force

This Code of Conduct is not intended to be exhaustive or replace legislation that otherwise applies to employees of ICEIDA. They further elaborate the general requirements applicable to employees with regard to their conduct and demeanour and thus further clarify their duties.

This Code shall be published in Icelandic and English and introduced to those to whom it applies for compliance. Employees who join ICEIDA after these rules enter into force should sign a statement confirming they have read them and will abide by them.

Employees should introduce this Code to any family members and employees who enjoy special privileges. They should ensure that the Code is complied with as appropriate.

This Code shall be revised within one year of its entry into force.

This Code, established in accordance with Chapter IV of the Government Employees Act No. 70/1996 and the Ministry of Finance Guidelines of Good Practice for Government Employees, dated February 2006, shall enter into force on 8 May 2009.



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