

B - Governing document

Digni's ethical guidelines



Approved by: Digni's Board of Directors

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Digni's foundational values

Digni is an organization founded on Christian values, which, along with its member organizations, works toward the vision of “a peaceful and transformed world where human dignity is upheld, poverty is eliminated, justice prevails, no one is left behind; a world where there is responsible stewardship of creation and climate justice succeeds.” The name ‘Digni’ is derived from the Latin word *dignitas*, which means dignity. The inviolable dignity of each person is to be a governing principle in all our work. The ethical principles of the Christian humanistic tradition, together with the United Nations Human Rights build the foundation for Digni's ethical reflection and for this document.

Purpose

Digni's reputation and trustworthiness is reliant on the professionalism and competence of its daily operations and on the behavior of each of its staff. The purpose of these guidelines is to increase awareness around the ethical dilemmas faced by the individual worker in his or her daily work for Digni, as well as to hold each worker accountable to adhere to these guidelines. In other words, we want to clarify the behavior we expect – and the behavior we do not accept – from our employees, as they face certain challenges in their daily work and lives while working for Digni. All of us, both personally and communally, are responsible for keeping high ethical standards and accomplishing our tasks in line with the principles and guidelines presented in this document. These guidelines are not meant to replace the existing laws, either in Norway or outside of Norway; instead, they are meant to complement existing laws. These guidelines are not exhaustive, in that they do not cover every ethical problem that may arise. When the validity of these guidelines come into doubt in the face of a specific ethical challenge, it is the responsibility of the employee facing such a challenge to immediately consult with his or her leader.

Comprehensiveness

The guidelines given in this document are valid for all Digni employees and for everyone who works for Digni, whether on a permanent or temporary basis, or in paid or unpaid position. The guidelines are also valid for anyone who does work on Digni's behalf, or who represents Digni, such as Digni's board members. The term ‘worker’ in this document will include everyone mentioned in this paragraph.

Every worker in Digni is required to familiarize him or herself with these guidelines and is responsible to ensure that the guidelines are followed. For employees of Digni, the ethical guidelines compose part of the employment agreement, and a signed copy of the guidelines is to be archived in the employee's file.

For those hired as external consultants, the guidelines are to be included in the employment contract and will be valid as long as a person does work on Digni's behalf.

Responsibility

The leadership of Digni, through its Secretary General, has a particular duty to ensure that all employees of Digni are acquainted with the contents of these ethical guidelines, as well as ensure that ethical awareness within the organization is continuously maintained and developed. Digni's leadership is required to implement an immediate investigation into any alleged violation of these guidelines, and implement measures that will address the alleged violation. The investigation is to be undertaken professionally and confidentially, regarding internal routines and rules for reporting such an ethical violation. The investigation is to conscientiously take into consideration the anonymity of the person who has reported the situation to leadership, to protect the individual from any retaliatory action. Follow-up and support are also to be given to the person or persons who have suffered due to a violation of Digni's ethical guidelines.

Reporting

Digni desires an open culture in its organization, a culture in which it is acceptable and encouraged to bring up worrisome situations. Digni has an internal whistleblowing channel and an whistleblowing poster that details how a person can report a situation, and to whom, and how the warning is to be followed up in the organization. In addition to this system, each person in the organization can confidentially and directly report to his or her leader.

Everyone who has signed these guidelines has the right and duty to report should they discover or suspect a significant breach of these guidelines.

Every report about an alleged violation is to be treated with utmost confidentiality, and no one who has reported in good faith is to experience any kind of retaliation. All employees are required to cooperate in the investigation of an eventual case.

Sanctions against the violation of ethical guidelines

It is expected that Digni's employees will commit themselves to do their work according to these guidelines. A violation of an ethical guideline may lead to negative consequences in the perpetrator's employment relationship with Digni.

For Digni employees, sanctions can come in the form of a verbal or written warning, or in more serious situations, termination or dismissal. Perpetrators who exercise duties for, or have a contract with Digni, may lose these duties or see their contract with Digni terminated.

Should a violation of Digni's ethical guidelines also be considered a violation against a Norwegian law or that of another country, Digni will hand over the case to the relevant enforcement agencies for possible legal action. In the event of alleged financial misappropriation, Norad's Fraud Investigation Unit will be notified, in compliance with Digni's agreement with Norad. An investigation will be initiated in compliance with the demands included in this agreement.