

Code of Conduct for volunteers and employees of Project 1882

Project 1882 is comprised of many people. When more than 50,000 people come together within one and the same organization, clear rules are needed for volunteers and employees. The Code of Conduct helps to clarify our common expectations and prevent misunderstandings.

The Code of Conduct is based on the basic principles of Project 1882, which are formulated in our Mission Statement. The Code of Conduct includes everyone who is a volunteer, elected representative, employee or equivalent. We are all co-workers within Project 1882.

Basic principles

Project 1882's work through opinion forming and political advocacy for a world where animals are respected as well-known individuals with the right to their own lives. We must in the best way conduct credible work that is permeated by our values: *commitment, professionalism, knowledge and compassion.*

Project 1882's resources come from voluntarily donations. Therefore, it is expected that you, together with everyone else who is involved in Project 1882, take responsibility for our work so that these resources - personnel, financial and equipment- is used efficiently, make a difference and go to the purposes for which they are intended.

It is your duty to know and comply with the basic principles of Project 1882. By always behaving correctly towards people you meet, you contribute to creating trust, confidence and respect for our organization. This is important for us to ultimately make as big a difference to as many animals as possible.

As an employee of Project 1882, you are co-responsible for creating a good collaborative climate. Employees in Project 1882 work alongside volunteers. As an employee, no matter where in the organization you are, your job is to guide volunteers in a positive manner and encourage them to help Project 1882 reach its full potential.

12 points of the Code of Conduct

1. Find out, familiarize yourself with and follow the established guidelines, agreements and routines that exist within the part of Project 1882 where you work.

2. Choose vegan

The values of Project 1882 are that animals are living, sentient beings with the right to their own lives. Therefore, all food served at all Project 1882's events, internal as well as external, must be vegan. Also, Project 1882's money shall not pay for goods and services that include animal exploitation.

When you participate in external events as a representative of Project 1882, you choose vegan food and drink. Only vegan foods are used at Project 1882's workplaces.

3. Manage resources responsibly

You use the resources of Project 1882 - personnel, financial and equipment - in a responsible manner and for the purposes for which they are intended. You must assess whether the expenses are reasonable and justifiable.

Keep in mind that our money come from donations received mainly from thousands of individual donors. Those who donate money to Project 1882 must be confident that they are used in our operations and in accordance with our guidelines.

All results created within the framework of assignments within the organization belong to Project 1882 and all equipment provided by Project 1882 is returned after the assignment has been completed.

We are respectful of each other's time, by being prepared for meetings and sticking to things. Do not call a meeting for the sake of the meeting, but be clear about what the purpose and agenda is. Document your work well, so that the organization becomes less vulnerable and more transparent. Also, not everything depends on you personally, ask for help when needed!

4. Do not contradict the values of Project 1882

Project 1882 is a politically independent organization, but that does not prevent you as a volunteer or employee from being affiliated with a political, religious or other idea-driven organization. On the other hand, you should of course not be active in organizations and contexts that oppose the activities and values of Project 1882. Employees should inform their managers in these cases.

Project 1882 is an organization with high credibility. The public and different stakeholders must be able to trust that Project 1882 is a legitimate partner. So participation in, and support for, illegal animal rights activities is incompatible with involvement in Project 1882. This concerns both active participation and support for such working methods via, for example, social media.

In your role as a representative of Project 1882, you are expected to communicate the values and positions that Project 1882 works according to.

5. Do not abuse your position of trust

When you have assignments for Project 1882, you can get in touch with people who are - or feel that they - are dependent on you. You may never use your position for personal gain. You must also not use your position to provide other incorrect benefits.

6. Counter corruption

You may not participate in corruption by giving or receiving bribes in the form of money, gifts, sexual services or anything else. You may also not give gifts or benefits in excess of a small value to individuals or groups in exchange for services.

If individuals or groups want to show you their appreciation in the form of flowers, chocolates or other small gifts, the value must not exceed what applies under applicable law.

7. Actively distance yourself from sexual exploitation and exploitation

All forms of sexual abuse and the purchase of sexual services are incompatible with the values of Project 1882. Using Project 1882's computers to surf for pornography, as well as disseminating pornographic material, is prohibited.

8. Be alcohol and drug free

Project 1882 demands that there are no use of alcohol and drugs in our joint work. We do not offer alcohol paid with Project 1882's funds at internal parties, dinners or likewise.

At events within Project 1882, no alcohol may be served during the scheduled activities.

There are times when wine and beer are included in the form of socializing, for example at dinners in connection with conferences, external trainings and trips abroad. Then you can buy alcoholic beverages yourself, but as a representative of Project 1882, you are expected to be moderate. Use of other drugs is not allowed.

9. Treat everyone with respect and dignity

Project 1882 is an inclusive, democratic and politically independent anti-violence movement. We do not share any values with ideologies, parties and associations that may be associated with racism, Nazism, xenophobia or other extreme views that are contrary to the values of Project 1882.

Project 1882 thus does not accept any form of discrimination, harassment or abusive treatment. As a representative of Project 1882, you must treat all people with respect and not discriminate against or discriminate against any individual or group on the basis of gender, ethnic origin or nationality, religion or other belief, sexual orientation, gender identity and expression, function, age, political view or position in general.

10. Handle information with discretion and good judgment

During the work and after completing the assignment, you as an employee must observe full discretion with confidential information concerning the organization and individuals.

The CEO is the official spokesperson of Project 1882 and ultimately decides who is to appear on current issues at international level. At national level, the national Director has the mandate to speak on behalf of the organization.

Within Project 1882, the established workflow in the communication policy always applies. This is important to keep in mind, for example when blogging privately, in social media or other communication.

11. Follow Project 1882's workplace regulations

You are obliged to read and follow guidelines and instructions regarding safety and emergency preparedness.

12. Take climate and environmental considerations into account

The aim of Project 1882 is to minimize environmental impact and be a climate-smart organization. There is a purchasing and environmental policy, as well as guidelines for travelling. Telephone and video conferencing are recommended to avoid unnecessary travels. The main rule when traveling is to travel by public transport, by train or bus.

When purchasing for the organization, you should choose alternatives that in their production have taken into account the environment and human rights as far as possible.

In case of violation of the Code

If you see anything that you perceive as illegal or in violation of the Code of Conduct or other internal rules, you should report this. You should primarily turn to your manager or volunteer coordinator. They are obliged to take appropriate action to deal with the matters of which you have become aware. The manager must handle the matter and, if necessary, take the support of the CEO.

If you are an employee and your manager is involved in the case that you want to report, or he/she have not handled the case, you should report to a manager in a higher position.

Alternatively, you can use the Project 1882's whistle-blowing function where you can submit an anonymous report.

Employees who do not follow the Code of Conduct will receive a penalty, which must be in proportion to the nature of the offense. All criminal or suspected criminal activity will be reported to the police.

Reference to existing documents related to the Code of Conduct

- Mission Statement
- Action plan against discrimination, abusive treatment and harassment
- Purchasing Policy
- Communication Policy

- Whistle-Blowing Policy