

THE DANISH  
INSTITUTE FOR  
HUMAN RIGHTS

# CODE OF CONDUCT

# BACKGROUND

The basis for the code of conduct of the Danish Institute for Human Rights is that, when carrying out their duties, Institute employees promote respect for the Institute and its work. In practice, this implies that employees observe the regulations of the countries in which they work, and that they respect international human rights.

The code of conduct should be viewed in the context of other Institute policies and guidelines, just as, generally, we expect employees to attune their behaviour to the circumstances. If there is a conflict between internal standards and the regulations of the country in which employees are working, employees must conduct themselves as they best see fit under the circumstances and also seek to discuss the issue with their immediate superior.

## **CONTENT OF THE CODE OF CONDUCT**

All employees must:

1. Observe acts and regulations laid down by the countries in which they work; they must respect the country's customs, religions and traditions.
2. Adhere to fundamental human rights without discrimination in any form.
3. Observe the anti-corruption policy of the Institute and report any suspicion of corruption to their immediate superior.
4. Adhere to the zero tolerance of the Institute in relation to discrimination and offensive behaviour in compliance with Institute policy in this area.
5. Exercise appropriate behavior during working hours, and during missions also outside actual working hours. It is a completely unacceptable behavior to use prostitutes in connection with missions.

6. Refrain from being under the influence of alcohol and drugs during working hours.
7. Comply with Institute safety guidelines, including informing relevant employees about travel plans.
8. Comply with Institute rules on secondary occupations.
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#### **VALIDITY AND SANCTIONS**

This code of conduct is binding for all employees at the Institute.

The Institute contributes to ensuring that the rules are known and accepted by handing out a copy to all current employees and to new employees when they sign their employment contract.

Breach of the code of conduct may entail consequences for employment in compliance with current labour law, e.g. via notice of warning, termination of contract or dismissal.

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